

MADISON SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
NOVEMBER 10, 2014
6:00 P.M. – Board Room

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- 11 RESOLUTION AUTHORIZING SELF REPORT

MADISON SCHOOL DISTRICT
BOARD OF EDUCATION
517-263-0741
REGULAR MEETING
NOVEMBER 10, 2014
6:00 P.M. – Board Room

**** AGENDA ****

- I. CONSENT AGENDA
 - A. APPROVAL OF MINUTES
 - B. ACCEPTANCE OF REPORTS
 - C. APPROVAL OF BILLS/REIMBURSEMENT OF EXPENSES
- II. 2013-14 AUDIT
- III. NEOLA BOARD POLICY REVIEW – SECOND READING
- IV. NEOLA BOARD POLICY REVIEW – FIRST READING
- V. FMLA/DISABILITY/MATERNITY LEAVE FOR PRINCIPAL KRISTIN THOMAS
- VI. FMLA/DISABILITY LEAVE FOR HIGH SCHOOL TEACHER SHANNON
BLACKERBY
- VII. ACCEPTANCE OF OFFICE – ELECTED MEMBERS DANA PINK, MARK
SWINEHART, AND RUBEN VILLEGAS
- VIII. OATH OF OFFICE - ELECTED MEMBERS DANA PINK, MARK SWINEHART,
AND RUBEN VILLEGAS
- IX. RESOLUTION AUTHORIZING SELF-REPORT
 - I. UPCOMING TEACHER CONTRACT – CLOSED SESSION

Madison School District
Board of Education
Regular Meeting – Board Room
October 20, 2014 – 6:00 p.m.

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

Members Absent: Dana Pink

Other Guests: Ryan Rowe, Kristin Thomas, Brad Anschuetz, Nate Pechaitis,
Linda Kaufman, Jill Hogle, Jill Myers, Tanya Rahman

A motion was made by Nancy Roback, and supported by Mark Swinehart, that the minutes of the October 4, 2014 special meeting be approved and that the list of monthly statements totaling \$57,749.17 for the General Fund be approved for payment.

Ayes 6 Nays 0 Motion Carried

Following discussion, a motion was made by Julie Ramos, and supported by Natasha Manchester, that grades K, 1, 3, 4, 6, 7, 8, 9, 10, 11, and 12 on the traditional school calendar be open for Schools of Choice for the 2nd and 3rd trimesters of the 2014-2015 school year with a minimum of two students to be accepted at each grade. Grades Young Fives, 2nd, and 5th are closed.

Ayes 6 Nays 0 Motion Carried

The Board Conducted A First Reading Of Neola Polices **0144.3** Conflict of Interest (Bylaws), **1400** Job Descriptions (Administration), **1630.01** Family and Medical Leaves of Absence “FMLA” (Administration), **1662** Anti-Harassment (Administration), **2431.01** Managing Heat and Humidity in Interscholastic Athletic Programs (Program), **3362** Anti-Harassment (Professional Staff), **3430.01** Family and Medical Leaves of Absence “FMLA” (Professional Staff), **4162** Controlled Substance and Alcohol Policy for Commercial Motor Vehicle “CMV” Drivers (Support Staff), **4362** Anti-Harassment (Support Staff), **4430.01** Family And Medical Leaves of Absence “FMLA” (Support Staff), **5517.01** Bullying and Other Aggressive Behavior Toward Students (Students), **6107** Authorization to Accept and Distribute Electronic Records and To Use Electronic Signatures (Finances), **6420** Conflict of Interest – Legal Counsel, Advisors, or Consultants (Finances), **6470** Payment of Claims (Finances), **6520** Payroll Deductions (Finances), **8120** Iran Economic Sanctions Act Compliance (Operations), **8142** Criminal History Record Check (Operations), **8390** Animals on District Property (Operations), **8405** Environmental Health and Safety Issues (Operations), **8510** Wellness (Operations), and **9160** Public Attendance at School Events (Relations).

A motion was made by Julie Ramos, and supported by Mark Swinehart, that a FMLA/disability/maternity leave be approved for Bus Driver Tara Wiendl and that she be allowed to use accumulated sick leave for the period of time that her doctor verifies she is disabled.

Ayes 6 Nays 0 Motion Carried

Summer Tax Resolution

The following preamble and resolution were offered by Member Nancy Roback and supported by Member Mark Swinehart:

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.

6 Ayes: Members- Ehinger, Manchester, Ramos, Roback, Swinehart, Villegas

0 Nays: Members -

Resolution declared adopted.

Secretary, Board of Education

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

Following discussion, a motion was made by Mark Swinehart, and supported by Julie Ramos, that the Board approve the change in date for the November meeting to be held on November 10 at 6:00 p.m.

Ayes 6

Nays 0

Motion Carried

A motion was made by Nancy Roback, and supported by Ruben Villegas, that the Board recognize the following students and staff: Girls Golf for their successful season,

Boys and Girls Cross Country for each winning the TCC for the 2nd year in a row, and Nate Pechaitis, Linda Kaufman, and the Balanced School Year staff for the coordination of academic enrichment opportunities during the October intercession.

Ayes 6

Nays 0

Motion Carried

A motion was made by Julie Ramos, and supported by Mark Swinehart, that the Board adjourn to closed session at 6:32 p.m. to discuss upcoming contract negotiations with the Madison Education Association.

Ayes 6

Nays 0

Motion Carried

Following discussion, a motion was made by Julie Ramos, and supported by Nancy Roback, the Board return to open session at 7:10 p.m.

Ayes 6

Nays 0

Motion Carried

A motion to adjourn the meeting was made by Mark Swinehart, and supported by Julie Ramos, at 7:11 a.m.

Ayes 6

Nays 0

Motion Carried

Respectfully submitted,

Secretary, Board of Education

SPI
DATE: 11/06/2014
TIME: 23:12:50

MADISON SCHOOL DISTRICT
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA31

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/15

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

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
11-0111-000-0000-00000-0001 0111 CURR TAX ADRIAN CIT	694,494.00	84,175.10	.00	339,473.53	355,020.47
11-0111-000-0000-00000-0001 0112 CURR TAX MADISON TW	1,139,900.00	517,193.99	.00	612,344.26	527,555.74
11-0111-000-0000-00000-0001 0113 CURR TAX PALMYRA TW	59,011.00	15,100.72	.00	34,060.56	24,950.44
11-0111-000-0000-00000-0001 0114 CURR TAX ADRIAN TWP	21,321.00	11,114.30	.00	51,239.81	-29,918.81
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	627,584.11	.00	1,037,118.16	877,607.84
11-0119-000-0000-00000-0002 0119 INT ON DELINQUENT T	12,000.00	110.33	.00	1,995.68	10,004.32
11-0131-000-0000-00000-0002 0131 TUITION PARENT PAY	16,500.00	698.00	.00	2,013.00	14,487.00
11-0151-000-0000-00000-0002 0151 INTEREST ON INVESTM	10,000.00	567.91	.00	49,988.95	-39,988.95
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	4,741.90	.00	7,505.90	25,494.10
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	1,000.00	.00	4,181.22	26,818.78
TOTAL DEPARTMENT - OTHER LOCAL REVENUE	214,400.00	7,118.14	.00	65,684.75	148,715.25
11-0311-000-0000-00000-0003 0010 STATE AID MEMBERSHI	9,761,845.00	874,054.03	.00	869,606.29	8,892,238.71
11-0311-000-0000-00000-0003 0207 STATE AID MEMBERSHI	78,800.00	9,849.35	.00	14,306.97	64,493.03
11-0311-000-0000-00000-0003 0208 STATE AID MEMBERSHI	688,542.00	.00	.00	.00	688,542.00
11-0312-000-0000-00000-0003 0020 AR SEC 31A AT-RISK	555,000.00	47,377.53	.00	47,377.53	507,622.47
11-0312-000-0000-00000-0003 0100 AR SEC 31A STATE AI	.00	.00	.00	.00	.00
11-0312-000-0000-00000-0003 0110 AR SEC 31A LUNCH	.00	2,261.25	.00	2,261.25	-2,261.25
11-0312-000-0000-00000-0003 0120 AR SEC 31A SPEC ED	415,000.00	39,254.81	.00	39,254.81	375,745.19
11-0312-000-0000-00000-0003 0210 AR SEC 31A TECHNOLO	15,760.00	.00	.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	972,796.97	.00	1,309,689.85	10,205,257.15
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	.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	.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	.00	.00	.00	345,182.00
11-0511-000-0000-00000-0005 0511 SPEC ED TUITION	60,500.00	.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	11,500.00	.00	11,500.00	141,451.00
11-0519-000-0000-00000-0005 0220 LISD SPEC ED PARENT	8,000.00	2,296.28	.00	2,296.28	5,703.72

SPI
DATE: 11/06/2014
TIME: 23:12:50

MADISON SCHOOL DISTRICT
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 2
REVSTA31

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/15

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

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
11-0519-000-0000-00000-0005 0303 Lisd Spec Ed Career	.00	.00	.00	.00	.00
11-0519-000-0000-00000-0005 0340 Lisd Spec Ed Michig	213,146.00	.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	13,796.28	.00	-33,983.72	1,158,780.72
TOTAL FUND - GENERAL FUND	15,114,052.00	1,621,295.50	.00	2,378,509.04	12,735,542.96
TOTAL REPORT	15,114,052.00	1,621,295.50	.00	2,378,509.04	12,735,542.96

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MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTall

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TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-2134-000-0000-00000-0000 2130 CAFETERIA EMPLOYEE	.00	.00	.00	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	.00	.00	65.39	-65.39
11-1118-000-0340-02315-0010 1226 EL.PRE SUPERVISION	9,341.00	718.50	.00	3,233.25	6,107.75
11-1118-000-0340-02315-0010 1240 EL.PRE SALARY TEACH	82,012.00	6,362.22	.00	15,905.55	66,106.45
11-1118-000-0340-02315-0010 1630 EL.PRE SALARY AIDE	34,124.00	5,579.03	.00	6,514.40	27,609.60
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	1,242.02	.00	4,049.21	28,201.79
11-1118-000-0340-02315-0010 2820 EL.PRE EMPLOYEE RET	34,065.00	2,999.31	.00	6,191.23	27,873.77
11-1118-000-0340-02315-0010 2830 EL.PRE EMPLOYER SOC	10,200.00	995.77	.00	2,005.17	8,194.83
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	1,094.49	-508.49
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	32.76	511.93	980.24	1,007.83
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	34.28	.00	34.28	265.72
11-1118-000-0340-02315-0010 6410 EL.PRE NEW EQUIP/FU	3,000.00	.00	.00	6,347.50	-3,347.50
11-1118-000-0340-02315-0010 7410 EL.PRE DUES/CHAUFFE	.00	66.00	.00	66.00	-66.00
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	641.15	2,692.85
11-1216-000-0340-02315-0010 2820 EL.SOCWRK EMPLOYEE	.00	66.12	.00	161.49	-161.49
11-1216-000-0340-02315-0010 2830 EL.SOCWRK EMPLOYER	.00	19.76	.00	50.19	-50.19
11-1216-000-0340-02315-0010 2920 EL.SOCWRK CASH IN L	293.00	22.54	.00	56.35	236.65
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	18,885.69	511.93	47,429.50	173,244.57
11-1111-000-0000-02315-0011 1240 EL.REG SALARY TEACH	2,458,901.00	197,954.38	.00	509,397.42	1,949,503.58
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	38,545.06	.00	130,857.02	414,026.98
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	51,036.45	.00	128,675.91	632,294.09
11-1111-000-0000-02315-0011 2830 EL.REG EMPLOYER SOC	192,483.00	15,111.73	.00	38,426.20	154,056.80
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	9,949.68	42,772.32
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	.00	.00	2,516.23	30,483.77

SPI
DATE: 11/06/2014
TIME: 23:11:50

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/15

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

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1111-000-0000-02315-0011 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	.00	.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	294.40	.00	2,108.46	6,491.54
11-1111-000-0000-02315-0011 5110 EL.REG TEACHING SUP	34,000.00	608.04	2,324.22	32,770.85	-1,095.07
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	.00	.00	32,905.22	7,094.78
11-1111-000-0000-02315-0011 5990 EL.REG MISC. SUPPLI	2,000.00	1,498.09	.00	4,980.83	-2,980.83
11-1111-000-0000-02315-0011 6410 EL.REG NEW EQUIP/FU	20,250.00	231.00	1,943.08	20,246.01	-1,939.09
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	.00	.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	309,352.75	4,267.30	944,205.56	3,265,175.14
11-1113-000-0000-02316-0012 1240 HS.REG SALARY TEACH	1,432,616.00	111,856.78	.00	285,329.23	1,147,286.77
11-1113-000-0000-02316-0012 1242 HS.REG ISSI	.00	.00	.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	125.00	.00	200.00	40.00
11-1113-000-0000-02316-0012 2130 HS.REG EMPLOYEE INS	345,753.00	26,476.75	.00	85,609.48	260,143.52
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	28,469.11	.00	72,077.35	426,469.65
11-1113-000-0000-02316-0012 2830 HS.REG EMPLOYER SOC	110,431.00	8,476.17	.00	21,449.05	88,981.95
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	2,521.30	2,205.70
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	.00	.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	.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	492.57	.00	889.54	5,810.46
11-1113-000-0000-02316-0012 5110 HS.REG TEACHING SUP	21,000.00	1,070.83	723.65	16,731.50	3,544.85
11-1113-000-0000-02316-0012 5121 HS.REG PLTW	5,000.00	527.75	397.68	3,753.14	849.18
11-1113-000-0000-02316-0012 5122 HS.REG CAREER PREP	7,000.00	32.00	.00	32.00	6,968.00
11-1113-000-0000-02316-0012 5123 HS.REG ISSI	12,388.00	.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	-129.00	.00	2,932.69	18,067.31
11-1113-000-0000-02316-0012 5211 HS.REG 20/20 VIRTUA	.00	8,250.00	.00	8,250.00	-8,250.00
11-1113-000-0000-02316-0012 5990 HS.REG MISC. SUPPLI	3,000.00	955.40	.00	2,688.37	311.63
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	55.00	1,274.10	10,466.94	-7,366.04

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MADISON SCHOOL DISTRICT
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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1113-000-0000-02316-0012 6450 HS.REG MUSIC INST N	8,000.00	.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	.00	.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	187,666.88	2,395.43	536,630.26	2,044,053.31
11-1112-000-0000-07262-0013 1240 MS.REG SALARY TEACH	1,008,999.00	77,008.96	.00	185,185.86	823,813.14
11-1112-000-0000-07262-0013 1242 MS.REG ISSI	.00	.00	.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	15,995.39	.00	52,199.22	143,134.78
11-1112-000-0000-07262-0013 2820 MS.REG EMPLOYEE RET	317,683.00	19,899.24	.00	47,641.85	270,041.15
11-1112-000-0000-07262-0013 2830 MS.REG EMPLOYER SOC	79,659.00	5,924.26	.00	14,352.02	65,306.98
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	7,295.85	-7,295.85
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	.00	.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	.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	1,490.60	3,109.40
11-1112-000-0000-07262-0013 5110 MS.REG TEACHING SUP	17,700.00	532.50	66.73	7,354.92	10,278.35
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	-16.02	28.82	1,464.00	507.18
11-1112-000-0000-07262-0013 5122 MS.REG CAREER PREP	.00	238.27	.00	238.27	-238.27
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	125.13	.00	11,299.83	10,000.17
11-1112-000-0000-07262-0013 5990 MS.REG MISC. SUPPLI	250.00	151.58	.00	743.50	-493.50
11-1112-000-0000-07262-0013 6410 MS.REG NEW EQUIP/FU	11,375.00	30.00	1,274.11	7,664.36	2,436.53
11-1112-000-0000-07262-0013 6450 MS.REG MUSIC INST N	2,400.00	315.95	.00	1,877.44	522.56
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	.00	.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	123,421.72	1,369.66	354,485.15	1,393,638.19
11-1113-000-0375-02316-0015 1240 HS.REG.DRIVER SALAR	6,500.00	.00	.00	3,844.23	2,655.77
11-1113-000-0375-02316-0015 2820 HS.REG.DRIVER EMPLO	1,977.00	.00	.00	953.00	1,024.00
11-1113-000-0375-02316-0015 2830 HS.REG.DRIVER EMPLO	497.00	.00	.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 EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE 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	.00	.00	5,079.20	4,494.80
11-1122-194-0202-02315-0016 1240 EL.SPEC.RES SALARY	662,501.00	52,113.85	.00	132,970.80	529,530.20
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	3,553.23	.00	6,119.87	36,489.13
11-1122-110-0202-02315-0016 1634 EL.SPEC.EMI AIDE-MC	59,234.00	2,944.87	.00	8,992.58	50,241.42
11-1122-110-0202-02316-0016 1636 HS.SPEC.EMI AIDE -	35,636.00	2,348.01	.00	4,109.01	31,526.99
11-1122-196-0202-02316-0016 1638 HS.SPEC.LRE LRE AID	57,080.00	5,122.14	.00	8,945.00	48,135.00
11-1122-194-0202-02315-0016 2130 EL.SPEC.RES EMPLOYE	184,489.00	13,970.05	.00	51,081.70	133,407.30
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	933.49	.00	1,595.30	-1,595.30
11-1122-110-0202-02315-0016 2820 EL.SPEC.EMI EMPLOYE	.00	757.59	.00	2,277.82	-2,277.82
11-1122-194-0202-02315-0016 2820 EL.SPEC.RES EMPLOYE	263,202.00	13,434.96	.00	33,479.49	229,722.51
11-1122-110-0202-02316-0016 2820 HS.SPEC.EMI EMPLOYE	.00	605.32	.00	1,041.87	-1,041.87
11-1122-196-0202-02316-0016 2820 HS.SPEC.LRE EMPLOYE	.00	1,032.90	.00	1,791.11	-1,791.11
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	271.83	.00	468.18	-468.18
11-1122-110-0202-02315-0016 2830 EL.SPEC.EMI EMPLOYE	.00	225.28	.00	687.93	-687.93
11-1122-194-0202-02315-0016 2830 EL.SPEC.RES EMPLOYE	65,625.00	3,895.32	.00	9,869.34	55,755.66
11-1122-110-0202-02316-0016 2830 HS.SPEC.EMI EMPLOYE	.00	179.63	.00	314.34	-314.34
11-1122-196-0202-02316-0016 2830 HS.SPEC.LRE EMPLOYE	.00	391.84	.00	684.28	-684.28
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	.00	.00	10,754.62	-2,754.62
11-1122-194-0202-02315-0016 3113 EL.SPEC.RES HAVILAN	39,000.00	.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	22.81	.00	89.42	610.58
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	232.76	.00	1,316.13	1,483.87
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 EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE 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	102,035.88	.00	280,290.70	1,152,202.30
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	19,474.02	36,783.98
11-1125-000-0601-02315-0017 1630 EL.COMP.TTL 1 SALAR	48,263.00	3,623.62	.00	7,340.52	40,922.48
11-1125-000-0601-02315-0017 1637 EL.COMP.TTL 1 AIDE	41,167.00	2,893.52	.00	7,233.80	33,933.20
11-1125-000-0601-02315-0017 2130 EL.COMP.TTL 1 EMPLO	2,992.00	.00	.00	369.08	2,622.92
11-1125-000-0601-02315-0017 2820 EL.COMP.TTL 1 EMPLO	58,672.00	2,837.43	.00	8,667.24	50,004.76
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	857.23	.00	2,728.89	11,477.11
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	1,622.25	4,967.75
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	1,282.28	.00	3,108.86	13,561.14
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	330.58	.00	783.39	-783.39
11-1212-000-0601-02315-0017 2830 EL.COUN.TTL 1 EMPLO	.00	98.82	.00	228.13	-228.13
11-1212-000-0601-02315-0017 2920 EL.COUN.TTL 1 CASH	.00	112.66	.00	281.65	-281.65
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	4,859.29	8,983.71
11-1226-000-0601-02315-0017 2130 EL.DIR.TTL 1 EMPLOY	.00	.00	.00	115.40	-115.40
11-1226-000-0601-02315-0017 2820 EL.DIR.TTL 1 EMPLOY	.00	274.50	.00	1,198.36	-1,198.36
11-1226-000-0601-02315-0017 2830 EL.DIR.TTL 1 EMPLOY	.00	83.18	.00	374.74	-374.74
11-1226-000-0601-02315-0017 2920 EL.DIR.TTL 1 CASH I	.00	33.80	.00	84.50	-84.50
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	18,180.50	.00	58,470.12	205,061.88
11-1125-000-0306-02315-0018 1220 EL.COMP.AR SALARY C	16,670.00	1,282.28	.00	3,205.70	13,464.30
11-1125-000-0306-07262-0018 1220 MS.COMP.AR SALARY C	64,073.00	4,928.66	.00	12,321.65	51,751.35
11-1125-000-0306-02315-0018 1240 EL.COMP.AR SALARY T	35,463.00	2,676.76	.00	7,763.12	27,699.88
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	4,868.55	9,196.45

