

MADISON SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
NOVEMBER 16, 2015
6:00 PM – Board Room

**** TABLE OF CONTENTS ****

- 1 REGULAR MEETING AGENDA
- 2 MINUTES FROM THE OCTOBER 26, 2015 REGULAR MEETING
- 3 FINANCIAL REPORTS & MONTHLY BILLS
- 4 SUPERINTENDENT'S REPORT
- 5 HIGH SCHOOL PRINCIPAL'S REPORT
- 6 MIDDLE SCHOOL PRINCIPAL'S REPORT
- 7 ELEMENTARY PRINCIPALS' REPORT
- 8 LENAWEE CHILD/ FAMILY RESOURCE ROOM REPORT
- 9 CAFETERIA MANAGER'S REPORT
- 10 ATHLETIC DIRECTOR'S FINANCIAL REPORT
- 11 NEOLA POLICIES: 0144.3, 0170, 0175.1, 1130, 1217, 1420, 1630.01, 2260, 3110,3122,3123,3217, 3430.01, 4110, 4122, 4123, 4217, 4430.01, 5517.02, 5772, 5830, 6110, 6111, 6146, 6320, 6550, 6850, 8321, 8500, 9211

MADISON SCHOOL DISTRICT
BOARD OF EDUCATION
517-263-0741
REGULAR MEETING
NOVEMBER 16, 2015
6:00 PM – Board Room

**** AGENDA ****

- 1) CONSENT AGENDA
 - A. APPROVAL OF OCTOBER 26, 2015 REGULAR MEETING MINUTES
 - B. ACCEPTANCE OF REPORTS
 - C. APPROVAL OF BILLS/REIMBURSEMENT OF EXPENSES
- 2) FMLA/DISABILITY LEAVE FOR MIDDLE SCHOOL TEACHER REX VERNIER
- 3) DECEMBER MEETING DATE CHANGE
- 4) CROSWELL OPERA HOUSE LEASE AGREEMENT
- 5) NEOLA POLICY REVIEW FOR SECOND READING
 - A. **0144.3** CONFLICT OF INTEREST (BYLAWS)
 - B. **0170** ASSOCIATION MEMBERSHIPS (BYLAWS)
 - C. **0175.1** SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS (BYLAWS)
 - D. **1130** CONFLICT OF INTEREST (ADMINISTRATION)
 - E. **1217** WEAPONS (ADMINISTRATION)
 - F. **1420** SCHOOL ADMINISTRATOR EVALUATION (ADMINISTRATION)
 - G. **1630.01** FAMILY & MEDICAL LEAVES OF ABSENCES “FMLA” (ADMINISTRATION)
 - H. **2260** NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (PROGRAM)

- I. **3110** CONFLICT OF INTEREST (PROFESSIONAL STAFF)
- J. **3122** NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY (PROFESSIONAL STAFF)
- K. **3123** SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT (PROFESSIONAL STAFF)
- L. **3217** WEAPONS (PROFESSIONAL STAFF)
- M. **3430.01** FAMILY & MEDICAL LEAVES OF ABSENCE “FMLA” (PROFESSIONAL STAFF)
- N. **4110** CONFLICT OF INTEREST (SUPPORT STAFF)
- O. **4122** NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY (SUPPORT STAFF)
- P. **4123** SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT (SUPPORT STAFF)
- Q. **4217** WEAPONS (SUPPORT STAFF)
- R. **4430.01** FAMILY & MEDICAL LEAVES OF ABSENCE “FMLA” (SUPPORT STAFF)
- S. **5517.02** SEXUAL VIOLENCE (STUDENTS)
- T. **5772** WEAPONS (STUDENTS)
- U. **5830** STUDENT FUND-RAISING (STUDENTS)
- V. **6110** GRANT FUNDS (FINANCES)
- W. **6111** INTERNAL CONTROLS (FINANCES)
- X. **6146** POST-ISSUANCE COMPLIANCE FOR TAX-EXEMPT AND TAX-ADVANTAGED OBLIGATIONS (FINANCES)
- Y. **6320** PURCHASING (FINANCES)
- Z. **6550** TRAVEL PAYMENT & REIMBURSEMENT (FINANCES)
- AA. **6850** PUBLIC DISCLOSURE AND REPORTING (FINANCES)

- BB. **8321** CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY) (OPERATIONS)
- CC. **8500** FOOD SERVICES (OPERATIONS)
- DD. **9211** DISTRICT SUPPORT ORGANIZATIONS (RELATIONS)

Madison School District
Board of Education
Regular Meeting – Board Room
October 26, 2015 – 6:00 p.m.