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1125-000-0306-02315-0018 1290 EL.COMP.AR OTHER PR	48,871.00	3,759.28	.00	16,916.76	31,954.24
11-1125-000-0306-02316-0018 1290 HS.COMP.AR OTHER PR	51,000.00	3,846.16	.00	17,307.72	33,692.28
11-1125-000-0306-02315-0018 1630 EL.COMP.AR SALARY A	157,281.00	9,066.13	.00	18,729.11	138,551.89
11-1125-000-0306-02315-0018 1631 EL.COMP.AR TUTOR	7,400.00	294.57	.00	294.57	7,105.43
11-1125-000-0306-02316-0018 1631 HS.COMP.AR TUTOR	7,818.00	589.10	.00	961.17	6,856.83
11-1125-000-0306-07262-0018 1631 MS.COMP.AR TUTOR	9,167.00	1,167.24	.00	1,684.01	7,482.99
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	2,213.28	.00	3,844.53	-3,844.53
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	1,397.55	.00	3,722.07	43,248.93
11-1125-000-0306-02315-0018 2820 EL.COMP.AR EMPLOYEE	123,279.00	4,695.72	.00	13,045.24	110,233.76
11-1125-000-0306-02316-0018 2820 HS.COMP.AR EMPLOYEE	.00	1,147.00	.00	4,578.16	-4,578.16
11-1125-000-0306-07262-0018 2820 MS.COMP.AR EMPLOYEE	.00	2,059.12	.00	4,434.61	-4,434.61
11-1125-000-0306-02315-0018 2830 EL.COMP.AR EMPLOYER	31,118.00	1,396.52	.00	3,974.77	27,143.23
11-1125-000-0306-02316-0018 2830 HS.COMP.AR EMPLOYER	.00	375.99	.00	1,513.20	-1,513.20
11-1125-000-0306-07262-0018 2830 MS.COMP.AR EMPLOYER	.00	633.37	.00	1,361.29	-1,361.29
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	687.19	1,949.81
11-1125-000-0306-02316-0018 2920 HS.COMP.AR CASH IN	5,858.00	488.16	.00	1,708.56	4,149.44
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	43,301.57	.00	123,271.98	535,212.02
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	333.75	.00	8,330.75	35,351.25
11-1221-000-0764-02316-0019 3120 HS.TITLE II A EMPLO	.00	75.00	.00	249.60	-249.60
11-1221-000-0764-07262-0019 3120 MS.TITLE II A EMPLO	.00	473.00	.00	2,262.14	-2,262.14
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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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	881.75	.00	19,951.07	23,730.93
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	381.63	.00	1,021.26	2,870.74
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	104.07	.00	269.47	815.53
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	29.20	.00	78.14	219.86
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	514.90	.00	1,368.87	3,906.13
11-1125-000-0768-02315-0022 1290 EL.TITLE.VI OTHER P	20,363.00	1,566.36	.00	7,048.62	13,314.38
11-1125-000-0768-02315-0022 2130 EL.TITLE.VI EMPLOYE	.00	.00	.00	32.65	-32.65
11-1125-000-0768-02315-0022 2820 EL.TITLE.VI EMPLOYE	11,650.00	403.80	.00	1,762.85	9,887.15
11-1125-000-0768-02315-0022 2830 EL.TITLE.VI EMPLOYE	.00	119.82	.00	539.19	-539.19
TOTAL DEPARTMENT - TITLE VI RURAL	32,013.00	2,089.98	.00	9,383.31	22,629.69
11-1212-000-0000-02315-0025 1220 EL.COUN SALARY COUN	32,641.00	2,308.06	.00	5,595.87	27,045.13
11-1212-000-0000-02316-0025 1220 HS.COUN SALARY COUN	5,858.00	5,126.76	.00	23,070.42	-17,212.42
11-1212-000-0000-07262-0025 1220 MS.COUN SALARY COUN	.00	547.64	.00	1,369.11	-1,369.11

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11-1212-000-0000-02316-0025 1620 HS.COUN SALARY-SECR	35,896.00	2,914.32	.00	7,306.47	28,589.53
11-1212-000-0000-02315-0025 2130 EL.COUN EMPLOYEE IN	1,000.00	147.12	.00	469.62	530.38
11-1212-000-0000-02316-0025 2130 HS.COUN EMPLOYEE IN	9,147.00	.00	.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	595.00	.00	1,410.04	15,653.96
11-1212-000-0000-02316-0025 2820 HS.COUN EMPLOYEE RE	29,686.00	1,863.40	.00	7,093.02	22,592.98
11-1212-000-0000-07262-0025 2820 MS.COUN EMPLOYEE RE	.00	141.18	.00	344.84	-344.84
11-1212-000-0000-02315-0025 2830 EL.COUN EMPLOYER SO	2,497.00	177.90	.00	410.67	2,086.33
11-1212-000-0000-02316-0025 2830 HS.COUN EMPLOYER SO	8,837.00	629.29	.00	2,362.64	6,474.36
11-1212-000-0000-07262-0025 2830 MS.COUN EMPLOYER SO	.00	41.76	.00	104.18	-104.18
11-1212-000-0000-02315-0025 2920 EL.COUN CASH IN LIE	2,636.00	202.76	.00	506.90	2,129.10
11-1212-000-0000-02316-0025 2920 HS.COUN CASH IN LIE	5,858.00	452.28	.00	2,013.66	3,844.34
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	.00	.00	90.00	10.00
11-1212-000-0000-02315-0025 5120 EL.COUN TESTING SUP	500.00	.00	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	47.91	.00	161.68	338.32
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	6,084.88	.00	15,348.47	6,051.53
11-1219-000-0000-02316-0025 1660 HS.NOON SAL SUPVR-I	2,200.00	978.50	.00	1,629.25	570.75
11-1219-000-0000-02315-0025 2820 EL.NOON EMPLOYEE RE	5,888.00	1,590.23	.00	3,953.94	1,934.06
11-1219-000-0000-02316-0025 2820 HS.NOON EMPLOYEE RE	565.00	252.23	.00	413.58	151.42
11-1219-000-0000-02315-0025 2830 EL.NOON EMPLOYER SO	1,637.00	465.47	.00	1,174.13	462.87
11-1219-000-0000-02316-0025 2830 HS.NOON EMPLOYER SO	168.00	72.59	.00	121.03	46.97
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	24,639.28	12.50	77,198.96	107,166.54
11-1222-000-0000-02316-0026 1230 HS.LIB SALARY LIBRA	18,000.00	1,403.86	.00	-96.99	18,096.99
11-1222-000-0000-02315-0026 1630 EL.LIB SALARY AIDE	26,723.00	2,181.84	.00	4,951.24	21,771.76
11-1222-000-0000-02316-0026 1630 HS.LIB SALARY AIDE	7,430.00	1,124.48	.00	1,912.62	5,517.38
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	586.53	.00	1,332.86	5,578.14
11-1222-000-0000-02316-0026 2820 HS.LIB EMPLOYEE RET	10,447.00	697.76	.00	904.26	9,542.74
11-1222-000-0000-02315-0026 2830 EL.LIB EMPLOYER SOC	2,044.00	166.91	.00	378.79	1,665.21
11-1222-000-0000-02316-0026 2830 HS.LIB EMPLOYER SOC	2,169.00	210.66	.00	215.54	1,953.46
11-1222-000-0000-02316-0026 2920 HS.LIB CASH IN LIEU	2,929.00	225.32	.00	1,001.21	1,927.79
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	246.61	.00	195.40	554.60

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11-1222-000-0000-02316-0026 5310 HS.LIB LIBRARY BOOK	1,500.00	.00	366.00	423.87	710.13
11-1222-000-0000-02315-0026 5990 EL.LIB MISC. SUPPLI	900.00	238.01	134.73	412.75	352.52
11-1222-000-0000-02316-0026 5990 HS.LIB MISC. SUPPLI	600.00	.00	.00	312.97	287.03
11-1222-000-0000-02315-0026 6410 EL.LIB NEW EQUIP/FU	400.00	.00	332.50	1,842.95	-1,775.45
11-1222-000-0000-02316-0026 6410 HS.LIB NEW EQUIP/FU	1,400.00	.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	7,081.98	1,165.73	15,630.42	70,706.85
11-1293-000-0000-02316-0027 1560 ATHLETIC COACH SALA	109,260.00	9,125.51	.00	24,994.25	84,265.75
11-1293-000-0000-02316-0027 2820 ATHLETIC EMPLOYEE R	41,929.00	2,352.56	.00	6,297.82	35,631.18
11-1293-000-0000-02316-0027 2830 ATHLETIC EMPLOYER S	.00	683.53	.00	1,856.38	-1,856.38
11-1293-000-0000-02316-0027 3110 ATHLETIC PURCHASED	125,000.00	18,215.11	.00	25,215.11	99,784.89
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	30,376.71	.00	58,363.56	299,825.44
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	47,787.09	44,613.91
11-1232-000-0000-00000-0028 1390 SUPER SALARY-ADMIN.	43,595.00	3,038.00	.00	13,671.01	29,923.99
11-1232-000-0000-00000-0028 1620 SUPER SALARY-SECR	33,565.00	2,723.20	.00	12,254.40	21,310.60
11-1232-000-0000-00000-0028 2130 SUPER EMPLOYEE INSU	91,702.00	-833.34	.00	26,205.56	65,496.44
11-1232-000-0000-00000-0028 2820 SUPER EMPLOYEE RETI	97,335.00	3,855.90	.00	16,833.27	80,501.73
11-1232-000-0000-00000-0028 2830 SUPER EMPLOYER SOCI	28,046.00	1,220.84	.00	6,165.89	21,880.11
11-1232-000-0000-00000-0028 2920 SUPER CASH IN LIEU	4,101.00	315.44	.00	1,419.47	2,681.53
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	768.00	.00	977.66	5,022.34
11-1232-000-0000-00000-0028 3190 SUPER UNEMPLOYMENT	3,000.00	240.00	.00	1,200.00	1,800.00
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	104.90	1,000.00	903.28	2,096.72
11-1232-000-0000-00000-0028 4220 SUPER CONTRACT SERV	5,000.00	33.20	.00	720.19	4,279.81
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	12.98	.00	400.29	1,299.71
11-1232-000-0000-00000-0028 5990 SUPER MISC. SUPPLIE	3,000.00	2,142.97	.00	2,280.34	719.66
11-1232-000-0000-00000-0028 6410 SUPER NEW EQUIP/FUR	3,500.00	680.00	.00	2,434.71	1,065.29
11-1232-000-0000-00000-0028 7410 SUPER DUES/CHAUFFEU	7,000.00	756.25	.00	2,599.25	4,400.75
11-1232-000-0000-00000-0028 8220 SUPER PAYMT TO ANOT	2,200.00	.00	.00	2,553.50	-353.50
11-1252-000-0000-00000-0028 1310 ACCT SALARY-ACCOUNT	136,698.00	7,448.92	.00	33,520.13	103,177.87
11-1252-000-0000-00000-0028 2820 ACCT EMPLOYEE RETIR	.00	1,920.34	.00	8,383.37	-8,383.37
11-1252-000-0000-00000-0028 2830 ACCT EMPLOYER SOCIA	.00	570.54	.00	2,567.37	-2,567.37
11-1252-000-0000-00000-0028 2920 ACCT CASH IN LIEU O	1,757.00	135.18	.00	608.32	1,148.68
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	.00	.00	39,724.32	65,275.68

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1289-000-0000-00000-0028 1590 TECH SALARY OTHER T	60,260.00	4,543.08	.00	22,094.06	38,165.94
11-1289-000-0000-00000-0028 2820 TECH EMPLOYEE RETIR	.00	1,171.20	.00	5,112.97	-5,112.97
11-1289-000-0000-00000-0028 2830 TECH EMPLOYER SOCIA	.00	335.06	.00	1,640.25	-1,640.25
TOTAL DEPARTMENT - GENERAL ADMIN/BUSINESS	753,052.00	41,211.70	1,000.00	253,427.82	498,624.18
11-1241-000-0000-02315-0029 1150 EL.PRIN SALARY SCH.	178,300.00	13,354.12	.00	60,837.06	117,462.94
11-1241-000-0000-02316-0029 1150 HS.PRIN SALARY SCH.	175,468.00	12,829.54	.00	57,732.93	117,735.07
11-1241-000-0000-07262-0029 1150 MS.PRIN SALARY SCH.	159,255.00	12,555.92	.00	56,501.64	102,753.36
11-1241-000-0000-02315-0029 1620 EL.PRIN SALARY-SECR	63,245.00	4,152.98	.00	10,382.45	52,862.55
11-1241-000-0000-02316-0029 1620 HS.PRIN SALARY-SECR	46,283.00	3,091.54	.00	6,853.03	39,429.97
11-1241-000-0000-07262-0029 1620 MS.PRIN SALARY-SECR	34,473.00	2,626.02	.00	6,565.05	27,907.95
11-1241-000-0000-02315-0029 2130 EL.PRIN EMPLOYEE IN	49,386.00	.00	.00	11,729.61	37,656.39
11-1241-000-0000-02316-0029 2130 HS.PRIN EMPLOYEE IN	20,076.00	.00	.00	2,926.85	17,149.15
11-1241-000-0000-07262-0029 2130 MS.PRIN EMPLOYEE IN	30,164.00	175.38	.00	8,805.63	21,358.37
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	4,513.34	.00	17,696.56	52,623.44
11-1241-000-0000-02316-0029 2820 HS.PRIN EMPLOYEE RE	62,938.00	4,104.44	.00	16,385.66	46,552.34
11-1241-000-0000-07262-0029 2820 MS.PRIN EMPLOYEE RE	57,745.00	3,797.74	.00	15,500.86	42,244.14
11-1241-000-0000-02315-0029 2830 EL.PRIN EMPLOYER SO	18,478.00	1,335.92	.00	5,453.25	13,024.75
11-1241-000-0000-02316-0029 2830 HS.PRIN EMPLOYER SO	16,964.00	1,240.44	.00	5,105.06	11,858.94
11-1241-000-0000-07262-0029 2830 MS.PRIN EMPLOYER SO	14,820.00	1,139.56	.00	4,737.04	10,082.96
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	929.40	-929.40
11-1241-000-0000-02316-0029 2920 HS.PRIN CASH IN LIE	.00	901.24	.00	4,030.16	-4,030.16
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	29.94	.00	906.81	1,593.19
11-1241-000-0000-02316-0029 5910 HS.PRIN OFFICE SUPP	1,800.00	.00	.00	636.80	1,163.20
11-1241-000-0000-07262-0029 5910 MS.PRIN OFFICE SUPP	1,800.00	111.29	.00	497.74	1,302.26
11-1241-000-0000-02315-0029 5990 EL.PRIN MISC. SUPPL	600.00	.00	.00	246.04	353.96
11-1241-000-0000-02316-0029 5990 HS.PRIN MISC. SUPPL	400.00	.00	.00	110.40	289.60
11-1241-000-0000-07262-0029 5990 MS.PRIN MISC. SUPPL	600.00	.00	.00	159.25	440.75

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE 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	.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	66,331.17	.00	297,095.04	715,341.96
11-1351-000-0822-02315-0030 1630 EL.LATCH SALARY AID	20,025.00	2,317.71	.00	6,696.39	13,328.61
11-1351-000-0822-02315-0030 2820 EL.LATCH EMPLOYEE R	15,028.00	573.05	.00	1,504.68	13,523.32
11-1351-000-0822-02315-0030 2830 EL.LATCH EMPLOYER S	3,818.00	177.31	.00	512.31	3,305.69
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	2,488.00	.00	7,580.63	22,309.37
11-1391-000-0822-02315-0030 2820 EL.PARED EMPLOYEE R	.00	641.40	.00	1,903.87	-1,903.87
11-1391-000-0822-02315-0030 2830 EL.PARED EMPLOYER S	.00	190.34	.00	579.94	-579.94
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	6,387.81	.00	19,073.77	51,037.23
11-1261-000-0000-00000-0031 1170 OPER SALARY SUPVR-I	35,347.00	2,500.00	.00	11,250.02	24,096.98
11-1261-000-0000-00000-0031 1550 OPER SALARY - MAINT	68,746.00	6,003.20	.00	23,942.64	44,803.36
11-1261-000-0000-00000-0031 1640 OPER SALARY CUSTODI	237,227.00	18,318.40	.00	72,750.16	164,476.84
11-1261-000-0000-00000-0031 1960 OPER OVERTIME OPERA	2,200.00	28.14	.00	170.67	2,029.33
11-1261-000-0000-00000-0031 2130 OPER EMPLOYEE INSUR	100,271.00	20.70	.00	19,679.68	80,591.32
11-1261-000-0000-00000-0031 2820 OPER EMPLOYEE RETIR	105,981.00	7,005.63	.00	27,512.97	78,468.03
11-1261-000-0000-00000-0031 2830 OPER EMPLOYER SOCIA	26,601.00	2,031.20	.00	8,197.91	18,403.09
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	2,467.78	4,661.22
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	243.20	.00	3,957.28	4,042.72
11-1261-000-0000-00000-0031 3830 OPER WATER AND SEWA	11,500.00	750.01	.00	1,975.88	9,524.12
11-1261-000-0000-00000-0031 3840 OPER WASTE AND TRAS	3,300.00	1,316.00	.00	3,354.78	-54.78
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	251.00	.00	2,577.27	4,422.73
11-1261-000-0000-00000-0031 5510 OPER HEATING GAS	92,000.00	1,846.77	.00	3,435.83	88,564.17
11-1261-000-0000-00000-0031 5520 OPER ELECTRICITY	151,200.00	10,699.65	.00	38,640.91	112,559.09
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	917.46	.00	13,387.23	18,612.77

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE 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	.00	.00	7,802.63	16,197.37
11-1455-000-0000-00000-0031 6220 AQUIS FURN/EQUIP BL	100,000.00	6,909.04	.00	13,239.36	86,760.64
11-1455-000-0000-00000-0031 6221 AQUIS FURN/EQUIP GR	50,000.00	2,000.00	.00	2,000.00	48,000.00
TOTAL DEPARTMENT - OPERATION-MAINTENANCE	1,197,024.00	61,388.80	.00	263,726.76	933,297.24
11-1391-000-0000-02316-0032 1160 PAC SALARY SCH. DIR	20,847.00	1,403.84	.00	6,240.42	14,606.58
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	1,742.42	3,877.58
11-1391-000-0000-02316-0032 2830 PAC EMPLOYER SOCIAL	1,595.00	124.62	.00	553.93	1,041.07
11-1391-000-0000-02316-0032 2920 PAC CASH IN LIEU OF	.00	225.30	.00	1,001.16	-1,001.16
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	35.61	.00	44.42	-44.42
11-1391-000-0000-02316-0032 6410 PAC NEW EQUIP/FURN	700.00	.00	.00	.00	700.00
TOTAL DEPARTMENT - PAC	34,362.00	2,181.35	.00	9,582.35	24,779.65
11-1271-000-0000-00000-0033 1170 TRANS SALARY SUPVR-	35,347.00	2,500.00	.00	11,249.98	24,097.02
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	11,758.87	.00	22,562.11	92,394.89
11-1271-000-0000-00000-0033 1611 TRANS SALARY-EXTRA	22,000.00	2,284.74	.00	3,698.55	18,301.45
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	890.13	.00	2,074.71	4,125.29
11-1271-000-0000-00000-0033 2130 TRANS EMPLOYEE INSU	900.00	.00	.00	175.59	724.41
11-1271-000-0000-00000-0033 2820 TRANS EMPLOYEE RETI	59,315.00	4,599.40	.00	10,372.37	48,942.63
11-1271-000-0000-00000-0033 2830 TRANS EMPLOYER SOCI	14,521.00	1,347.86	.00	3,091.09	11,429.91
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	1,013.87	1,915.13
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	.00	.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	.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	8,147.82	.00	13,745.50	47,106.50
11-1271-000-0000-00000-0033 5720 TRANS TIRES,TUBES A	3,000.00	.00	.00	768.02	2,231.98
11-1271-000-0000-00000-0033 5730 TRANS VEHICLE REPAI	18,000.00	.00	.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	739.70	.00	-39.70
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	31,754.12	739.70	77,887.19	388,004.11

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE 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	1,077,684.54	11,462.25	3,457,802.32	11,913,372.43
TOTAL REPORT	15,382,637.00	1,077,684.54	11,462.25	3,457,802.32	11,913,372.43

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FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
19256	9101	11/10/14	3778 ADRIAN/TECUMSEH FENCE CO.	6221	BACKSTOP & FENCE	2,000.00
19257	9101	11/10/14	5574 AMANDA HARSH	5110	BINDERS	43.50
19258	9101	11/10/14	6870 AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	1.08
19258	9101	11/10/14	6870 AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	52.68
			TOTAL CHECK			53.76
19259	9101	11/10/14	8125 ASSOCIATION FOR SUPERVISI	7410	RYAN ROWE DUES 14.15	79.00
19260	9101	11/10/14	41650 JILL BRANDEBERRY	5210	CLASS BOOKS	59.93
19261	9101	11/10/14	16240 CDW GOVERNMENT, INC.	6410	1192712 EPSON ELPLP42 PRO	79.00
19261	9101	11/10/14	16240 CDW GOVERNMENT, INC.	6410	2294338 EPSON ELPLP60 PRO	99.00
19261	9101	11/10/14	16240 CDW GOVERNMENT, INC.	6410	3106196 WD BLACK WD3200BE	55.00
19261	9101	11/10/14	16240 CDW GOVERNMENT, INC.	6410	2253739 C2G USB 2.0 MALE	31.00
19261	9101	11/10/14	16240 CDW GOVERNMENT, INC.	6220	307487 STARTECH 50' COAX	30.00
19261	9101	11/10/14	16240 CDW GOVERNMENT, INC.	6410	307487 STARTECH 50' COAX	30.00
19261	9101	11/10/14	16240 CDW GOVERNMENT, INC.	5110	1192712 EPSON PROJECTOR L	79.00
19261	9101	11/10/14	16240 CDW GOVERNMENT, INC.	6410	2918920 TRIPP LITE 100' C	22.00
19261	9101	11/10/14	16240 CDW GOVERNMENT, INC.	6220	BATTERY FOR APC	112.00
			TOTAL CHECK			537.00
19262	9101	11/10/14	20500 CITIZENS GAS FUEL CO	5510	METER SET ATHLETIC	250.00
19263	9101	11/10/14	21811 CCI SOUTH, LLC	4220	PHONE PROGRAM	200.00
19264	9101	11/10/14	25200 CUTTING EDGE ENGRAVING	5990	RETIREMENT PLAQUE JH	784.00
19265	9101	11/10/14	27385 DEMCO, INC.	5990	P12280400 PROTECTO FIL	44.00
19265	9101	11/10/14	27385 DEMCO, INC.	5990	WN12813520 ULTRA-AGGRESS	16.65
			TOTAL CHECK			60.65
19266	9101	11/10/14	35580 FRAME'S PEST CONTROL, INC	4220	MONTHLY PEST CONTROL	51.00
19267	9101	11/10/14	35916 FREDERICK PAUL & ASSOC.,	3190	MONTHLY UNEMPLOY	240.00
19268	9101	11/10/14	110776 GREAT LAKES BOOK COMPANY	5210	0142426520 ONSF FOR THE M	4.30
19268	9101	11/10/14	110776 GREAT LAKES BOOK COMPANY	5210	1491574623 CHAINS (AUDIOB	60.90
19268	9101	11/10/14	110776 GREAT LAKES BOOK COMPANY	5310	97800805096439 GETTING SC	16.99
19268	9101	11/10/14	110776 GREAT LAKES BOOK COMPANY	5310	9780470372272 THE BOOK WH	15.99
19268	9101	11/10/14	110776 GREAT LAKES BOOK COMPANY	5310	9780766018051 SUPER SPORT	21.99
19268	9101	11/10/14	110776 GREAT LAKES BOOK COMPANY	5310	SANDCASTLE: MINI ANIMAL M	83.94
19268	9101	11/10/14	110776 GREAT LAKES BOOK COMPANY	5310	SOUTH AMERICA ANIMAL SERI	107.70
			TOTAL CHECK			311.81
19269	9101	11/10/14	46430 HOSPITAL PURCHASING SERVI	9134	CAFE DUES 14.15	2,892.75
19269	9101	11/10/14	46430 HOSPITAL PURCHASING SERVI	7410	DIST DUES 14.15	152.25
			TOTAL CHECK			3,045.00
19270	9101	11/10/14	55432 LENAWEE INTERMEDIATE SCHO	3120	A DOWHANIUK	40.00
19270	9101	11/10/14	55432 LENAWEE INTERMEDIATE SCHO	3120	D BROSAMER	40.00
19270	9101	11/10/14	55432 LENAWEE INTERMEDIATE SCHO	3120	E FREDERICK	40.00
19270	9101	11/10/14	55432 LENAWEE INTERMEDIATE SCHO	5990	GSRP L SCHIERMYER LAB	34.28
19270	9101	11/10/14	55432 LENAWEE INTERMEDIATE SCHO	5990	LAB MATERIALS	20.52
			TOTAL CHECK			174.80

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MADISON SCHOOL DISTRICT
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FUND - 11 - GENERAL FUND

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19271	9101	11/10/14	58416 MADISON SCHOOL ACTIVITY F	5990	ALUMNI ASSOC BANNER	17.00
19271	9101	11/10/14	58416 MADISON SCHOOL ACTIVITY F	5122	SIGNS AND BANNERS	32.00
			TOTAL CHECK			49.00
19272	9101	11/10/14	59537 MAKE MUSIC	6450	PRINTMUSIC LAB PACK (5 IN	315.95
19273	9101	11/10/14	60898 MASB	3220	O HOLDEN MEALS	6.90
19273	9101	11/10/14	60898 MASB	3220	O HOLDEN MILEAGE	98.00
			TOTAL CHECK			104.90
19274	9101	11/10/14	60900 MASSP	7410	RYAN ROWE 15.14 PRO	350.00
19275	9101	11/10/14	10 MONROE INTERMEDIATE SCHOO	5211	E2020	8,250.00
19276	9101	11/10/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U3952 HS COPIER	318.83
19276	9101	11/10/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U3952 HS COPIER	6.50
19276	9101	11/10/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U4532 CO COPIER	.68
19276	9101	11/10/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U4532 CO COPIER	33.20
19276	9101	11/10/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 EL COPIER	294.40
19276	9101	11/10/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 EL COPIER	6.00
19276	9101	11/10/14	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS COPIER	121.06
19276	9101	11/10/14	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS COPIER	2.47
			TOTAL CHECK			783.14
19277	9101	11/10/14	67255 NAEYC	7410	LISA SEGUR 14.15 DUES	66.00
19278	9101	11/10/14	68790 NETECH	6410	318-2885 DELL STEREO USB	132.00
19278	9101	11/10/14	68790 NETECH	6410	320-9791 DELL 22 MONITOR	548.00
			TOTAL CHECK			680.00
19279	9101	11/10/14	69401 OFFICE DEPOT, INC	5990	646557 REMC ITEM NUMBER 1	133.72
19279	9101	11/10/14	69401 OFFICE DEPOT, INC	5910	REMC ITEM NUMBER 142693 H	111.29
19279	9101	11/10/14	69401 OFFICE DEPOT, INC	5111	142695 TONER 85A HP	54.76
			TOTAL CHECK			299.77
19280	9101	11/10/14	66020 PARTNERS FOR LEARNING, IN	3120	REGISTRATION FOR PD ON OC	398.00
19281	9101	11/10/14	72336 PERRY PRO TECH	4220	B2150/B2151 MS COPIER	298.12
19281	9101	11/10/14	72336 PERRY PRO TECH	4220	B2150/B2151 MS COPIER	6.08
			TOTAL CHECK			304.20
19282	9101	11/10/14	76014 REALLY GOOD STUFF, INC	5110	154619 PLACE VALUE BOOK	84.75
19282	9101	11/10/14	76014 REALLY GOOD STUFF, INC	5110	154621AGR TWO COLOR COUNT	39.75
19282	9101	11/10/14	76014 REALLY GOOD STUFF, INC	5110	155679AGR STUDENT PLACE V	91.96
19282	9101	11/10/14	76014 REALLY GOOD STUFF, INC	5110	158207AGR READ/RESPOND PO	173.94
19282	9101	11/10/14	76014 REALLY GOOD STUFF, INC	5110	160459AGR WIRE WORK UNDER	80.97
19282	9101	11/10/14	76014 REALLY GOOD STUFF, INC	5110	161466AGR 1000 GRID BANNE	55.74
19282	9101	11/10/14	76014 REALLY GOOD STUFF, INC	5110	161602AGR AROUND THE CLOC	34.14
19282	9101	11/10/14	76014 REALLY GOOD STUFF, INC	5110	301995AGR LETTER TILE RAC	15.98
19282	9101	11/10/14	76014 REALLY GOOD STUFF, INC	5110	ESTIMATED SHIPPING/HANDLI	30.81
			TOTAL CHECK			608.04
19283	9101	11/10/14	74282 SARAH PUBLISKI	3120	ELBI MILEAGE	55.80
19284	9101	11/10/14	80189 SCHOOL OUTFITTERS	5122	ESTIMATED SHIPPING/HANDLI	8.27

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MADISON SCHOOL DISTRICT
CHECK REGISTER

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FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
19284	9101	11/10/14	80189 SCHOOL OUTFITTERS	5122	SKU: EGG-IAG-3002-10-SO-P	230.00
			TOTAL CHECK			238.27
19285	9101	11/10/14	80194 SCHOOL SPECIALITY	5110	141772 CHART PAD 23X32" P	32.76
19286	9101	11/10/14	80183 SCHOOLSIN.COM	9134	ESTIMATED SHIPPING/HANDLI	824.00
19286	9101	11/10/14	80183 SCHOOLSIN.COM	9134	VIR-MTNBO17295 ROUND MOBI	6,455.10
			TOTAL CHECK			7,279.10
19287	9101	11/10/14	85610 STAPLES CREDIT PLAN	5990	MOUNTING SUPPLIES	35.61
19288	9101	11/10/14	89052 THRUN LAW FIRM, P.C.	3170	LEGAL AID	768.00
19289	9101	11/10/14	93316 WARDS NATURAL SCIENCE	5121	853800 - WARDS PIGMENTED	38.95
			TOTAL FUND			28,547.94
			TOTAL REPORT			28,547.94

Superintendent's Report

November 10, 2014

I. 2013-14 Fiscal Year Audit (Action Item)

The auditors will be present at the November 10th meeting to review the 2013-14 fiscal year audit. A copy of the audit is included in this packet and is also placed on our website. Randy Purvis from Drake, Watters & Associates will be at this meeting to present the results of the 2013-14 fiscal year audit. An electronic copy of the audit is included in this packet and Randy will bring a couple hard copies to the meeting for those of you that would like one. (You do not need to print the electronic copy).

Some of Audit highlights are:

As of June 30, 2014, the governmental funds reported a combined fund balance of \$4.0 million, which is a decrease of \$0.5 million from last year. The primary reasons for the decrease are as follows:

- In the General Fund, our principal operating fund, the fund balance decreased by \$0.6 million to \$3.6 million. This amount helps to provide for cash flow needs, particularly during the month of September when there are no state aid receipts, and also during the several months of the year when we experience minimal local tax receipts.
- The overall decrease in governmental funds was mainly due to a small decrease in enrollment, and an excess of capital expenditures over property tax and investment revenues in the Capital Projects Fund.

Budgeted revenue increased \$0.3 million as a result of an unanticipated increase in foundation allowance payments due, in part, to the addition of Best Practice Incentive Funds and categorical revenue for retirement funding.

This year's net additions of \$0.6 million included computer and other technology related equipment, kitchen equipment, a bus and completion of the center for the performing arts. No new debt was issued for these additions.

Major capital projects planned for the 2014-2015 fiscal year include the renovation of the elementary gymnasium and elementary kitchen. More detailed information about our capital assets is presented in the notes to the financial statements.

One of the most important factors affecting the budget is our student enrollment. The other is the state foundation revenue determined by multiplying the blended

student count by the per pupil foundation allowance. The 2014-15 budget was adopted in June 2014, based on the estimated number of students who would be enrolled in September 2014. At that time we anticipated the fall student count would be consistent with what was used in creating the 2013-14 budget. In an effort to sustain student enrollment and maximize funding from the state, Madison School District continues to provide opportunities to students through Schools of Choice.

The State School Aid Act for 2014-15 maintains the foundation grant for each student in the Madison School District at \$7,942. Due to the state's overall economic decline, Michigan school districts have been allocated funding at "less than inflationary increases". Funding for Madison School District decreased \$470 per student in 2011. Since 2011 Madison received an increase of \$9 per student last year and the promised increase of \$50 per student for 2014-15. The amount restored is substantially less than what was cut in 2011 and, as noted, much less than inflationary increases over the past ten years. Statewide there has been lower revenue from income, sales, and property taxes. Additionally, the School District has been challenged by increased fixed costs such as retirement and health care.

Prudent fiscal responsibility and cost containment remain critical to the School District's ability to effectively operate in a difficult economic climate. Over the past few years, the School District has made a series of budget adjustments to protect its financial future. The School District continues to explore avenues that allow it to reduce costs by restructuring its delivery of services. To balance the 2014-15 budget, an estimated \$0.3 million contribution from fund balance will be utilized to minimize reductions in programs and services for our students.

I am pleased that our actual revenue and expenditures were close to the amounts budgeted the prior June. As you are well aware, it is extremely challenging to prepare an accurate budget when so many critical components of the budget (enrollment, wages, etc.) are unknown at the time the initial budget is being prepared. I recommend the Board accept the 2013-14 fiscal year audit.

II. Second Reading and Approval of Proposed NEOLA Board Policies (Action Item)

At your October meeting we had a first reading on numerous new and updated NEOLA policies. The proposed policies are included in this packet for further consideration and hopefully adoption. I recommend the Board approve the policies as presented.

III. First Reading of Proposed NEOLA Board Policies

IV. FMLA/Disability/Maternity Leave – Kristin Thomas (Action Item)

Kristin Thomas is requesting leave from approximately December 1st through January 26th. I recommend the Board approve Kristin's leave.

V. FMLA/Disability – Shannon Blackerby (Action Item)

Shannon Blackerby is requesting leave from October 20th through November 13th. I recommend the Board approve Shannon's leave.

VI. School ADvance (Information Item)

At the October 21st School AdvancED Training you identified 11 areas of significant importance within the four domains. You further recognized five areas to focus on throughout the 2014-15 school year. I will indicate to you areas that substantiate efforts as we make progress throughout the year.

VII. School Board Member Acceptance of Office and Oath of Office

The District's "election coordinator" is to issue a "Certificate of Election" to each elected candidate. Congratulations to Ruben, Dana, and Mark on your recently elected term to the Board. Within 10 business days after the issuance of the certificate, the newly elected candidate is required to file an "Acceptance of Office" with the secretary of the school board. The secretary of the school board is required to forward a copy of the "Acceptance of Office" to the school district's election coordinator. Tonight we ask Ruben, Dana, and Mark to formally accept the office and oath of office as a member of the Madison Board of Education. Before entering upon the duties of his or her office, an elected school board member must take and file the oath provided in Article XI, Section 1, of the State Constitution. The oath is filed with the secretary of the school board. On behalf of the Madison School District Community, I thank you for your continued dedication to Madison Schools.

VIII. SEC's Municipalities Continuing Disclosure Cooperative (the "MCDC")

According to Matthew F. Hiser, Attorney - Thrun Law Firm, the U.S. Securities and Exchange Commission earlier this year announced a cooperative initiative (the "MCDC Initiative") to encourage issuers and underwriters of municipal securities to self-report possible violations of the federal securities laws. There were numerous municipalities throughout the U.S. that did not fulfill all of the requirements, many throughout Michigan. The Underwriter, Stifel Nicolaus, intended to send to Madison School District (Lenawee County) the information required to be completed but instead sent the documents to Madison District Public Schools (Oakland), along with the relevant page of the official statement from the School District's 2011 School Building and Site Bonds.

Mr. Hiser is recommending the Board pass the Resolution to self-report the violation which appears to be a missing audit financial statement in 2011. The District has

met all requirements before and since this time. Passing the Resolution will prevent the District from risk of financial penalty. Expectations of the District moving forward are outlined in the Resolution. I recommend the Board pass the Resolution drafted by Thrun.

IX. Closed Session – Contract Negotiations

I recommend the Board move to Closed Session to discuss upcoming contract negotiations with the Madison EA.

Russ L. Rowe

Board Report
Kristin Thomas, Principal
November 10th, 2014

- I. Parent-Teacher Conferences – HS Parent Teacher Conferences were held in the lobbies of the HS Activity Center and the Performing Arts Center. We had 53% of high school parents attend this year's Fall Conferences, down slightly from 55% last year.
- II. College Application Week – Nov 3rd – Nov 7th was College Application Week at Madison High School! During this week, all of our seniors either applied to a college (or several), made contact with the military, or focused on developing a plan to enter the workforce. I cannot say enough about the work that Mrs. Stelzer and our counseling office puts into this week to ensure that all of our seniors have a post-high school "plan". Each day of the week there was a different theme or activity for all students. Please visit the HS Facebook page to see photos and the post-high school plans of each of our seniors.
- III. Celebrations – We have much to celebrate at the High School! Our Girl's Golf Team not only competed as a team at the State level, they also represented 6 of the 10 spots on the All-County Team! Congratulations to Nicole Olden & Kayla Bozyk who were named to the 1st Team and Ashley Morris, Kali Harrington, Kendall Hudson, and Katelyn Payne who were named to the 2nd Team. Senior Paige Svoboda received Honorable Mention recognition. Congratulations to the Girls Golf Team on a fantastic season!

Our Cross Country Program also achieved a tremendous amount of success this year, as well! Both the Girl's & Boy's Cross Country went undefeated in the league. In addition to their league championships, both teams qualified for the State Meet. Senior David Gilbert broke the school record at the State Meet which helped him earn All-State Status. Megan Rosales had the fastest time of any Lenawee County runner and finished 34th in the State. Individually, David Gilbert, Chris Kangas, Megan Rosales, Callie Halsey, and Reese Dillard earned 1st Team Honors. Jason McGinnis, Megan McTaggart, and Alex Garcia earned 2nd Team Honors. John Ambrose, Michael Burciaga, Ben Kangas, & Rita DeHoyas received Honorable Mention. Congratulations to both our Girls & Boys Cross Country teams on a Great Season!

Madison Lenawee's Child/Family Resource Room
Board Report, November 2014
Tricia Moyer-Fowler, Parent Educator

***Play Groups:**

Monday – Thursday 8:45-10:30am

The focus for the 0-5 groups this month includes class expectations, procedures, and themes "Natural Beauty, Recycling, Community helpers, Fun on the Farm, Pumpkins, Halloween, Fire Safety, My Family, Giving to your community and being Thankful". Counting, sorting, alphabet, patterns and sequencing are mixed through all of these themes.

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

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

Playgroup Attendance: September- 303 October - 279

Family Contacts:

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

- *Lenawee Great Start Newsletter, October Community events
- *Early Childhood "Parents make the Difference!" newsletters
- *Free community events in Lenawee and at the U of M Natural Science Library
- *Weekly updates of playgroup information
- *Reading, math, and science extra activities and resources for parents for holiday breaks and after school activities
- *School schedule for playgroup
- *Lending Library is offered and a few families have participated
- *Providing clothes and school supplies to parents that are in need
- *Assisted families in need of transportation for attending playgroup and provided home visits
- *Orientation with parents and child(ren) to tour the playgroup classroom and show what the program offers
- *Provision of Early Childhood Educational Series Handouts
- *Local extracurricular activities and opportunities in the community
- *Love and Logic – Early Childhood parenting made fun! Workshop

***Donations:** More clothing, Craft items, toys and books!

***Meetings:** Monthly Lenawee Child's meeting at LISD and summer camp wrap-up.
 PATT meeting
 Professional Development

Meetings to get home visits going for early-on interventions
MYAC meetings
Love and Logic Workshops
Home Visits

***Resource Room:**

*Book Swap is available throughout the year. All books have been leveled with AR and points marked on them.

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

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

***Trojan Talk and Monthly Newsletter: Mom to Mom Sale, Lending Library, Madison Playgroup, Kindergarten readiness class and Book Swap.**

Cafeteria Report

Julie Taylor

2013/14	June	July	Aug	Sept	Oct
<u>Revenue</u>					
Breakfast	\$382.60	\$0.00	\$0.00	\$883.90	\$1,332.30
Lunch & Ala Cart	\$3,337.95	\$267.50	\$49.60	\$16,406.72	\$14,690.85
Juice Machine	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest & Rebates	\$21.88	\$2.75	\$1.76	\$1.70	\$0.21
Lunch & Breakfast Reimb	\$25,588.02	\$3,133.61	\$13,339.07	\$71,489.19	\$78,779.39
<u>Total</u>	<u>\$29,330.45</u>	<u>\$3,403.86</u>	<u>\$13,390.43</u>	<u>\$88,781.51</u>	<u>\$94,802.75</u>
<u>Expenses</u>					
Payroll	\$15,131.25	\$2,788.26	\$3,387.97	\$13,500.03	\$1,300.00
Retirement	\$3,594.00	\$574.90	\$732.57	3,109.85	\$3,000.00
F.I.C.A.	\$1,157.54	\$213.30	\$259.18	1032.75	\$900.00
Health Ins.	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Food	\$19,593.50	\$1,998.86	\$8,242.27	\$31,814.76	\$60,469.56
Uniforms	\$0.00	\$500.00	\$735.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment/ Capital outlay	\$55,117.45	\$35,504.21	\$32,619.50	\$100,893.37	\$13,425.89
Supplies	\$2,472.75	\$0.00	\$392.64	\$3,024.81	\$4,711.07
Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs	\$0.00	\$67.25	\$0.00	\$0.00	\$718.92
Misc./Dues/Fees/Indirect	\$1,313.52	\$561.89	\$500.00	\$554.95	\$87.95
Juice	0		\$0.00	\$0.00	\$0.00
<u>Total</u>	<u>\$98,780.01</u>	<u>\$42,608.67</u>	<u>\$47,269.13</u>	<u>\$154,330.52</u>	<u>\$85,013.39</u>
Monthly Loss/ Gain	(\$69,449.56)	-\$39,204.81	-\$33,878.70	-\$65,549.01	\$9,789.36
Year To Date	1,528.89	-\$37,675.92	-\$71,554.62	-\$137,103.63	-\$127,314.27

MADISON SCHOOL DISTRICT
FINANCIAL REPORT
WITH SUPPLEMENTAL INFORMATION
JUNE 30, 2014

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Jackson, MI 49204



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Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

Board of Education
Madison School District
Adrian, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and aggregate remaining fund information of the Madison School District as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the School District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Madison School District as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4-12 and 33 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Madison School District's basic financial statements. The accompanying supplemental information, identified in the table of contents as Other Supplemental Information is presented for the purpose of additional analysis and is not a required part of the basic financial statements.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2014 on our consideration of Madison School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Madison School District's internal control over financial reporting and compliance.

Board of Education
Madison School District
Adrian, Michigan

The accompanying schedule of expenditures of federal awards, identified in the table of contents as Other Reporting Required by Government Auditing Standards, is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements of Madison School District. This supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Drake, Watters & Associates, PLLC

Jackson, Michigan
October 22, 2014

MADISON SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS For Fiscal Year Ended June 30, 2014

This section of Madison School District's annual financial report presents our discussion and analysis of the School District's financial performance during the year ended June 30, 2014. Please read it in conjunction with the School District's financial statements, which immediately follow this section.

Using this Annual Report

This annual report consists of a series of financial statements and notes to those financial statements. These statements are organized so the reader can understand Madison School District's financial operations. The government-wide financial statements provide information about the activities of the whole School District, presenting both an aggregate view of the School District's finances and a longer-term view of those finances. The fund financial statements look at the School District's operations in more detail than the government-wide financial statements by providing information about the School District's most significant funds - the General Fund, Capital Projects Fund, Sinking Fund, Debt Retirement Fund - with all other funds presented in one column as nonmajor funds. The remaining statement, the statement of fiduciary net position, presents financial information about activities for which the School District acts solely as an agent for the benefit of students and parents.

Management's Discussion and Analysis (MD&A)
(Required Supplemental Information)

Basic Financial Statements

Government-wide Financial Statements

Fund Financial Statements

Notes to the Basic Financial Statements

Budgetary Information for Major Funds
(Required Supplemental Information)

Other Supplemental Information

Other Reporting Required by Government Auditing Standards

MADISON SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued) For Fiscal Year Ended June 30, 2014

Reporting the School District as a Whole - Government-wide Financial Statements

One of the most important questions asked about the School District is, "As a whole, what is the School District's financial condition as a result of the year's activities?" The statement of net position and the statement of activities, which appear first in the School District's financial statements, report information on the School District as a whole and its activities in a way that helps you answer this question. These statements are prepared to include all assets, deferred inflow of resources, liabilities, and deferred outflow of resources using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenue and expenses are taken into account regardless of when cash is received or paid. These two statements report the School District's net position - the difference between assets, deferred outflow of resources, liabilities, and deferred inflow of resources as reported in the statement of net position - as one way to measure the School District's financial health or financial position. Over time, increases or decreases in the School District's net position - as reported in the statement of activities - are indicators of whether its financial health is improving or deteriorating. The relationship between revenue and expenses is the School District's operating results. However, the School District's mission is to, in cooperation with our community, enable each student to develop his or her full potential to be successful in an ever changing world. One must consider many other nonfinancial factors, such as the quality of the education provided and the safety of the schools, to assess the overall health of the School District.

The statement of net position and the statement of activities report the governmental activities for the School District, which encompass all of the School District's services, including instruction, support services, community services, athletics, food services, enrichment, debt retirement, and internal services. Property taxes, unrestricted state aid (foundation allowance revenue), and state and federal grants finance most of these activities.

Reporting the School District's Most Significant Funds - Fund Financial Statements

The School District's fund financial statements provide detailed information about the most significant funds - not the School District as a whole. Some funds are required to be established by state law and by bond covenants. However, the School District may establish other funds to help it control and manage money for particular purposes (the Food Services and Capital Projects Funds are examples) or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money (such as bond-funded construction funds used for voter-approved capital projects). The governmental funds of the School District use the following accounting approach:

MADISON SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued) For Fiscal Year Ended June 30, 2014

- **Governmental Funds** - All of the School District's services are reported in governmental funds. Governmental fund reporting focuses on showing how money flows into and out of funds and the balances left at year end that are available for spending. They are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the operations of the School District and the services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the School District's programs. We describe the relationship (or differences) between governmental activities (reported in the statement of net assets and the statement of activities) and governmental funds in a separate reconciliation schedule.

The School District as Trustee - Reporting the School District's Fiduciary Responsibilities

The School District is the trustee, or fiduciary, for its student activity funds. All of the School District's fiduciary activities are reported in a separate statement of fiduciary net position. We exclude these activities from the School District's other financial statements because the School District cannot use these assets to finance its operations. The School District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

The School District as a Whole

Recall that the statement of net position provides the perspective of the School District as a whole. Table I provides a summary of the School District's net position as of June 30, 2014 and 2013:

(See next page)

MADISON SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued) For Fiscal Year Ended June 30, 2014

TABLE I

	Governmental Activities	
	June 30	
	2014	2013
	(in millions)	
Assets		
Current and other assets	\$ 5.8	\$ 6.5
Capital assets, net	17.9	17.2
Total assets	23.7	23.7
Deferred Outflow of Resources		
Debt refunding deferred charges	0.04	0.04
Combined Outflow of Resources	23.7	23.7
Liabilities		
Current and noncurrent due within one year	1.9	2.0
Noncurrent due in more than one year	3.4	3.5
Total liabilities	5.3	5.5
Net Position		
Invested in capital assets - Net of related debt	14.4	13.6
Restricted	0.4	0.4
Unrestricted	3.6	4.2
Total net position	\$ 18.4	\$ 18.2

The above analysis focuses on the net position (Table 1). The change in net position (Table 2) of the School District's governmental activities is discussed below. The School District's net position was \$18.4 million at June 30, 2014. The investment in capital assets, net of related debt, reflects a balance of \$14.4 million. This figure compares the original cost less depreciation of the School District's capital assets to long-term debt used to finance the acquisition of those assets. Most of the debt will be repaid from voter-approved property taxes collected as the debt service comes due. Restricted net position is reported separately to show legal constraints from debt covenants and enabling legislation that limit the School District's ability to use that net position for day-to-day operations. The remaining amount of net position, \$3.6 million, was unrestricted.

The \$3.6 million in unrestricted net position of governmental activities represents the accumulated results of all past years' operations. The unrestricted net position balance enables the School District to meet working capital and cash flow requirements as well as to provide for future uncertainties. The operating results of the General Fund will have a significant impact on the change in unrestricted net position from year to year.

The results of this year's operations for the School District as a whole are reported in the statement of activities (Table 2), which shows the changes in net position for the fiscal years ended June 30, 2014 and 2013.

MADISON SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

For Fiscal Year Ended June 30, 2014

TABLE 2

	Governmental Activities	
	2014	2013
	(in millions)	
Revenue		
Program revenue:		
Charges for services	\$ 0.2	\$ 0.2
Operating grants and contributions	1.7	1.9
General revenue:		
Property taxes	2.4	3.2
State foundation allowance	11.3	11.1
Other	0.6	0.6
Total revenue	16.2	17.0
Functions/Program Expenses		
Instruction	9.9	9.8
Support services	4.1	4.6
Food services	0.8	0.7
Athletics	0.4	0.3
Interest on long-term debt	0.1	0.2
Depreciation (unallocated)	0.6	0.6
Total functions/program expenses	15.9	16.2
Increase in Net Position	0.3	0.8
Net Position - Beginning of year	18.1	17.4
Net Position - End of year	\$ 18.4	\$ 18.2

As reported in the statement of activities, the cost of all of our governmental activities this year was \$15.9 million. Certain activities were partially funded from those who paid for goods and services from those programs, \$0.2 million, or by other governments and organizations that subsidized certain programs with grants and contributions, \$1.7 million. We paid for the remaining "public benefit" portion of our governmental activities with \$2.4 million in taxes, \$11.3 million in state foundation allowance, and with our other revenue (i.e., interest and general entitlements) of \$0.6 million. Overall, the amount of revenue from funding sources exceeded the cost of activities by \$0.3 million, resulting in a corresponding increase in net position.

MADISON SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued) For Fiscal Year Ended June 30, 2014

As discussed above, the net cost shows the financial burden that was placed on the state and the School District's taxpayers by each of these functions. Since property taxes for operations and unrestricted state aid constitute the vast majority of the School District's operating revenue sources, the Board of Education and administration must annually evaluate the needs of the School District and balance those needs with available funding resources.

The School District's Funds

As we noted earlier, the School District uses funds to help it control and manage money for particular purposes. Reviewing our various funds helps the reader consider whether the School District is being accountable for the resources taxpayers and others provide to it and may provide more insight into the School District's overall financial health.

As of June 30, 2014, the governmental funds reported a combined fund balance of \$4.0 million, which is a decrease of \$0.5 million from last year. The primary reasons for the decrease are as follows:

- In the General Fund, our principal operating fund, the fund balance decreased by \$0.6 million to \$3.6 million. This amount helps to provide for cash flow needs, particularly during the month of September when there are no state aid receipts, and also during the several months of the year when we experience minimal local tax receipts.
- The overall decrease in governmental funds was mainly due to a small decrease in enrollment, and an excess of capital expenditures over property tax and investment revenues in the Capital Projects Fund.

The General Fund balance is available to fund costs related to allowable school operating purposes.

Our Other Nonmajor Fund showed a net decrease of approximately \$11,687 due to capital outlay for improvements and equipment.

Combined, the Debt Service Funds showed a fund balance increase of approximately \$25,000. Millage rates are determined annually to ensure that the School District accumulates sufficient resources to pay annual bond issue-related debt service. Debt Service fund balances are reserved since they can only be used to pay debt service obligations.

MADISON SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued) For Fiscal Year Ended June 30, 2014

General Fund Budgetary Highlights

By state law, the Madison School District Board of Education must approve a balanced budget, effective July 1 of each year. At the same time, the State Legislature's fiscal year does not begin until October 1 of the same year.

Over the course of the year, the School District must revise its budget as additional information, including changes in student enrollment, unanticipated costs, and state funding changes, become available. These revisions, known as budget adjustments, are again required by state law to ensure that expenditures do not exceed the Board's authorized budget.

The School District made budget amendments during the 2013-2014 year, the final of which was approved by the Board of Education on June 16, 2014. A schedule showing the School District's original and final budget amounts compared to actual amounts is provided in the required supplemental information in these financial statements.

Budgeted revenue increased \$0.3 million as a result of an unanticipated increase in foundation allowance payments due, in part, to the addition of Best Practice Incentive Funds and categorical revenue for retirement funding.

Budgeted expenditures were also increased \$.04 million to account for changes in costs of basic programs and supporting services to serve the additional students.

The School District's final actual fund balance was approximately \$44,000 higher than the final budget.

Capital Assets and Debt Administration

Capital Assets

As of June 30, 2014, the School District had \$17.8 million invested in a broad range of capital assets, including land, buildings, vehicles, furniture, and equipment. This amount represents a net increase (including additions, disposals, and depreciation) of approximately \$0.6 million from last year.

MADISON SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued) For Fiscal Year Ended June 30, 2014

	2014	2013
Land	\$ 912,065	\$ 912,065
Construction in process	4,851,311	4,085,994
Buildings and building improvements	15,911,438	15,826,378
Buses and other vehicles	705,264	667,509
Furniture and equipment	3,924,483	3,676,446
Total capital assets	26,304,561	25,168,392
Less: accumulated depreciation	8,457,457	7,944,956
Net capital assets	\$ 17,847,104	\$ 17,223,436

This year's net additions of \$0.6 million included computer and other technology related equipment, kitchen equipment, a bus and completion of the center for the performing arts. No new debt was issued for these additions.

Major capital projects planned for the 2014-2015 fiscal year include the renovation of the elementary gymnasium and elementary kitchen. More detailed information about our capital assets is presented in the notes to the financial statements.

Debt

At the end of this year, the School District had \$3.47 million in bonds and loans outstanding versus \$3.6 million in the previous year - a decrease of 4 percent. Those bonds and loans consisted of the following:

	2014	2013
General obligation bonds	\$ <u>3,470,000</u>	\$ <u>3,600,000</u>

The School District's general obligation bond rating continues to be A+. The state limits the amount of general obligation debt that schools can issue to 15 percent of the assessed value of all taxable property within the School District's boundaries. The School District's outstanding unqualified general obligation debt of \$3.47 million is below this statutorily imposed limit of 15 percent of the assessed value of all taxable property within the School District's boundaries.

Other obligations include accrued vacation pay and sick leave. We present more detailed information about our long-term liabilities in the notes to the financial statements.

MADISON SCHOOL DISTRICT

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued) For Fiscal Year Ended June 30, 2014

Economic Factors and Next Year's Budgets and Rates

The following factors will affect the School District in the future and were considered in preparing the School District's budget for the 2014-15 fiscal year:

One of the most important factors affecting the budget is our student enrollment. The other is the state foundation revenue determined by multiplying the blended student count by the per pupil foundation allowance. The 2014-15 budget was adopted in June 2014, based on the estimated number of students who would be enrolled in September 2014. At that time we anticipated the fall student count would be consistent with what was used in creating the 2013-14 budget. In an effort to sustain student enrollment and maximize funding from the state, Madison School District continues to provide opportunities to students through Schools of Choice.

The State School Aid Act for 2014-15 maintains the foundation grant for each student in the Madison School District at \$7,942. Due to the state's overall economic decline, Michigan school districts have been allocated funding at "less than inflationary increases". Funding for Madison School District decreased \$470 per student in 2011. Since 2011 Madison received an increase of \$9 per student last year and the promised increase of \$50 per student for 2014-15. The amount restored is substantially less than what was cut in 2011 and, as noted, much less than inflationary increases over the past ten years. Statewide there has been lower revenue from income, sales, and property taxes. Additionally, the School District has been challenged by increased fixed costs such as retirement and health care.

Prudent fiscal responsibility and cost containment remain critical to the School District's ability to effectively operate in a difficult economic climate. Over the past few years, the School District has made a series of budget adjustments to protect its financial future. The School District continues to explore avenues that allow it to reduce costs by restructuring its delivery of services. To balance the 2014-15 budget, an estimated \$0.3 million contribution from fund balance will be utilized to minimize reductions in programs and services for our students.

Contacting the School District's Management

This financial report will provide the School District's citizens, parents, and investors with a general overview of the School District's finances, and demonstrate the School District's accountability for the money it receives. If you have any questions about this report, or need additional information, please contact the Madison School District Superintendent's office.

MADISON SCHOOL DISTRICT

STATEMENT OF NET POSITION June 30, 2014

	Governmental Activities
ASSETS:	
Cash and cash equivalents (Note 3)	\$ 2,852,658
Accounts receivable (Note 4)	9,870
Due from other governmental units (Note 4)	2,974,970
Inventories	8,170
Capital assets, net (Note 5)	17,847,104
TOTAL ASSETS	23,692,772
DEFERRED OUTFLOW OF RESOURCES	
Debt refunding deferred charges	37,958
COMBINED ASSETS AND DEFERRED OUTFLOW OF RESOURCES	23,730,730
LIABILITIES:	
Accounts payable	\$ 26,124
Accrued expenses	510,820
Accrued salaries and withholding	877,095
Unearned revenue	376,427
Accrued interest	22,488
Noncurrent liabilities	
Due within one year	139,380
Due in more than one year	3,356,400
TOTAL LIABILITIES	5,308,734
NET POSITION	
Invested in capital assets, net of related debt	14,377,104
Nonspendable - inventories	8,170
Restricted for construction/repairs	126,241
Restricted for debt service	28,021
Restricted for food services	301,081
Unrestricted	3,581,379
TOTAL NET POSITION	\$ 18,421,996

See auditors' report and accompanying notes to financial statements.

MADISON SCHOOL DISTRICT

STATEMENT OF ACTIVITIES Year Ended June 30, 2014

FUNCTIONS/PROGRAMS	Program Revenues			Governmental Activities Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants	
Governmental Activities:				
Instruction and instructional support	\$ 9,927,422	\$ -	\$ 1,021,739	\$ (8,905,683)
Support services	4,125,809	-	-	(4,125,809)
Food services	809,052	129,605	667,190	(12,257)
Athletics	358,044	53,048	-	(304,996)
Interest on long-term debt	139,891	-	-	(139,891)
Depreciation (Unallocated)	567,666	-	-	(567,666)
TOTAL GOVERNMENTAL ACTIVITIES	\$ 15,927,884	\$ 182,653	\$ 1,688,929	(14,056,302)
GENERAL REVENUES:				
Taxes				
Property taxes, levied for general operations				1,897,112
Property taxes, levied for debt service				293,336
Property taxes, levied for construction/repairs				219,645
State of Michigan aid, unrestricted				11,305,813
Interest and investment earnings				10,994
Other				596,163
Total general revenues				14,323,063
CHANGE IN NET POSITION				266,761
Net position:				
Beginning of year				18,155,235
End of year				\$ 18,421,996

See auditors' report and accompanying notes to financial statements.

MADISON SCHOOL DISTRICT

BALANCE SHEET GOVERNMENTAL FUNDS June 30, 2014

	General	Capital Projects Fund	Debt Retirement	Sinking Fund	Other Nonmajor Governmental Fund	Total Governmental Funds
Assets						
Cash and investments (Note 3)	\$ 2,388,098	\$ -	\$ 28,021	\$ 126,241	\$ 310,298	\$ 2,852,658
Accounts receivable (Note 4)	8,172	-	-	-	1,698	9,870
Due from other funds	34,722	-	-	-	-	34,722
Due from other governmental units (Note 4)	2,949,382	-	-	-	25,588	2,974,970
Inventories	-	-	-	-	8,170	8,170
TOTAL ASSETS	\$ 5,380,374	\$ -	\$ 28,021	\$ 126,241	\$ 345,754	\$ 5,880,390
Liabilities and Fund Balances						
Liabilities						
Accounts payable	\$ 26,124	\$ -	\$ -	\$ -	\$ -	\$ 26,124
Due to other funds	-	-	-	-	34,722	34,722
Accrued expenses	510,820	-	-	-	-	510,820
Salaries payable	877,095	-	-	-	-	877,095
Unearned revenue	374,646	-	-	-	1,781	376,427
TOTAL LIABILITIES	1,788,685	-	-	-	36,503	1,825,188
Fund Balances						
Nonspendable - inventory	-	-	-	-	8,170	8,170
Restricted - debt retirement	-	-	28,021	-	-	28,021
Restricted - construction/repairs/renovations	-	-	-	126,241	-	126,241
Restricted, food services	-	-	-	-	301,081	301,081
Assigned, subsequent year budget shortfall	265,432	-	-	-	-	265,432
Assigned, highly effective compensation	11,000	-	-	-	-	11,000
Unassigned	3,315,257	-	-	-	-	3,315,257
TOTAL FUND BALANCES	3,591,689	-	28,021	126,241	309,251	4,055,202
TOTAL LIABILITIES AND FUND BALANCE	\$ 5,380,374	\$ -	\$ 28,021	\$ 126,241	\$ 345,754	\$ 5,880,390

See auditors' report and accompanying notes to financial statements.

MADISON SCHOOL DISTRICT

RECONCILIATION OF GOVERNMENTAL FUND BALANCES TO NET POSITION OF GOVERNMENTAL ACTIVITIES June 30, 2014

Total Governmental Fund Balances		\$	4,055,202
Amounts reported for governmental activities in the statements of net position are different because:			
Capital assets used in governmental activities are not financial resources, and are not reported in the funds; The costs of the capital assets are Accumulated depreciation is		\$	26,304,561
			<u>(8,457,457)</u>
			17,847,104
Long-term liabilities are not due and payable in the current period and are not reported in the fund; Bonds payable Compensated absences			(3,470,000)
			<u>(25,780)</u>
Bond issuance costs reported as an expenditure in the governmental fund financial statements are capitalized in the government-wide financial statements			37,958
Accrued Interest is not included as a liability in governmental funds			<u>(22,488)</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES		\$	<u>18,421,996</u>

See auditors' report and accompanying notes to financial statements.

MADISON SCHOOL DISTRICT
**STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
Year Ended June 30, 2014**

	General	Capital Projects Fund	Debt Retirement	Sinking Fund	Other Nonmajor Governmental Fund	Totals
Revenues						
Local sources	\$ 2,112,684	\$ 37,474	\$ 293,342	\$ 220,150	\$ 129,605	\$ 2,793,255
State sources	11,305,813	-	-	-	25,588	11,331,401
Federal sources	301,717	-	-	-	641,602	943,319
Interdistrict sources	720,022	-	-	-	-	720,022
Miscellaneous	406,078	-	-	-	570	406,648
TOTAL REVENUES	14,846,314	37,474	293,342	220,150	797,365	16,194,645
Expenditures						
Current:						
Instruction and instructional support services	11,487,533	-	-	-	-	11,487,533
Supporting services	3,938,717	-	-	-	809,052	4,747,769
Capital Projects						
Building construction	-	56,593	-	123,646	-	180,239
Debt Service:						
Principal repayment	-	-	130,000	-	-	130,000
Interest and other expenses	-	-	138,200	-	-	138,200
TOTAL EXPENDITURES	15,426,250	56,593	268,200	123,646	809,052	16,683,741
Excess (Deficiency) of Revenues Over Expenditures	(579,936)	(19,119)	25,142	96,504	(11,687)	(489,096)
Other Financing Sources (Uses)						
Fund Modification	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
Net Change in Fund Balances	(579,936)	(19,119)	25,142	96,504	(11,687)	(489,096)
Fund Balances - Beginning of year	4,171,625	19,119	2,879	29,737	320,938	4,544,298
Fund Balances - End of year	\$ 3,591,689	\$ -	\$ 28,021	\$ 126,241	\$ 309,251	\$ 4,055,202

See auditors' report and accompanying notes to financial statements.

MADISON SCHOOL DISTRICT**RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
Year Ended June 30, 2014**

Net Change in Fund Balances - Total Governmental Funds \$ (489,096)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures in the statement of activities;
these costs are allocated over their estimated useful lives as depreciation.

Depreciation expense

\$ (567,666)

Capital outlay

1,191,334

623,668

Decrease in accrued interest payable is recorded in the statement of activities when incurred;
it is not reported in governmental funds until paid

542

Amortization of deferred bond related costs is reported as an expenditure in the government-wide
financial statements. Bond related costs were recognized in the governmental fund when paid

(2,233)

Repayment of bond principal is an expenditure in the governmental funds, but not in the statement
of activities (where it reduces long-term debt)

130,000

Decrease in compensated absences are not reported in the governmental funds

3,880

Change in Net Position of Governmental Activities

\$ 266,761

See auditors' report and accompanying notes to financial statements.

MADISON SCHOOL DISTRICT**STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
June 30, 2014**

	Agency Fund Student Activities
Assets	
Cash and cash equivalents	\$ 193,599
Liabilities	
Liabilities:	
Due to student groups	\$ 193,599

See auditors' report and accompanying notes to financial statements.

Note 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Madison School District (the "School District") conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the School District.

REPORTING ENTITY

The School District is governed by an elected seven-member Board of Education. The accompanying financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. These criteria include significant operational and financial relationships that determine which of the governmental organizations are a part of the School District's reporting entity, and which organizations are legally separate, component units of the School District. Based on application of the criteria, the entity does not contain any component units.

GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. Substantially all inter-fund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenue, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the School District's government-wide activities are considered governmental activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function, or segment, are offset by program revenue. Direct expenses are those that are clearly identifiable with a specific function. Program revenue includes (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments, and other items not properly included among program revenue are reported instead as general revenue.

Separate financial statements are provided for governmental funds and fiduciary funds, although the fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES Continued**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

Government-wide Statements – The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants, categorical aid, and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The effect of inter-fund activity has been substantially eliminated from the government-wide financial statements.

Amounts reported as program revenue include (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions. Internally dedicated resources are reported as general revenue rather than as program revenue. Likewise, general revenue includes all taxes and unrestricted State Aid.

Fund Financial Statements – The accounts of the School District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenue and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped in the combined financial statements in this report, into generic fund types in two broad fund categories as follows:

GOVERNMENTAL FUNDS

General Fund - The General Fund is the general operating fund of the School District. It is used to account for all financial resources except those that are required to be accounted for in another fund.

School Service Funds - The School Service Funds are used to report the activity of Food Service. For reporting purposes this activity is combined under the caption "GENERAL" in the general-purpose financial statements. Specific detail for the activity can be seen presented in the Supplemental Financial Information.

Debt Retirement Fund - Debt Retirement Funds are used to account for the accumulation of resources for and the payment of general long-term principal, interest, and related costs.

Sinking Fund – Sinking Funds are used to account for the accumulation of resources for and the payment of building repairs and renovations on a pay as you go basis, in accordance with Michigan law. The District has complied with the applicable provisions of Section 1212 (1) of the Revised School Code and the applicable section of the Revised Bulletin for School District Audits of Bonded Construction Funds and of Sinking Funds in Michigan.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES Continued

Capital Projects Fund – The Capital Projects Fund is used to account for all resources for the acquisitions of capital facilities and equipment. The District has complied with the applicable provisions of Section 1212 (1) of the Revised School Code and the applicable section of the Revised Bulletin for School District Audits of Bonded Construction Funds and of Sinking Funds in Michigan.

FIDUCIARY FUNDS

Agency Fund - Agency Funds are used to account for assets held by the School District as an agent for student clubs, organizations, and classes. Agency Funds are custodial in nature and do not involve measurement of results of operations.

ACCOUNT GROUPS

Account groups are not funds. They do not reflect available financial resources and related liabilities or the measurement of results of operations. They are the District's accounting records of general long-term debt. The General Long-Term Debt Account Group is used to record the outstanding bonded debt, long-term notes payable and any other non-current obligation of the District.

BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The modified accrual or accrual basis of accounting, as appropriate, is used in measuring financial position and operating results:

Governmental Funds are accounted for using the current financial resources measurement focus. Accordingly, only current assets and liabilities are included on the balance sheets and the fund balances report only spendable resources. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net position. These funds use the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when they are available and measurable and expenditures are recorded when the fund liability is incurred, if measurable.

Fiduciary fund revenues and expenses or expenditures as appropriate are recognized on the accrual basis and use the economic resources measurement focus. Nonexpendable Trust Funds and Agency Fund assets and liabilities are accounted for on the modified accrual basis and are prepared using the current financial resources measurement focus.

The term "Fund Modification" is used to refer to transfers that are recognized in the accounting period in which the inter-fund receivable and payable arise.

Governmental Funds, Agency Funds and the Expendable Trust Funds utilize the modified-accrual basis of accounting. Modifications in such method from the accrual basis are as follows:

Note 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES Continued**BASIS OF ACCOUNTING Continued**

- a. Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned. Other revenue is recorded when received. Properties are assessed as of December 31 and the related property taxes are levied and become a lien on July 1 for the property taxes that are due on February 14. The final collection date is February 28 after which they are added to the county tax rolls.
- b. Principal and interest on general long-term debt are not recorded as expenditures until their due dates.
- c. The non-current portion of vested sick days is reflected in the General Long-term Debt Account Group.

Cash and Cash Equivalents – The District considers investments with an original maturity date of three months or less from the date of acquisition to be cash equivalents.

Inventories – Inventories of expendable school and maintenance supplies are not recognized. These items are charged to the appropriate expense at the time of purchase. No central inventory is maintained. The School Service Fund inventory consists of food and paper supplies. USDA commodities are stated at a value established by the USDA.

Fund Balance Reporting – The Governmental Accounting Standards Board (GASB) has issued Statement No. 54. This Statement defines the different types of fund balances that a governmental entity must use for financial reporting purposes.

GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below:

Nonspendable – Fund balances associated with inventories, prepaids, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed or assigned).

Restricted – Fund balances including amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed – Fund balance reporting required by the School Board, either because of a School Board Policy in the School Board Policy Manual, or because of motions that passed at School Board meetings.

Assigned – Fund balance reporting occurring by School Board Administration authority, under the direction of the Chief Business Officer.

Unassigned – Fund balance representing the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES Continued

Order of Fund Balance Spending Policy – The District's policy is to apply expenditures against non-spendable fund balance, restricted fund balance, committed fund balance, assigned fund balance, and unassigned fund balance at the end of the fiscal year by adjusting journal entry.

First non-spendable fund balances are determined. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as restricted fund balances.

It is possible for the non-general funds to have negative unassigned fund balances when non-spendable amounts plus the restricted fund balances for specific purposes amounts exceed the positive fund balance for the non-general fund.

Capital Assets – Capital assets, which include land, buildings, equipment, and vehicles, are reported in the applicable governmental column in the government-wide financial statements. The Government defines capital assets as at least 80% of those tangible assets of the District with an estimated useful life in excess of one year and an initial cost equal to or exceeding \$5,000. A professional property appraisal firm has been used to perform an asset inventory and give an objective estimate of the asset's useful lives and values.

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Costs of normal repair and maintenance that do not add to the value or materially extended asset life are not capitalized. The School District does not have infrastructure-type assets.

Buildings, equipment, and vehicles are depreciated using the straight-line method over the following useful lives:

Buildings and additions	20–50 years
Buses and other vehicles	8 years
Furniture and other equipment	5-20 years

Compensated Absences – The liability for compensated absences reported in the government-wide statements consists of unpaid, accumulated annual and sick leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who are currently eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

Long-term Obligations – In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line.

In the fund financial statements, governmental fund types recognize bond proceeds, premiums and discounts, as well as bond issuance costs, during the current period.

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES Continued

Comparative Data – Comparative data is not included in the School District's financial statements.

Note 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary Information - The School District formally adopted General, Sinking and School Services Fund budgets by function for the fiscal year ended June 30, 2014; expenditures at this level in excess of amounts budgeted is a violation of Michigan law. Unexpended appropriations lapse at year-end; encumbrances are not included as expenditures. During the current year, the budget was amended in a legally permissible manner. The budget has been prepared in accordance with generally accepted accounting principles.

The budget statement (combined statement of revenue, expenditures and changes in fund balances - budget and actual – general, sinking and school service fund types) is presented on the same basis of accounting used in preparing the adopted budget.

Note 3 – DEPOSITS AND INVESTMENTS

State statutes authorize the District to make deposits in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The District is allowed to invest in U.S. Treasury or agency obligations. U.S. government repurchase agreements, bankers' acceptances, commercial paper rated prime at the time of purchase that matures not more than 270 days after the date of purchase, mutual funds, and investment pools that are composed of authorized investment vehicles. The District's deposits are in accordance with statutory authority. The District has designated three banks for the deposit of its funds.

The investment policy adopted by the board has authorized investments as listed in the state statutory authority as listed above.

The District's cash and investments are subject to several types of risk, which are examined in more detail below:

Custodial Credit Risk of Bank Deposits – Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. At year end, the District's deposit balance of \$3,157,369 had \$2,657,358 of bank deposits that were uninsured and uncollateralized. The District believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits. As a result, the District evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

Custodial Credit Risk of Investments – Custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District will minimize custodial credit risk by limiting investments to the types of securities allowed by state law; and by pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the District will do business.

Note 3 – DEPOSITS AND INVESTMENTS continued

Concentration of Credit Risk – The District places no limit on the amount the District may invest in any one issuer. The District minimizes concentration of credit risk by requiring diversification of the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

Foreign Currency Risk – Foreign currency risk is the risk that an investment denominated in the currency of a foreign country could reduce its U.S. dollar value as a result of changes in foreign currency exchange rates. State law prohibits investment in foreign currency.

Cash deposits and investments of the District consist of the following items at June 30, 2014:

	<u>MATURITY DATES</u>	<u>INTEREST RATES</u>	<u>CARRYING AMOUNT</u>	<u>BANK BALANCE</u>
General Fund:				
United Bank & Trust	N/A	0.09%	\$ 121,947	\$ 214,597
United Bank & Trust	N/A	0.09%	9,386	9,816
MI Liquid Asset Fund	N/A	VAR	24,838	27,142
United Bank & Trust - Athletic	N/A	0.09%	8,351	9,072
TLC Comm. Cr. Union	N/A	0.00%	11	11
1 st Federal Bank	N/A	VAR	2,844	2,844
MBIA	N/A	VAR	762	762
MI Liquid Asset Fund	N/A	VAR	1,271,826	1,271,826
1 st Federal Bank	N/A	VAR	<u>948,133</u>	<u>948,133</u>
			<u>\$2,388,098</u>	<u>\$2,484,203</u>
Debt Retirement Fund:				
MI Liquid Assets	N/A	VAR	<u>\$ 28,021</u>	<u>\$ 28,021</u>
Sinking Fund:				
1 st Federal Bank	N/A	VAR	<u>\$ 126,241</u>	<u>\$ 126,241</u>
School Service Fund:				
United Bank & Trust - School Lunch	N/A	0.09%	<u>\$ 310,298</u>	<u>\$ 322,014</u>
Agency Fund:				
United Bank & Trust	N/A	0.09%	\$ 183,037	\$ 186,328
United Bank & Trust	N/A	0.12%	<u>10,562</u>	<u>10,562</u>
			<u>\$ 193,599</u>	<u>\$ 196,890</u>
Total Cash			<u>\$3,046,257</u>	<u>\$3,157,369</u>

Deposits are carried at cost. The carrying amount of deposits is included on the balance sheet as "Cash".

Note 3 - DEPOSITS AND INVESTMENTS continued

The District invests certain excess funds with Michigan School District Liquid Asset Fund (MILAF) in investment trust accounts in accordance with Section 622, 1221, and 1223 of the Michigan School Code. Investments are stated at cost, which approximates market value. The Investment Funds are categorized as mutual funds. Each School District owns a pro-rata share of each investment or deposit that is held in the name of the fund. MILAF is rated AAAM by Standard & Poor's. As of June 30, 2014, the District had \$1,326,989 invested in MILAF accounts.

The District also invests certain excess funds in pooled short term investment funds which included money market funds. One of the pooled investment funds utilized by the School District is MBIA Michigan Class Accounts, in accordance with Sections 622, 1221, and 1223 of the Michigan School Code. MBIA is not regulated nor is it registered with the SEC. MBIA reports as of June 30, 2014, the fair value of the District's investments is the same as the value of the pool shares. As of June 30, 2014, the District had \$762 invested in MBIA accounts.

Note 4 - RECEIVABLES

Receivables as of year-end for the School District's individual major funds and the nonmajor and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	<u>General Fund</u>	<u>Nonmajor and Other Funds</u>	<u>Total</u>
Receivables:			
Intergovernmental	\$2,949,382	\$ 25,588	\$2,974,970
Other Receivables	<u>8,172</u>	<u>1,698</u>	<u>9,870</u>
Net receivables	<u>\$2,957,554</u>	<u>\$ 27,286</u>	<u>\$2,984,840</u>

MADISON SCHOOL DISTRICT

NOTES TO FINANCIAL STATEMENTS June 30, 2014

Note 5 - CAPITAL ASSETS

Capital asset activity of the School District's Governmental Activities was as follows:

	Balance July 1, 2013	Additions	Disposals/ Adjustments	Balance June 30, 2014
Assets not being depreciated:				
Construction in process	\$ 4,085,994	\$ 765,317	\$ -	\$ 4,851,311
Land	<u>912,065</u>	<u>-</u>	<u>-</u>	<u>912,065</u>
Subtotal	<u>4,998,059</u>	<u>765,317</u>	<u>-</u>	<u>5,763,376</u>
Capital assets being depreciated:				
Building and building improvements	15,826,378	85,060	-	15,911,438
Buses and other vehicles	667,509	92,920	55,165	705,264
Furniture and equipment	<u>3,676,446</u>	<u>248,037</u>	<u>-</u>	<u>3,924,483</u>
Subtotal	<u>20,170,333</u>	<u>426,017</u>	<u>55,165</u>	<u>20,541,185</u>
Building and building improvements	4,896,249	384,346	-	5,280,595
Buses and other vehicles	427,684	44,268	55,165	416,787
Furniture and equipment	<u>2,621,023</u>	<u>139,052</u>	<u>-</u>	<u>2,760,075</u>
Subtotal	<u>7,944,956</u>	<u>567,666</u>	<u>55,165</u>	<u>8,457,457</u>
Net capital assets being depreciated	<u>12,225,377</u>	<u>(141,649)</u>	<u>-</u>	<u>12,083,728</u>
Net capital assets	<u>\$17,223,436</u>	<u>\$ 623,668</u>	<u>\$ -</u>	<u>\$17,847,104</u>

Note 6 - LONG-TERM LIABILITIES

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group, not in the governmental funds.

Because of their spending measurement focus, expenditure recognition for governmental fund types is limited to excluding amounts represented by non-current liabilities. Since they do not affect current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities. They are instead reported as liabilities in the General Long-Term Debt Account Group. The following is a summary of the long-term debt transactions of the District for the year ended June 30, 2014:

	LONG-TERM DEBT JULY 1, 2013	INCREASED LONG-TERM DEBT	PAYMENTS/ REDUCTIONS	LONG-TERM DEBT JUNE 30, 2014	DUE WITHIN ONE YEAR
UNUSED SICK LEAVE	\$ 29,660	\$ -	\$ 3,880	\$ 25,780	\$ 4,380
2011 BUILDING & SITE	<u>3,600,000</u>	<u>-</u>	<u>130,000</u>	<u>3,470,000</u>	<u>135,000</u>
	<u>\$3,629,660</u>	<u>\$ -</u>	<u>\$133,880</u>	<u>\$3,495,780</u>	<u>\$139,380</u>

MADISON SCHOOL DISTRICT

NOTES TO FINANCIAL STATEMENTS June 30, 2014

Note 6 - LONG-TERM LIABILITIES - continued

Long-term liabilities at June 30, 2014 are comprised of the following individual issues:

Due to the uncertainty of unused sick leave maturity as of June 30, 2014, this liability has been included in the amount due "Thereafter" section. \$ 25,780

\$3,600,000 – 2011 School Building and Site Bonds for the purpose of erecting, furnishing and equipping a performing arts addition to and partially remodeling the Madison High School, and developing and improving the site, due in annual installments of \$116,702 to \$305,425 through May 1, 2031; interest of 2.50% to 4.50%. \$ 3,470,000

An amount of \$28,021 is available in the debt service funds to service the general obligation debt.

The annual requirements to amortize all debts outstanding as of June 30, 2014, including interest payments of \$1,466,710 are as follows:

YEAR ENDING <u>JUNE 30</u>	UNUSED SICK <u>LEAVE</u>	2011 BUILDING & <u>SITE ISSUE</u>
2015	\$ 4,380	\$ 269,950
2016	-	271,575
2017	-	278,075
2018	-	278,950
2019	-	284,300
2020-2024	-	1,451,725
2025-2029	-	1,498,885
2030-2034	-	603,250
Thereafter	<u>21,400</u>	-
	<u>\$25,780</u>	<u>\$4,936,710</u>

Note 7 - DEFINED BENEFIT PENSION PLAN AND POST RETIREMENT BENEFITS

Plan Description - The School District participates in the Michigan Public School Employees' Retirement System (MPERS), a statewide, cost-sharing, multiple-employer defined benefit public employee retirement system governed by the State of Michigan that covers substantially all employees of the School District. The system provides retirement, survivor, and disability benefits to plan members and their beneficiaries. The system also provides postemployment healthcare benefits to retirees and beneficiaries who elect to receive those benefits.

The Michigan Public School Employees' Retirement System issues a publicly available financial report that includes financial statements and required supplemental information for the pension and postemployment healthcare plans. That report is available on the web at <http://www.michigan.gov/orsschools>, or by writing to the Office of Retirement System at 7150 Harris Drive, P.O. Box 30171, Lansing, MI 48909.

Note 7 - DEFINED BENEFIT PENSION PLAN AND POST RETIREMENT BENEFITS
(Continued)

Pension Benefits - Employer contributions to the pension system result from the implementing effects of the School Finance Reform Act. Under these procedures, each school district is required to contribute the full actuarial funding contribution amount to fund pension benefits. For the period from July 1, 2013 through September 30, 2013, employees were given the following plan options with the corresponding employer contribution rates:

	Basic MIP	Pension Plus	Plus PHF*	DC with PHF*	Basic MIP DB to DC With DB With DB Health	Basic MIP DB to DC With PHF	With PHF
Pension Contributions	15.21%	15.02%	15.02%	12.78%	12.78%	12.78%	15.21%
Health Contributions	9.11%	9.11%	8.18%	8.18%	9.11%	8.18%	8.18%
Employer Contribution:							
Defined Contribution	0%	1.00%	1.00%	3.00%	4.00%	4.00%	0%
Personal Healthcare	0%	0%	2.00%	2.00%	0%	2.00%	2.00%

* First worked September 4, 2012 or later

For the period from October 1, 2013 through June 30, 2014, employees were given the following plan options with the corresponding employer contribution rates:

	Basic MIP	Pension Plus	Plus PHF*	DC with PHF*	Basic MIP DB to DC With DB With DB Health	Basic MIP DB to DC With PHF	With PHF
Pension Contributions	18.34%	18.11%	18.11%	15.44%	15.44%	15.44%	18.34%
Health Contributions	6.45%	6.45%	5.52%	5.52%	6.45%	5.52%	5.52%
Employer Contribution:							
Defined Contribution	0%	1.00%	1.00%	3.00%	4.00%	4.00%	0%
Personal Healthcare	0%	0%	2.00%	2.00%	0%	2.00%	2.00%

Depending on the plan selected, plan member contributions range from 0 percent up to 7.0 percent of gross wages. Plan members electing into the defined contribution plan are not required to make additional contributions.

Postemployment Benefits - Under the MPSERS Act, all retirees participating in the MPSERS pension plan have the option of continuing health, dental, and vision coverage through MPSERS. Retirees electing this coverage contribute an amount equivalent to the monthly cost for Part B Medicare and, for those not eligible for Medicare, 10 percent or 20% of the monthly premium amount for the health, dental, and vision coverage at the time of receiving the benefits. The MPSERS board of trustees annually sets the employer contribution rate to fund the benefits on a pay as you go basis. Participating employers are required to contribute at that rate. The employer contribution rate ranged from 8.18 to 9.11 percent of covered payroll for the period from July 1, 2013 through September 30, 2013. For the period from October 1, 2013 through June 30, 2014, the employer contribution rate ranged from 5.52 percent to 6.45 percent dependent upon the employee's date of hire and plan election as noted above.

Note 7 - DEFINED BENEFIT PENSION PLAN AND POST RETIREMENT BENEFITS**(Continued)**

Members can choose to contribute 3 percent of their covered payroll to the Retiree Healthcare Fund and keep this premium subsidy benefit or they can elect not to pay the 3 percent contribution and instead choose the Personal Healthcare Fund, which can be used to pay healthcare expenses in retirement. Members electing the Personal Healthcare Fund will be automatically enrolled in a 2 percent employee contribution into their 457 account as of their transition date and create a 2 percent employer match into the employee's 401(k) account.

The School District's required and actual contributions to the pension plan and for retiree healthcare benefits for the years ended June 30, 2014, 2013, and 2012 were \$2,619,401, \$2,049,854 and \$1,880,606, respectively.

Note 8 – CONTINGENT LIABILITIES

The School District is a reimbursing employer to the Michigan Employment Security Commission and, as such, is responsible to pay the Commission for those benefits paid and charged to its account. As of June 30, 2014 appropriate liabilities have been recorded for all claims paid by the Commission. However, no provision has been made for future payments that might result from claims in process or not yet filed.

Note 9 – RISK MANAGEMENT

The District is exposed to various risks of loss from property and casualty theft damage to various tort and liability claims and worker's compensation claims. The District limits its exposure to such claims through its participation in and payments of premiums to SET-SEG, Inc. Insurance Trust. This pool maintains a loss fund and is also required by the terms of the participation agreement to obtain insurance and reinsurance as necessary.

The terms of the participation agreement with the pool indicate that, should losses of the pool incurred in a given coverage period exceed the loss fund and the aggregate excess reinsurance, the fund may access its member districts on a pro-rata basis to cover excess losses. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

Note 10 – UPCOMING ACCOUNTING PRONOUNCEMENTS

The Government Accounting Standards Board (GASB) in June of 2012, issued Statement No. 68, *Accounting and Financial Reporting for Pensions*, which applies to financial reporting by most governments that provide their employees with pension benefits. Statement No. 68 is effective for periods beginning on or after June 15, 2014. The statements will result in major changes in the calculation and reporting of pension obligations and expenses. The District will be required to recognize their unfunded pension benefit obligation as a liability on its government wide statements. Additionally, the School District will be required to more comprehensively and comparably measure the annual costs of pension benefits. The statement also enhances accountability and transparency through revised note disclosures and required supplemental information (RSI). The District is currently evaluating the impact this standard will have on its financial statements when adopted: however, the impact is expected to be material.

Required Supplemental Information

MADISON SCHOOL DISTRICT

REQUIRED SUPPLEMENTAL INFORMATION BUDGETARY COMPARISON SCHEDULE - GENERAL FUND Year Ended June 30, 2014

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Over (Under) Actual
	Original	Final		
Revenues:				
Local sources	\$ 2,084,228	\$ 2,137,064	\$ 2,112,684	\$ 24,380
State sources	11,102,885	11,325,312	11,305,813	19,499
Federal sources	310,156	335,566	301,717	33,849
Interdistrict sources	750,000	687,063	720,022	(32,959)
Miscellaneous	283,837	392,896	406,078	(13,182)
TOTAL REVENUES	14,531,106	14,877,901	14,846,314	31,587
Expenditures:				
Current:				
Instruction:				
Basic programs	8,560,502	8,749,178	8,719,274	(29,904)
Added needs	2,374,886	2,359,064	2,346,769	(12,295)
Community services	59,787	107,679	102,449	(5,230)
Pupil services	248,611	244,873	236,758	(8,115)
Instructional staff	96,417	80,626	82,283	1,657
Supporting Services:				
School administration and business	1,719,979	1,797,051	1,807,264	10,213
Operation, transportation and central	1,642,307	1,802,805	1,773,409	(29,396)
Athletics	324,521	359,787	358,044	(1,743)
TOTAL EXPENDITURES	15,027,010	15,501,063	15,426,250	(74,813)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES AND OTHER USES	(495,904)	(623,162)	(579,936)	(43,226)
Budgetary fund balance - July 1, 2013	4,171,624	4,171,624	4,171,624	-
Budgetary fund balance - June 30, 2014	\$ 3,675,720	\$ 3,548,462	\$ 3,591,688	\$ (43,226)

See auditors' report and accompanying notes to financial statements.

Other Supplemental Information

MADISON SCHOOL DISTRICT

BALANCE SHEET - NONMAJOR GOVERNMENTAL FUND June 30, 2014

	Nonmajor Special Revenue/ Governmental Fund	School Lunch Fund
Assets		
Cash and investments	\$ 310,298	
Accounts receivable	1,698	
Due from other governments	25,588	
Inventory	8,170	
TOTAL ASSETS	\$ 345,754	
Liabilities and Fund Balance		
Liabilities		
Due to general fund	\$ 34,722	
Unearned revenue	1,781	
TOTAL LIABILITIES	36,503	
Fund Balance		
Nonspendable - inventory		8,170
Restricted		301,081
TOTAL FUND BALANCE		309,251
TOTAL LIABILITIES AND FUND BALANCE	\$ 345,754	

See auditors' report.

MADISON SCHOOL DISTRICT

NONMAJOR GOVERNMENTAL FUND STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE Year Ended June 30, 2014

	Nonmajor Special Revenue/ Governmental Fund
	School Lunch Fund
Revenues	
Local sources	\$ 129,605
State sources	25,588
Federal sources	641,602
Miscellaneous	570
TOTAL REVENUES	797,365
Expenditures	
Current operations:	
Food services	729,369
Capital outlay	79,683
TOTAL EXPENDITURES	809,052
Excess of Revenues Over (Under) Expenditures	(11,687)
Fund Balance - July 1, 2013	320,938
Fund Balance - June 30, 2014	\$ 309,251

See auditors' report.

MADISON SCHOOL DISTRICT

GENERAL FUND STATEMENT OF REVENUES - BUDGET AND ACTUAL Year Ended June 30, 2014

	2014 Budget	2014 Actual	Over (Under) Budget	2013 Actual
Revenue from Local Sources:				
Property tax	\$ 1,924,347	\$ 1,897,112	\$ (27,235)	\$ 2,740,248
Tuition	45,352	48,095	2,743	46,207
Earnings on investments and deposits	10,000	10,399	399	14,997
Athletics	102,973	53,048	(49,925)	46,689
Other local revenue	54,392	104,030	49,638	105,784
TOTAL REVENUE FROM LOCAL SOURCES	2,137,064	2,112,684	(24,380)	2,953,925
Revenue from State Sources:				
State School Aid	11,325,312	11,305,813	(19,499)	11,147,029
TOTAL REVENUE FROM STATE SOURCES	11,325,312	11,305,813	(19,499)	11,147,029
Revenue from Federal Sources:				
Title I	253,997	242,868	(11,129)	286,090
Other	81,569	58,849	(22,720)	81,876
TOTAL REVENUE FROM FEDERAL SOURCES	335,566	301,717	(33,849)	367,966
Incoming Transfers and Other Transactions:				
County special education	687,063	720,022	32,959	869,503
Payments received from other units	392,896	406,078	13,182	344,728
TOTAL INCOMING TRANSFERS AND OTHER TRANSACTIONS	1,079,959	1,126,100	46,141	1,214,231
TOTAL REVENUE AND OTHER FINANCING SOURCES	\$ 14,877,901	\$ 14,846,314	\$ (31,587)	\$ 15,683,151

See auditors' report.

MADISON SCHOOL DISTRICT

GENERAL FUND STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL Year Ended June 30, 2014

	2014 Budget	2014 Actual	Over (Under) Budget	2013 Actual
Instruction:				
Basic Programs - Pre-School:				
Salaries	\$ 79,082	\$ 79,017	\$ (65)	\$ 77,955
Benefits	40,188	39,799	(389)	34,780
Purchased services	5,561	5,617	56	5,212
Supplies and materials	667	666	(1)	636
TOTAL PRE-SCHOOL	125,498	125,099	(399)	118,583
Basic Programs - Elementary:				
Salaries	2,611,112	2,613,607	2,495	2,552,134
Benefits	1,580,248	1,578,397	(1,851)	1,384,883
Purchased services	74,298	73,699	(599)	61,271
Supplies and materials	75,302	75,700	398	73,832
Capital outlay	59,508	59,508	-	74,011
TOTAL ELEMENTARY	4,400,468	4,400,911	443	4,146,131
Basic Programs - High School/Middle School:				
Salaries	2,452,018	2,443,025	(8,993)	2,384,732
Benefits	1,449,401	1,442,250	(7,151)	1,312,997
Purchased services	128,645	124,581	(4,064)	121,548
Supplies and materials	137,460	128,748	(8,712)	108,173
Capital outlay	55,688	54,660	(1,028)	21,428
TOTAL HIGH SCHOOL/MIDDLE SCHOOL	4,223,212	4,193,264	(29,948)	3,948,878
TOTAL BASIC PROGRAMS	8,749,178	8,719,274	(29,904)	8,213,592
Added Needs - Special Education				
Salaries	857,506	853,148	(4,358)	944,764
Benefits	498,545	514,893	16,348	489,339
Purchased services	34,153	29,175	(4,978)	18,919
Supplies and materials	5,673	5,386	(287)	5,079
Capital outlay	2,145	2,143	(2)	963
TOTAL SPECIAL EDUCATION	1,398,022	1,404,745	6,723	1,459,064
Added Needs - Compensatory Education				
Salaries	266,836	263,754	(3,082)	318,978
Benefits	74,887	76,004	1,117	87,020
Supplies and materials	1,300	270	(1,030)	700
Purchased services	900	900	-	900
TOTAL COMPENSATORY EDUCATION	343,923	340,928	(2,995)	407,598

MADISON SCHOOL DISTRICT

GENERAL FUND STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL Year Ended June 30, 2014

Instruction continued:	2014 Budget	2014 Actual	Over/(Under) Budget	2013 Actual
Other added needs:				
Salaries	\$ 415,546	\$ 403,725	\$ (11,821)	\$ 360,289
Benefits	200,873	197,126	(3,747)	161,915
Purchased services	-	-	-	1,333
Supplies and materials	700	245	(455)	2,912
TOTAL OTHER ADDED NEEDS	617,119	601,096	(16,023)	526,449
TOTAL ADDED NEEDS	2,359,064	2,346,769	(12,295)	2,393,111
TOTAL INSTRUCTION	11,108,242	11,066,043	(42,199)	10,606,703
Community Services:				
Salaries	69,969	64,066	(5,903)	43,432
Benefits	24,571	25,718	1,147	7,128
Purchased services	2,675	2,671	(4)	7,070
Supplies and materials	654	651	(3)	517
Capital outlay	9,810	9,343	(467)	-
TOTAL COMMUNITY SERVICES	107,679	102,449	(5,230)	58,147
Supporting Services:				
Pupil Services:				
Salaries	169,014	166,624	(2,390)	172,108
Benefits	74,428	68,698	(5,730)	65,573
Purchased services	168	668	500	111
Supplies and materials	1,263	768	(495)	1,868
Capital outlay	-	-	-	120
TOTAL PUPIL SERVICES	244,873	236,758	(8,115)	239,780
Instructional staff:				
Salaries	52,270	52,453	183	58,816
Benefits	22,602	24,954	2,352	26,158
Purchased services	350	335	(15)	746
Supplies and materials	3,594	2,992	(602)	3,965
Capital outlay	1,810	1,549	(261)	1,061
TOTAL INSTRUCTIONAL STAFF	80,626	82,283	1,657	90,746
General Administration:				
Salaries	400,866	401,322	456	356,826
Benefits	239,689	242,563	2,874	275,293
Purchased services	48,643	49,232	589	73,307
Supplies and materials	115,231	123,860	8,629	156,255
Capital outlay	2,671	2,670	(1)	1,731
TOTAL GENERAL ADMINISTRATION	807,100	819,647	12,547	863,412
School Administration:				
Salaries	644,343	632,124	(12,219)	607,957
Benefits	335,802	345,509	9,707	321,163
Purchased services	779	1,109	330	1,121
Supplies and materials	8,662	8,510	(152)	9,300
Capital outlay	365	365	-	1,764
TOTAL SCHOOL ADMINISTRATION	989,951	987,617	(2,334)	941,305

See auditors' report.

MADISON SCHOOL DISTRICT

GENERAL FUND STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL Year Ended June 30, 2014

	2014 Budget	2014 Actual	Over (Under) Budget	2013 Actual
Supporting Services continued:				
Operation and maintenance of plant:				
Salaries	\$ 347,193	\$ 346,742	\$ (451)	\$ 342,428
Benefits	243,093	242,474	(619)	222,396
Purchased services	381,384	384,947	3,563	346,566
Supplies and materials	52,795	53,438	643	44,797
Capital outlay	312,450	298,133	(14,317)	1,114,561
TOTAL OPERATION AND MAINTENANCE OF PLANT	1,336,915	1,325,734	(11,181)	2,070,748
Pupil Transportation Services				
Salaries	190,499	182,595	(7,904)	170,611
Benefits	76,744	73,259	(3,485)	62,028
Purchased services	26,098	26,257	159	20,620
Supplies and materials	79,269	72,213	(7,056)	59,487
Capital outlay	92,920	92,920	-	44,959
Other	360	431	71	485
TOTAL TRANSPORTATION SERVICES	465,890	447,675	(18,215)	358,190
Athletics				
Salaries	108,716	108,516	(200)	102,239
Benefits	41,746	40,351	(1,395)	34,259
Purchased services	123,475	124,443	968	102,375
Supplies and materials	78,500	77,384	(1,116)	63,793
Capital outlay	7,350	7,350	-	2,620
TOTAL ATHLETICS	359,787	358,044	(1,743)	305,286
TOTAL SUPPORTING SERVICES	4,285,142	4,257,758	(27,384)	4,869,467
TOTAL EXPENDITURES	15,501,063	15,426,250	(74,813)	15,534,317
Outgoing Transfers and Other Transactions:				
Fund modification	-	-	-	-
TOTAL TRANSFERS AND OTHER TRANSACTIONS	-	-	-	-
TOTAL EXPENDITURES AND TRANSFERS	\$ 15,501,063	\$ 15,426,250	\$ (74,813)	\$ 15,534,317

See auditors' report.

MADISON SCHOOL DISTRICT

DEBT RETIREMENT FUND COMBINING BALANCE SHEET June 30, 2014

	2011 Issue
Assets	
Cash	\$ 28,021
Due to other funds	-
TOTAL ASSETS	\$ 28,021
Fund Balance	
Restricted:	
Debt retirement	\$ 28,021
TOTAL FUND BALANCE	\$ 28,021

See auditors' report.

MADISON SCHOOL DISTRICT**DEBT RETIREMENT FUND
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
Year ended June 30, 2014**

	2011 Issue
Revenues	
Local Sources:	
Property tax levy	\$ 291,021
Payment in lieu of taxes	2,315
Earnings on investments	6
TOTAL REVENUES	293,342
Expenditures	
Debt Service:	
Redemption of principal	130,000
Interest on debt	138,200
TOTAL EXPENDITURES	268,200
Excess (Deficiency) of Revenues Over Expenditures	25,142
Other financing sources (uses):	
Fund Modification	-
TOTAL OTHER FINANCING SOURCES	-
Net Change In Fund Balances	25,142
Fund Balance - July 1, 2013	2,879
Fund Balance - June 30, 2014	\$ 28,021

See auditors' report.

MADISON SCHOOL DISTRICT

CAPITAL PROJECTS FUND BALANCE SHEET June 30, 2014

	Assets	
Cash		\$ <u>-</u>
TOTAL ASSETS		\$ <u>-</u>
	Fund Balance	
Fund Balance		
Restricted:		
Building Construction		\$ <u>-</u>
TOTAL FUND BALANCE		\$ <u>-</u>

See auditors' report.

MADISON SCHOOL DISTRICT

CAPITAL PROJECTS FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL Year Ended June 30, 2014

	Budget	Actual	Over (Under) Budget
Revenues			
Local Sources:			
Earnings on investments	\$ 84	\$ 84	\$ -
Donations	37,390	37,390	-
TOTAL REVENUES	37,474	37,474	-
Expenditures			
Building construction	56,593	56,593	-
TOTAL EXPENDITURES	56,593	56,593	-
Excess (Deficiency) of Revenues Over Expenditures	(19,119)	(19,119)	-
Fund Balance - July 1, 2013	19,119	19,119	-
Fund Balance - June 30, 2014	\$ -	\$ -	\$ -

See auditors' report.

MADISON SCHOOL DISTRICT

SINKING FUND BALANCE SHEET June 30, 2014

Assets		
Cash	\$	126,241
Due from other funds		<u>-</u>
TOTAL ASSETS	\$	<u>126,241</u>
Liabilities and Fund Balance		
Liabilities		
Due to general fund	\$	<u>-</u>
TOTAL LIABILITIES		<u>-</u>
Fund Balance		
Restricted:		
Repairs/renovations		<u>126,241</u>
TOTAL LIABILITIES AND FUND BALANCE	\$	<u>126,241</u>

See auditors' report.

MADISON SCHOOL DISTRICT**SINKING FUND
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
Year Ended June 30, 2014**

	Budget	Actual	Over (Under) Budget
Revenues			
Local Sources:			
Property tax levy	\$ 219,645	\$ 217,774	\$ (1,871)
Payment in lieu of taxes	-	1,871	1,871
Earnings on investments	442	505	63
TOTAL REVENUES	220,087	220,150	63
Expenditures			
Repairs/renovations	125,757	123,646	(2,111)
TOTAL EXPENDITURES	125,757	123,646	(2,111)
Excess (Deficiency) of Revenues Over Expenditures	94,330	96,504	2,174
Other financing sources (uses):			
Fund Modification	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-
Net Change in Fund Balance	94,330	96,504	2,174
Fund Balance - July 1, 2013	29,737	29,737	-
Fund Balance - June 30, 2014	\$ 124,067	\$ 126,241	\$ 2,174

See auditors' report.

MADISON SCHOOL DISTRICT

TRUST AND AGENCY FUNDS COMBINING STATEMENT OF CHANGES IN NET POSITION June 30, 2014

	GROUPS JULY 1, 2013	ADDITIONS	DEDUCTIONS	GROUPS JUNE 30, 2014
After Prom	\$ (825.89)	\$ 8,963.74	\$ 7,925.49	\$ 212.36
Athletic Boosters	9,818.38	30,429.65	25,220.97	15,027.06
Band Boosters	9,294.60	4,285.00	5,068.33	8,511.27
Baseball	362.05	2,020.00	1,763.70	618.35
Bowling	236.60	1,327.00	1,185.00	378.60
Boys Basketball	232.93	1,504.75	1,467.00	270.68
Checking - Interest	4,940.21	569.37	491.53	5,018.05
Cheerleaders	1,022.69	5,176.40	4,316.09	1,883.00
Class of:				
2014	986.78	6,259.00	5,149.86	2,095.92
2015	1,167.53	(40.48)	-	1,127.05
2016	1,002.33	62.00	159.56	904.77
2017	1,200.00	1,825.72	-	3,025.72
Community Rewards	4,699.99	218.99	-	4,918.98
Dr. Bob Scholarship	10,150.00	-	1,000.00	9,150.00
Drama Account	656.43	329.00	-	985.43
Eighth Grade Trip	2,387.99	45,849.06	47,570.12	666.93
Elementary Earth Club	300.56	331.63	357.63	274.56
Elementary Fund Raising	2,090.49	68,973.00	55,228.47	15,835.02
Elementary Library	188.09	9,509.41	9,548.51	148.99
Elementary Student Council	128.21	3,492.00	1,856.10	1,764.11
Family Resource Room	-	25.00	-	25.00
Fan	22,239.85	8,930.56	27,315.86	3,854.55
Fifth Grade Camp	4,007.79	22,887.35	20,160.19	6,734.95
Football	2,759.24	11,664.00	11,994.48	2,428.76
Fran Reason Scholarship	-	1,476.00	267.50	1,208.50
Friends of Rachel	-	138.65	40.00	98.65
Girls Basketball	490.99	4,145.46	4,410.00	226.45
Girls On The Run	236.53	1,509.00	1,372.32	373.21
Giving Tree Project	-	262.00	-	262.00
Hickman Foundation	-	7,898.32	6,273.61	1,624.71
H.S. Library Account	441.06	3,737.09	3,644.75	533.40
H.S. Student Council	1,533.27	290.75	1,021.96	802.06
Interact Club	1.17	1,160.07	853.72	307.52
Junior Achievement	202.50	-	-	202.50
Junior Basketball	-	1,225.50	766.50	459.00
Lenawee Child	251.20	162.00	114.70	298.50
Locker Account	10,425.99	12,813.00	16,372.48	6,866.51
MCSSC	1,835.76	3,588.00	4,054.29	1,369.47
Madison Football Club	1,801.52	11,279.00	7,064.94	6,015.58
Madison School Store	3,003.49	-	-	3,003.49
May Madness	3,413.06	3,050.90	4,854.55	1,609.41
M.S. Student Activity	3,242.26	16,370.65	15,225.02	4,387.89
M.S. Cheer	-	275.00	264.17	10.83
M.S. Student Council	4,446.43	1,800.96	1,399.14	4,848.25
Musical Theatre	259.69	11,260.60	9,432.18	2,088.11
National Honor Society	546.07	-	-	546.07
Orchestra	-	2,708.30	2,229.05	479.25
P.A.T.T.	1,644.36	37,326.68	28,207.12	10,763.92
P.E.A.C.E	302.31	-	-	302.31
Pop Fund	4,978.24	1,509.49	2,396.96	4,090.77
Relay For Life	3,168.37	-	3,168.37	-
Savings Account Interest	4,641.85	18.94	-	4,660.79
Scholarship	14,611.15	7,245.00	1,000.00	20,856.15
Science Olympiad - Elementary	120.54	-	-	120.54
Softball	966.09	3,470.00	3,172.07	1,264.02
Special Education - Elementary	38.88	-	-	38.88
Special Education - H.S./M.S.	966.00	-	966.00	-
Strength & Conditioning	8,033.28	1,400.00	2,233.87	7,199.41
Student Activities	2,224.64	10,871.83	13,183.64	(87.17)
Track	5,560.46	17,771.00	17,716.12	5,615.34
Varsity Volleyball	112.50	56.92	50.00	119.42
Wrestling	1,774.40	-	-	1,774.40
Wrestling Club	1,838.66	12,753.93	5,257.43	9,335.16
Yearbook	4,070.55	3,469.00	3,476.00	4,063.55
TOTAL	\$ 166,230.12	\$ 415,636.19	\$ 388,267.35	\$ 193,598.96

See auditors' report

MADISON SCHOOL DISTRICT

PROPERTY TAX DATA Year Ended June 30, 2014

	Unpaid at July 1, 2013	Tax	Collections/ Adjustments	Unpaid (Deferred) at June 30, 2014
General Fund	\$ -	\$ 1,897,112	\$ 1,897,112	\$ -
Sinking Fund	-	217,774	217,774	-
Debt Retirement Funds	-	293,257	293,257	-
TOTAL	\$ -	\$ 2,408,143	\$ 2,408,143	\$ -

Other Information

Taxable value of property assessed in the Madison School District

	2014			
	Homestead	Industrial PP	Commercial PP	Non-homestead
Municipality:				
Madison	\$ 42,885,289	\$ 5,328,400	\$ 7,429,500	\$ 60,762,344
Adrian City	145,133	-	22,000	1,179,659
Palmyra	3,035,728	-	1,011,500	2,957,686
Adrian	5,464,529	1,393,700	5,274,900	35,872,536
Total	\$ 51,530,679	\$ 6,722,100	\$ 13,737,900	\$ 100,772,225

Tax Levy (Mills):		
Debt Retirement Funds	1.6500	1.6500
Sinking Fund	1.0000	1.0000
General Fund	18.0000	18.0000
Total tax levy	20.6500	20.6500

Blended official student enrollment 1,563.31

See auditors' report.

Other Reporting Required by *Governmental Auditing Standards*

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Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Education
Madison School District
Adrian, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Madison School District as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Madison School District's basic financial statements and have issued our report thereon dated October 22, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Madison School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Madison School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Madison School District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Corrective Action Responses, referenced as 2014-001 and 2014-002, presented on pages 53-54 that we consider to be significant deficiencies.

Board of Education
Madison School District
Adrian, Michigan

Compliance and other matters

As part of obtaining reasonable assurance about whether the Madison School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

We noted other matters that we have reported to the management of the Madison School District in a separate letter dated October 22, 2014.

Madison School District' Response to Findings

Madison School District's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Corrective Action Responses. Madison School District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Madison School District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Drake, Watters & Associates, PLLC

October 22, 2014

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE;
AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY
OMB CIRCULAR A-133

Board of Education
Madison School District
Adrian, Michigan

Report on Compliance for Each Major Federal Program

We have audited Madison School District's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of Madison School District's major federal programs for the year ended June 30, 2014. Madison School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Madison School District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An Audit includes examining, on a test basis, evidence about Madison School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Madison School District's compliance.

Opinion on Each major Federal Program

In our opinion, Madison School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

Report on Internal Control Over Compliance

The management of Madison School District is responsible for establishing and maintaining effective internal control over compliance with requirements referred to above. In planning and performing our audit, we considered Madison School District's internal control over compliance with the types of requirements that could have a direct and material effect on a major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Madison School District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as items 2014-001 and 2014-002 that we consider to be significant deficiencies.

Board of Education
Madison School District
Adrian, Michigan

Madison School District's responses to the internal control over compliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs and corrective action plan. Madison School District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response,

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Drake, Watters & Associates, PLLC

Jackson, Michigan
October 22, 2014

MADISON SCHOOL DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS Year Ended June 30, 2014

Federal Grantor Pass Through Grantor Program Title/Grant Number	CFDA Number	Approved Awards Amount	Accrued or (Deferred) Revenue July 1, 2013	(Memo Only) Prior Year Expenditures	Current Year Expenditures	Current Year Receipts	Accrued or (Deferred) Revenue June 30, 2014	Adjustments Debits (Credits)
U.S. Department of Education:								
Passed through Michigan Department of Education								
Title I, Part A 141530 1314	84.010	\$ 253,997	\$ -	\$ -	\$ 242,868	\$ 242,868	\$ -	\$ -
Title II, Part A, Teacher/Principal Training 140520 1314	84.367	45,981	-	-	44,141	44,141	-	-
Total passed through Michigan Department of Education		299,978	-	-	287,009	287,009	-	-
Passed through I.S.D.								
Title II, Part B Math and Science Partnerships 132410 MSP20	84.366 B	5,900	-	-	5,900	5,900	-	-
Total passed through I.S.D.		5,900	-	-	5,900	5,900	-	-
Total U.S. Department of Education		305,878	-	-	292,909	292,909	-	-
U.S. Department of Agriculture:								
Passed through U.S. Department of Agriculture								
Child Nutrition Cluster - Cash Assistance								
School Breakfast Program	10.553	153,234	-	-	153,234	153,234	-	-
National School Lunch Program	10.555	439,526	-	-	439,526	439,526	-	-
Total Cash Assistance		592,760	-	-	592,760	592,760	-	-
Child Nutrition Cluster - Non-Cash Assistance								
Commodities - Entitlement	10.555	48,842	-	-	48,842	48,842	-	-
Commodities - Bonus	10.555	-	-	-	-	-	-	-
Total - Non-Cash Assistance		48,842	-	-	48,842	48,842	-	-
Total Child Nutrition Cluster		641,602	-	-	641,602	641,602	-	-
Total Passed Through U.S. Department of Agriculture		641,602	-	-	641,602	641,602	-	-
Total U.S. Department of Agriculture		641,602	-	-	641,602	641,602	-	-
U.S. Department of Health and Human Services:								
Passed through Michigan Department of Community Health:								
Passed through I.S.D.								
Medicaid Outreach	93.778	8,808	-	-	8,808	8,808	-	-
Total passed through I.S.D. and MDCH		8,808	-	-	8,808	8,808	-	-
Total U.S. Department of Health and Human Services		8,808	-	-	8,808	8,808	-	-
Total Federal Financial Assistance		\$ 956,288	\$ -	\$ -	\$ 943,319	\$ 943,319	\$ -	\$ -

Notes:

1. See notes to financial statements for significant accounting policies and procedures.
2. The Cash Management Grant Auditor Report was used in preparation of this schedule.
3. The value of the noncash assistance received was determined in accordance with the provisions of OMB Circular A-133.

See auditors' report

MADISON SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND CORRECTIVE ACTION RESPONSES

June 30, 2014

SECTION 1: SUMMARY OF AUDITORS' RESULTS

We have audited the financial statements of Madison School District as of and for the year ended June 30, 2014 and have issued an unqualified opinion on these financial statements.

Two control deficiencies were disclosed during the audit of the financial statements and are reported in Section 2 of this schedule. Both of the conditions were considered to be significant deficiencies, however, neither was considered to be a material weakness.

No instances of noncompliance that was material to the financial statements of Madison School District were disclosed during the audit.

An unqualified opinion was issued on compliance for major federal award programs.

Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 are reported in this schedule.

The following federal program was identified as the major program: Child Nutrition Cluster (CFDA 10.553 and CFDA 10.555).

The dollar threshold used to distinguish between Type A and Type B programs was \$300,000.

The Madison School District was not considered to be a low-risk auditee.

SECTION 2: FINDINGS RELATED TO THE FINANCIAL STATEMENTS

Significant Deficiencies

2014-001. Finding

Internal control was found to have a significant deficiency in regards to segregation of duties. The District has an inadequate number of personnel to accomplish a proper segregation of duties.

Response

Since our District office staff currently consist of three employees, it is difficult to separate the various duties to achieve an ideal segregation of duties. We have considered the need to separate the various accounting and recordkeeping functions. Where possible, we have cross-trained employees to reconcile the accounts of another person. We have established guidelines for supervisory approval of all invoices. As an additional measure, all payments receive board of trustee approval prior to issuance of checks. We will continue to pursue other measures that may be taken to improve our system.

2014-002. Finding

The District employs individuals with adequate skills in regards to controls over the period-end financial reporting process, including controls over procedures used to post to the general ledger; initiate, authorize, record and process journal entries; and, record recurring and nonrecurring adjustments. However, a significant deficiency exists due to the fact that the District does not currently have personnel with a level of knowledge or expertise to prepare and take responsibility for the District's external financial statements.

SECTION 2: FINDINGS RELATED TO THE FINANCIAL STATEMENTS (continued)**Response**

The District relies on the current accounting staff to maintain accounting records on a day-to-day basis. The current skill level of the staff is adequate for daily operation of the District and they are quite capable of providing management information necessary for the operation of the District. For technical matters beyond the expertise of the District staff, we seek professional consultation. Currently, our external financial statements are drafted with the assistance of our auditors. The statements are reviewed and approved by the District Superintendent prior to publishing.

Material Weaknesses

Of the significant deficiencies reported above, none were determined to be material weaknesses.

SECTION 3: FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

Other than the two financial statement findings shown above as 2014-001 and 2014-002, there were no program specific findings or questioned costs to be reported.

SECTION 4: SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**Financial Statement Findings**

2013-001. Statement of Condition: Internal control was found to have a significant deficiency in regards to segregation of duties. The District has an inadequate number of personnel to accomplish a proper segregation of duties.

Current Status: The segregation of duties finding has been addressed by the District to the extent it is economically feasible. Mitigating measures have been implemented, but this issue is not expected to be fully correctible and the District anticipates this will be an ongoing situation due to their small staff size. It remains a significant deficiency for the current year.

2013-002. Statement of Condition: A significant deficiency exists due to the fact that the District does not currently have personnel with a level of knowledge or expertise to prepare and take responsibility for the District's external financial statements

Current Status: The District uses outside, professional services to overcome this deficiency. Currently, the external financial statements are drafted with the assistance of the District's auditors. The statements are reviewed and approved by the District Superintendent prior to publishing.

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Certified Public Accountants

AUDIT-RELATED COMMUNICATIONS

To the Board of Education
Madison School District

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Madison School District (the "School District") for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 6, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School District are described in Note 1 to the financial statements. The application of existing policies was not changed during fiscal year 2014. We noted no transactions entered into by the School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events, and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

- Useful lives of capital assets and the related depreciation expense.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

- Risk Management
- Pension Plan; and
- Contingent Liabilities

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. In addition, none of the misstatements detected, if any, as a result of the audit procedures and corrected by management were material, either individually or in the aggregate, to the District's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, which could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 22, 2014.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplemental information (RSI) as identified in the table of contents of the report which is required supplementary information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information as identified in the table of contents of the financial statements, but are not considered RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Education and management of the Madison School District, and is not intended to be and should not be used by anyone other than these specified parties.

Drake, Watters & Associates, PLLC

Jackson, Michigan
October 22, 2014

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School District Hot Topics For 2014-2015

State Aid Information:

- The 2014-2015 Foundation base foundation allowance will increase by \$50 per pupil.
- Best Practice Incentive is being reduced from \$52 to \$50 per pupil and the District is required to meet 7 out of 9 best practice criteria.
- Performance Grants will continue for 2014-2015 and the District could receive one, two, or all three allocations (\$30/\$30/\$40 per student) if the District meets the performance measures.
- MPSERS Section 147c Cost Support Categorical will continue for 2014-2015, plus there will be a new categorical, 147d, which will help supplement the retirement contributions. The District will be responsible for approximately 25.78% out-of-pocket. This is about a 1% increase over the prior year.

Other State Aid Changes:

- Reporting date changes will require the audit and FID to be completed a month earlier in 2015. Currently the due date is November 15th, however the law has changed and reports must be submitted by October 15, 2015 or the subsequent state aid payments will be withheld. Extra effort and planning will be necessary between the District and the auditor to complete the audit, meet with the Board of Education, and meet the filing deadline.
- Attendance Days and Hours for 2014-2015 have changed. The number of days is set at 175, and the hours of attendance is 1,098, but 38 hours of professional development time cannot be counted which means more classroom time for the students.
- Website transparency reporting previously allowed for posting within 30 days of a change. That requirement is now 15 days to update the website.

- Online learning will continue to be an option for 2014-2015 and will allow a student to enroll in up to two classes online.
- At Risk (31a) funding has several changes that will affect the “allowable uses” of the funding. The District will need to review their program to insure compliance with the new criteria.
- There is additional funding available through the Great Start Readiness Program. The grants pass through the intermediate school district and will enable funding for more ½ day four year olds.

Accounting Standard Implementation:

- In the next fiscal year, GASB Statement 68 will be implemented. This standard requires governments providing defined benefit pensions to recognize their unfunded pension benefit obligation as a liability for the first time. The District will be required to report their portion of the MPSERS pension plan net pension liability in the basic financial statements at the government-wide level. This will not affect the governmental fund financial statements. Currently, only pension liability will be reported. However, it is likely that in the future this reporting requirement will be modified to include the unfunded retiree healthcare costs also. The unfunded pension obligation amount to be reported will be a significant liability and will likely cause the government-wide financial statements to report a negative net position.

School Bond Loan Fund Changes (SBLF):

- Public Act 437 was signed into law on December 28, 2012 and made significant changes in how the program functions. Under the new law, debt mills may fluctuate from year-to-year depending on the rate necessary to pay off the debt by the mandatory loan repayment date.
- Districts must be able to show their ability to repay the loan within 72 months after the bonds mature.
- A District will continue to go through a prequalification process. With the debt ceiling implemented within the law of \$1.8 billion, the limit is rapidly being approached. It is possible a District may qualify for a loan but may not be able to participate due to the total program cap.
- The new law applies to current borrowings and new borrowing.



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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



NEOLA of MICHIGAN

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_____ **SCHOOL DISTRICT**

ADMINISTRATION
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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.~~)



EOLA of MICHIGAN

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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 ^{will} offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

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

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 / Admin SPT 02
Building Admin

(School District Title)

577-663-0000

(Telephone Number)

30000 0000 0000 0000 0000 0000

(Office Address)

[E-mail Address]

(E-mail Address)

[Signature]

(Name)

Supr / Admin SPT 02
Building Admin

(School District Title)

577-663-0000

(Telephone Number)

30000 0000 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 ^{MAY} 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)

Supt 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

Supt 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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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.

☒ ^{may} ~~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. N. Supt. of Building Admin.
(Office Address) 48771

Egon.S.S. Supt. of Building Admin.
(E-mail Address)

Ronald J. Jones
(Name)
Supt. of Building Admin.
(School District Title)

517-267-2000
(Telephone Number)

1410 10th St. N. Supt. of Building Admin.
(Office Address) 48771

Ronald.J.Jones Supt. of Building Admin.
(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 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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"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 ^{AND} ☒ 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.~~



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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.



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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.



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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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REVISED POLICY - VOL. 29, NO. 1

SCHOOL ADMINISTRATOR EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the school administrator's job performance at least annually **in a year-end evaluation**, while providing timely and constructive feedback

The Board shall perform the superintendent's evaluation; the superintendent or designee shall perform all other administrators' evaluations.

- B. establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth
- C. evaluates a school administrator's job performance, using multiple rating categories that take into account data on student growth as a significant factor **in the evaluation in accordance with state law (recommend at least twenty-five percent (25%))**

For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria. **During the 2014-2015 school years, student growth shall be measured using the state and alternative assessments as prescribed by the Revised School Code.**

- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 - 1. the effectiveness of school administrators, so that they are given ample opportunities for improvement
 - 2. promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development



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3. whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures
4. removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of January 4, 2010 **July 19, 2011**, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.

~~Evaluation of school principals, as required by the Michigan Department of Education, shall continue to be conducted for principals who are in place through the 2010-2011 school year. At the end of that school year, the superintendent shall report the "Effectiveness Label" from the last evaluation in the form and manner as directed by the Department.~~



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This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

M.C.L. 380.1249

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REVISED POLICY - VOL. 29, NO. 1

ON-LINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. Definitions

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



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B. Program Eligibility

The District shall offer a program for students in:

- ☐ K-12.
- ☒ Grades 6-12.
- ☐ Grades _____.

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

C. Student Eligibility

1. Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:
 - a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.
 - b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.
2. Only students enrolled in grades ~~5-6~~ to 12 are eligible to enroll in an On-Line Learning course. Students in grades ~~K-4~~ **K-5** are only eligible to participate in Blended Learning Courses.



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D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one of the following:
 - ☒ On-line Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
 - ~~☐ Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.~~
 - ~~☐ Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.~~
2. The District shall enroll an eligible student in up to two (2) on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18).
3. The District will provide two (2) or fewer courses per semester in Grades K-4~~K-5~~ and one (1) or more courses per semester in Grades ~~5~~6-12. If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-O-B shall be followed and seat time waivers obtained.
4. An eligible student may enroll in an on-line course published in the District on-line course syllabus, as described in section 8 below, or the statewide catalog of on-line courses maintained by the Michigan virtual university.



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

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



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

E. **Nonresident Applicants**

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



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F. Requirements Specific to On-Line Learning Courses

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

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

G. On-line Course Syllabus

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

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



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

M.C.L. 388.1621f, 388.1622f

Michigan Department of Education Guidance on Best Practices as Defined in

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REVISED POLICY - VOL. 29, NO. 1

PROFESSIONAL STAFF EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the employee's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth

Commencing with the 2015-16 school year, the year end evaluation of student growth shall be based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.

- C. evaluates an employee's job performance, ~~using multiple rating categories~~ **of highly effective, effective, minimally effective and ineffective, that** ~~which~~ take into account data on student growth as a significant factor **in the evaluation in accordance with State law (recommend that it be no less than twenty-five percent (25%))**

For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria. Student growth shall be measured using the State and alternative assessments as prescribed by the Section 1249 (M.C.L. 380.1249).



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- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. the effectiveness of employees, so that they are given ample opportunities for improvement
 2. promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development
 3. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
 4. removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

Commencing with the 2015-16 school year:

- E. provides a mid-year progress report for every ☒ certificated [end of option] teacher who is in the first year of probation or has received a rating of minimally effective or ineffective on the last year-end evaluation

This mid-year report shall not take replace the annual year-end evaluation. The mid-year report shall:

1. be based, at least in part, on student achievement;
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training;



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- F. includes classroom observations in accordance with the following:**
- 1. must include review of the lesson plan, state curriculum standards being taught and student engagement in the lesson;**
 - 2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations;**
 - 3. observations need not be for an entire class period.**

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. **A teacher rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District.** In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.



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The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of ~~January 4, 2010,~~ **July 19, 2011**, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

M.C.L. 380.1249 (as amended)

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REVISED POLICY - VOL. 29, NO. 1

STUDENT FUND-RAISING

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. **"Student fund-raising" also includes giving away goods or services, but suggesting a monetary donation.**

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, ~~those~~ whose funds are managed by the District, may be permitted in school by the principal. Such fund-raising off school grounds may be permitted by the Superintendent. **For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, and also be consistent with requirements set forth in Policy 8500 -Food Services.**

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Superintendent.

All other fund-raising shall be done in accordance with Board Policy 9700.



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The Superintendent shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. limit the number of fund-raising events.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

| **7 C.F.R. Parts 210 and 220**

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REVISED POLICY - VOL. 29, NO. 1

DISTRICT WEB PAGE

The Board of Education authorizes the creation of websites by employees and students of the School District to be published on the World Wide Web. The creation of websites by students must be done under the supervision of a professional staff member. These websites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and is subject to prior approval of the Superintendent or designee.

The purpose of such websites is to educate, inform, and communicate. The following criteria should be used to guide the development of such websites:

A. Educate

Content provided in the website should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

B. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may provide an avenue to communicate with the community.

The information contained on the website should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.



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All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act, **ADA**, **Children's Online Privacy Protection Act (COPPA)**). **Nothing in this paragraph shall prevent the District from linking the Board's web site to (1) recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites) or (2) to web sites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web sites may contain age appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.**

Under no circumstances is a website to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. **Included in this prohibition is the fact no web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.**

[] Under no circumstances is a staff member-created web page/site, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. The Board maintains its own web site (e.g., _____ [Progressbook]) that employees are required to use for the purpose of conveying information to students and/or parents.

[] Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook or MySpace pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

[] If a staff member creates a web page/site related to his/her class, it must be hosted on the Board's server.



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~~Unless the web page/site contains student personally identifiable information, Board web sites that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other web site users will generally be given full access to the sites created pursuant to this policy.~~

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School websites must be located on Board-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the standards permissible for web-site use.

The Board retains all proprietary rights related to the design of websites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.



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REVISED POLICY - VOL. 29, NO. 1

STUDENT NETWORK AND INTERNET EDUCATION TECHNOLOGY **ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet). Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.



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~~The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.~~

[NOTE: Choose this option if Policy 7542 authorizes student to bring their own personal communication devices and use them to connect to Education Technology.]

☒

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

~~The Internet is global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.~~



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First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection, **its Educational Technology** to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not **that may not have** been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which **protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access.** ~~block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors.~~ The Board **also** utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. **The Superintendent or DIRECTOR OF TECHNOLOGY may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.** ~~Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.~~



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Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using the ~~Network~~ **Education Technology**, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

- ☒ Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.



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Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the—Internet **Education Technology**. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

~~[[Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.~~

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet **Education Technology** that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

[NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]

☒

Students shall not access social media for personal use from the District's network

☒

, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.



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Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users ~~granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet~~ **of the Board's Education Technology are personally liable, both civilly and criminally, for uses of the Education Technology** not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and *Building Principals* as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the ~~Network~~ **District's Education Technology** and the Internet for instructional purposes.

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.520

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STAFF NETWORK AND INTERNET EDUCATION TECHNOLOGY
ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides staff with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet). Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its staff. The Board encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.



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~~The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Staff use of the District's computers, network, and Internet services (Network) will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.~~

Staff are expected to utilize Education Technology in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by the Board's policy on Instructional Materials.

~~The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable~~**brings incredible** ~~education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up to date, highly relevant information that will enhance their learning and the education process. Further, the Internet~~**Education Technology** ~~provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.~~



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First, and foremost, the Board may not be able to technologically limit access to services ~~through the Board's Internet connection~~ **its Education Technology** to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, ~~will opens~~ classrooms and students to electronic information resources ~~which have not~~ **that may not have** been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. ~~Pursuant to Federal law, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.~~



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The technology protection measures may not be disabled at any time that students may be using the ~~Network~~ **Education Technology**, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures will be subject to disciplinary action, up to and including termination.

☒ The Superintendent or ~~DIRECTOR OF TECHNOLOGY~~ ^{DIRECTOR OF TECHNOLOGY} may temporarily or permanently unblock access to websites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. ☒ The Superintendent or ~~DIRECTOR OF TECHNOLOGY~~ ^{DIRECTOR OF TECHNOLOGY} may also disable the technology protection measures to enable access for bona fide research or other lawful purposes. ^{PER THE BUILDING PRINCIPALS APPROVAL}
~~The Superintendent or _____ may disable the technology protection measure to enable access for bona fide research or other lawful purposes.~~

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.



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Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

☒ Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the ~~Internet~~ **Education Technology**. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

☒ **Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students and their parents and other staff members.**

☒ **With prior approval from the Superintendent ~~or _____~~, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.**

Staff members are responsible for good behavior ~~on Board's computers/network and the Internet~~ **when using the Board's Education Technology** just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.



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[NOTE: If language about social media is added to Policy 7540, choose the appropriate option to match that language]

☒ Staff members shall not access social media for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the Principal's approval of that plan in advance.

~~☐ Staff members shall not access social media from the District's network for either personal or educational use.~~

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users ~~granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet~~ **of the Board's Technology are personally responsible and liable, both civilly and criminally, for uses of the Education Technology** not authorized by this policy and its accompanying guidelines.

[Option]

☒ Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.



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Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

The Board designates the Superintendent and BUILDING PRINCIPALS as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the ~~Network and the Internet for instructional purposes~~ **District's Education Technology**.

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.520

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NEW POLICY - VOL. 29, NO. 1

RECEIPT LEGAL DOCUMENTS

Service of Process on the Board of Education

In suits against the Board, only the Board President or Superintendent accepts service on behalf of the Board.

Service of Legal Documents on Board Employees

Board employees may be served with legal documents (1) requesting not only public records (such as employees' personnel files), but also student education records and other documents and electronically stored information maintained by the District, or (2) directing them to testify at a deposition or hearing concerning issues that fall within the employees' employment responsibilities.

An employee served with legal documents in his/her official capacity as a Board employee shall immediately provide copies of those legal documents to his/her Principal or site administrator.

☒ The Principal or site administrator shall immediately furnish copies to

☒ the Superintendent

☐ ~~the Board attorney,~~

☐ ~~the staff attorney,~~

and shall follow his/her directives.

Generally, confidential personnel records, student records, or personal observations or opinions about student behavior/academic performance do not have to be disclosed. The law makes an exception for a subpoena or court order.



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Board policy requires the Principal or a site administrator to release only the documents specifically identified in the subpoena or order. In circumstances where, in responding to a subpoena or order, information is developed or summarized from the student's education records, a copy of that information and a statement of the purpose for which it was prepared shall be filed in the student's cumulative folder.

☒ If doing so is in the Board's best interest, the Principal or site administrator or Board attorney shall accompany the employee to the deposition or hearing.

Actions Against the Board

In actions against the Board, it is not unusual for Board employees to be served with subpoenas and/or called as witnesses. Board legal counsel and the Superintendent will assist Board employees in these matters.

Independent Legal Counsel

This policy does not prohibit Board employees from consulting with their own independent legal counsel, but they are prohibited from discussing or releasing student personally identifiable information to a third party except as expressly authorized by Board Policy (Policy 8330).

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REVISED POLICY - VOL. 29, NO. 1

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- (4) observations and ratings of individual students by professional staff members acting within their sphere of competency
- (4) samples of student work



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☒ information obtained from professionally acceptable standard instruments of measurement such as:

☒ interest inventories and aptitude tests,

☒ vocational preference inventories,

☒ achievement tests,

☒ standardized intelligence tests,

☐ _____

☒ authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record

☒ verified reports of serious or recurrent behavior patterns

☒ rank in class and academic honors earned

☒ psychological tests

☒ attendance records

☒ health records

☒ custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.



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In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); **and** a person serving on the Board. **The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:** ~~a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).~~

- A. **persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);**
- B. **contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).**

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.



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"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;



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- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) **Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.**

[NOTE: Districts without AGs should include the following paragraph] This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed. [END OF OPTION]



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While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

~~While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.~~

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

[NOTE: the following sentence should be selected by districts with AGs] The District will verify that the authorized representative complies with FERPA regulations.

- G. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.



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The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.



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DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- ☒ a student's name;
- ☐ ~~address,~~
- ☐ ~~telephone number,~~
- ☐ ~~date and place of birth,~~
- ☐ ~~major field of study;~~
- ☒ participation in officially recognized activities and sports;
- ☒ height and weight, if member of an athletic team;
- ☒ height if member of an athletic team;
- ☒ weight, if member of an athletic team which requires disclosure to participate;
- ☐ ~~dates of attendance;~~
- ☒ date of graduation;
- ☒ awards received;
- ☒ honor rolls;
- ☒ scholarships;
- ☐ ~~telephone numbers for inclusion in school or PTO directories;~~
- ☒ school photographs or videos of students participating in school activities, events or programs;
- ☐ _____



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[The following option should be selected if the Board assigns school email accounts to students per Policy 7540.03. *This option is provided to address potential confidentiality issues presented by Policy 7540.03 and is supported by Federal FERPA regulation 34 C.F.R. 99.37(d).]

☒ The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes (✓) and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

~~Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within _____ days after receipt of the District's public notice.~~

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.



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A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.



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CHOOSE OPTION #1 OR OPTION #2 (Be sure the choice here is the same choice made on AG 8330 and Policy 2416)

Option #1

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Option #2

The Board shall permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

[If the Board allows such collection, etc. this policy must include arrangements to protect student privacy in the event of such collection, etc.]

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least _____ work days before the scheduled date of the activity. The instrument will be provided to the parent within _____ business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.



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This section does not apply to the collection, disclosure or use of personal information collected from students from the exclusive purpose of developing, evaluating, or providing educational products or service for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities; and
- F. student recognition programs.

[NOTE: END OF OPTION #2]



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The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

~~The Superintendent shall also develop procedural guidelines for:~~

- ~~() the proper storage and retention of records including a list of the type and location of records;~~
- ~~() informing Board employees of the Federal and State laws concerning student records.~~

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.



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No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

M.C.L. 380.1135

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education
34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

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NEW POLICY

PEDICULOSIS (HEAD LICE)

Designated school personnel, including but not limited to the School Nurse, trained to look for head lice will conduct "head checks" as deemed necessary to determine if there is an active head lice infestation. Active infestations are defined as the presence of live lice or nits found within 1/4" of the scalp.

If a student four (4) years old to 1st grade is found to be infested with active head lice s/he will be sent home for treatment. A student in 2nd - 5th grade may be sent home or may remain in the class dependent upon the student's proximity to the other students in the educational setting. The building principal will determine whether or not the student is sent home or remains at school and office personnel shall contact the parent/guardian to communicate procedures and expectations. Regardless of grade, the student must be treated for head lice and be checked for active head lice upon returning to school the following day. If the student is found to have active head lice the second day the student will be sent home for further treatment and again reexamined the following day.



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REVISED POLICY - VOL. 29, NO. 1

FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

☒ The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

~~☐ The Board shall provide a public hearing annually for all parents prior to determining whether or not it will provide a breakfast program for all students. If it chooses not to provide such a program, the Board shall make available the reasons for its decision.~~

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, **including but not limited to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards**, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b)(3). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the students diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).



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On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Director and the _____. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.



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The Superintendent shall establish administrative guidelines for the conduct of the school lunch program that shall include provisions for:

- () the maintenance of sanitary, neat premises free from fire and health hazards;
- () the preparation and consumption of food;
- () the purchase of foods and supplies in accordance with law;
- () complying with food holds and recalls in accordance with USDA regulations;
- () the accounting and deposition of food-service funds;
- () the safekeeping and storage of food and food equipment.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District shall serve only nutritious food as determined by the Food Service Department **in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines.** ~~and shall not purchase with food service funds and shall not serve, in any food service area during meal serving hours, carbonated beverages, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy and candy coated popcorn.~~ Foods and beverages unassociated with the food-service program **must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines,** and may be vended in accordance with Board Policy 8540.

M.C.L. 380.1272, 1272a, 1272d et seq.
7 CFR 210, 215, 220, 240
42 U.S.C. 1760



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REVISED POLICY - VOL. 29, 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.
- ☐ Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
- ☐ 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.
- () 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.

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

[Select one or more of the following:]

- ☒ The schools shall provide at least (25) 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 **that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:**
 - () 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 ~~All~~ foods and beverages sold to **students** as fund raisers outside of the school meals program during the regular and extended school day **for consumption on the school campus** shall meet the USDA Competitive Food regulations, and the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines, **and the USDA Smart Snacks in School nutrition standards.**

() 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, **including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards**, 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).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

C. **The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.**

D. **All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.**



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[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 **and the USDA Smart Snacks in School nutrition standards.**
- () 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 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]** _____;~~

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

42 U.S.C. 1751, Sec. 204

42 U.S.C. 1771

7 C.F.R. Parts 210 and 220

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REVISED POLICY - VOL. 29, NO. 1

VENDING MACHINES

The Board of Education recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

- () The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- () The District's share of the revenues is managed by the District in accordance with relevant Board policies and administrative guidelines.
- () No products are vended which would conflict with or contradict information or procedures contained in the District's educational programs on health and nutrition.
- () No food or beverages are to be sold or distributed which will compete with the District's food-service program.
- (+) ~~Food and beverages sold in vending machines must meet USDA National School Nutrition Standards.~~

(✓) **Food items and beverages available for sale to students in vending machines for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day) shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.**



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The Superintendent shall develop and implement administrative guidelines which
| will ~~ensure~~**require that** these conditions are adhered to on a continuing basis.

42 U.S.C. 1779

| **7 C.F.R. Parts 210 and 220**

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REVISED POLICY - VOL. 29, NO. 1

DISTRICT SUPPORT ORGANIZATIONS

☒ The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs ☒ **and approved by the Board.** These programs may be educational to parents and/or children.

☒ The Board shall offer the opportunity for any authorized school support entity to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the SUPERINTENDENT

The District name shall not be used to promote the interests of any school support organization without the approval of the Board.

The Board recognizes that parent-teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems and needs and work together toward solutions.

Each volunteer organization shall work within the appropriate school setting and in cooperation with the principal and other staff members.

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization:

☒ In addition to parents, membership should be made available to District staff and members of the community.

☒ It shall be the responsibility of each District support organization to monitor its activities to assure compliance with Board policy.



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- ☒ Each District support organization will submit its bylaws to the CENTRAL office for review and approval.
- ☒ Each District support organization is encouraged to set goals that are consistent with those of the particular programs, activities or athletics being supported as articulated by the coach/advisor and/or athletic director of such program, activity or athletic event, to avoid duplication of effort and to maximize the benefit to the organization or group.
- ☐ The activities of the District support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The School District tax identification number shall not be used for District support organization purchases.
- ☐ The time, date, purpose, location and conduct of all fund-raisers on District property shall have prior approval of the _____. District support organizations are encouraged to communicate their preferred activity dates to the _____ as soon as possible as consideration for dates and facilities will be given on a first come, first served basis.
- ☐ Each District support organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the _____.



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✓ All food items and beverages available for sale to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day) as fund-raisers, including items sold by student clubs and organizations, parent groups, or booster clubs, shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Fund-raisers also include giving away goods or services, but suggesting a monetary donation. All activities must be approved by the principal, in advance. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8500, Food Services.

- ~~() Proceeds from District support organization fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.~~
- ~~() The Superintendent will work with staff to develop administrative guidelines that require each District support organization's fund-raising activities be in compliance with Board policies and that the funds generated by such fund-raising activities and donated to the District are used for school-related projects that have the approval of the Superintendent and principal.~~



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- () District support organizations are encouraged to obtain 501(c)(3) status so that community members may properly take tax deductions for donations to the organization.
- () School employees and school volunteers may not be compensated in any manner by District support organizations for their work on behalf of the District.
- () Donations from District support organizations must be made in accordance with Board Policy 7230 and any accompanying guidelines.
- () The _____ shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ of each year.
- () The _____ shall arrange to meet annually with District approved support organization treasurer to inform the organization of District accounting practices regarding support organizations.

7 C.F.R. Parts 210 and 220

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REVISED POLICY - VOL. 29, NO. 1

**HIGH SCHOOL DIPLOMAS TO WORLD WAR II,
AND KOREAN CONFLICT, AND VIETNAM ERA VETERANS**

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of World War II, ~~and the Korean Conflict,~~ **and the Vietnam Era.**

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma to qualified military veterans in accordance with Public Act 181 of 2001, ~~and Public Act 203 of 2003,~~ **and Public Act 55 of 2014.**

The Board authorizes the Superintendent to accept applications and documentation on the forms provided by the Department of Military and Veteran Affairs, Veterans Affairs Directorate. The Board will satisfy itself that the intent of the law has been met and the Board may then authorize the awarding of the high school diploma.

M.C.L. 35.341

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**RESOLUTION AUTHORIZING SELF-REPORT TO THE
SECURITIES AND EXCHANGE COMMISSION UNDER THE
MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION INITIATIVE**

Madison School District, Lenawee County, Michigan (the "School District")

A rescheduled regular meeting of the board of education of the School District (the "Board") was held in the _____, within the boundaries of the School District, on the 10th day of November, 2014, at _____ o'clock in the ____m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS:

1. Rule 15c2-12 of the Securities and Exchange Act of 1934 (the "Rule") prohibits underwriters from purchasing or selling a municipal security unless the issuer has undertaken to provide continuing disclosure about itself and the security; and
2. The Rule also requires that any final official statement describing a municipal security contain a statement describing any instance in the past five years in which the issuer failed to comply with any previous continuing disclosure agreements; and
3. In the final official statement for its 2011 School Building and Site Bonds (General Obligation – Unlimited Tax), dated June 27, 2011, the School District may have made a misstatement or omitted information regarding its compliance with a previous continuing disclosure agreement; and
4. The Enforcement Division of the U.S. Securities and Exchange Commission (the "SEC") has released a Municipalities Continuing Disclosure Cooperation Initiative, as modified on July 31, 2014 (the "MCDC Initiative"), providing issuers the opportunity to self-report by December 1, 2014 any misstatements or omissions that they may have made in official statements regarding their prior compliance with continuing disclosure agreements in return for more lenient settlement terms in any subsequent SEC enforcement action related thereto; and
5. The Board has reviewed the MCDC Initiative release and believes that it is in the best interest of the School District to self-report to the SEC's Enforcement Division (the "Division") the misstatements or omissions that the School District may have made regarding its compliance with a previous continuing disclosure agreement.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. On behalf of the School District, the Superintendent of the School District is hereby authorized and directed to complete and file the MUNICIPALITIES CONTINUING DISCLOSURE COOPERATION INITIATIVE QUESTIONNAIRE FOR SELF-REPORTING ENTITIES attached hereto as Exhibit A (the "Questionnaire"), with the Division by December 1, 2014, which filing shall be subject to the SEC's routine uses listed in SEC Form 1662.

2. The Board understands that, by filing the Questionnaire with the Division, the Division will recommend that the SEC accepts a settlement with the School District (a) pursuant to which the School District will be required to consent to a cease and desist order issued by the SEC and (b) in which the School District will not have to admit or deny any SEC findings, nor pay any civil penalties.

3. The Board also understands that, by filing the Questionnaire with the Division, the School District will be required to: (a) establish policies, procedures and training regarding compliance with continuing disclosure obligations; (b) comply with existing continuing disclosure agreements, including updating past delinquent filings within 180 days; (c) cooperate with any subsequent investigation by the Division, including the roles of individuals and/or other parties involved; (d) disclose the settlement of an SEC enforcement action and the related cease and desist order in any official statement of the School District within the next five years; and (e) provide the SEC with a compliance certification regarding its continuing disclosure obligations within one year.

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

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Madison School District, Lenawee County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on November 10, 2014, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education