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

Members Absent: Julie Ramos

Other Guests: Ryan Rowe, Kristin Thomas, Brad Anschuetz, Nate Pechaitis, Linda Kaufman, Jill Myers, Deb Allen, Jill Hogle, Debra Blohm, Alexa Blohm, Cindy Kojima, Masahiro Kojima, Kylie Hugg, Sydney Hamilton, Diane “Red” Jacobs, Tracey Kasperek (6:26 p.m.), Jen Morin (6:30 pm.)

Communications to the Board were shared by Superintendent Ryan Rowe. Various staff members expressed gratitude for recent staff appreciation gifts. Retiree Mary Radant expressed appreciation for her retirement celebration and gift as well.

During public participation, stakeholder Diane “Red” Jacobs presented to the Board of Education a handcrafted quilt that staff made in 1984.

A motion was made by Nancy Roback, and supported by Natasha Manchester, that the minutes of the September 21, 2015 regular meeting be approved; and that the list of monthly statements totaling \$82,692.27 for the General Fund and \$780.00 for the Sinking Fund be approved for payment.

Ayes 6

Nays 0

Motion Carried

Senior Manager Tracey Kasperek of Rehmann Robson presented and reviewed the audit for fiscal year 2014-2015.

The Board conducted a first reading of NEOLA policies **0144.3** Conflict of Interest (Bylaws), **0170** Association Memberships (Bylaws), **0175.1** School Board Conferences, Conventions, and Workshops (Bylaws), **1130** Conflict of Interest (Administration), **1217** Weapons (Administration), **1420** School Administrator Evaluation (Administration), **1630.01** Family & Medical Leaves of Absences “FMLA” (Administration), **2260** Non-Discrimination and Access to Equal Educational Opportunity (Program), **3110** Conflict of Interest (Professional Staff), **3122** Non-Discrimination and Equal Employment Opportunity (Professional Staff), **3123** Section 504/ADA Prohibition Against Disability Discrimination in Employment, **3217** Weapons (Professional Staff), **3430.01** Family & Medical Leaves of Absences “FMLA” (Professional Staff), **4110** Conflict of Interest (Support Staff), **4122** Non-Discrimination and Equal Employment Opportunity (Support Staff), **4123** Section 504/ADA Prohibition Against Disability Discrimination In Employment (Support Staff), **4217** Weapons (Support Staff), **4430.01** Family & Medical Leaves of Absences “FMLA” (Support Staff), **5517.02** Sexual Violence (Students), **5772** Weapons (Students), **5830** Student Fund-Raising (Students), **6110** Grant Funds (Finances), **6111** Internal Controls (Finances), **6146** Post-Issuance Compliance for Tax-Exempt and Tax-Advantaged Obligations (Finances), **6320** Purchasing (Finances), **6550** Travel Payment & Reimbursement (Finances), **6850** Public Disclosure and Reporting (Finances), **8321** Criminal Justice Information Security (Non-Criminal Justice Agency) (Operations), **8500** Food Services (Operations), **9211** District Support Organizations (Relations).

Summer Tax Resolution

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

WHEREAS:

This Board previously adopted a resolution to impose a summer tax levy to collect one-half of annual 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.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2016 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 and requests each city and/ or township in which this District is located to collect those summer taxes.

2. The Superintendent or 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 2016 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2016.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or 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 for its approval or disapproval.

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

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

Nays: 0 Members -

Motion 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 26, 2015, 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" (Act 267, PA 1976, as amended).

Secretary, Board of Education

A motion was made by Natasha Manchester, and supported by Mark Swinehart, that grades (traditional school year) K, 5, 7-12 be open for School of Choice (SOC) and grades 1, 2, 6 be open for SOC with a minimum of 2 students accepted per grade for the 2nd and 3rd trimesters of the 2015-2016 school year. Grades Young Fives, 3rd, and 4th are closed.

Ayes 6

Nays 0

Motion Carried

A motion was by Nancy Roback, and supported by Dana Pink, that the Board approve the purchase of a bus through Hoekstra Transportation, Inc. Hoekstra Transportation, Inc. provided the lowest responsible bid of \$69,800.00 for a 2014 Thomas, 84-passenger Saf-T-Liner EFX bus.

Ayes 6

Nays 0

Motion Carried

A motion was made by Mark Swinehart, and supported by Natasha Manchester, that the Board approve tentative overnight trips for the winter athletic season:

Wrestling Ovid-Elsie and State meet. Team provides transportation.

Bowling Jackson for Regional competition if held there and State meet

Competitive Cheer Delta – Plex meet in Grand Rapids and State meet.

Ayes 6

Nays 0

Motion Carried

A motion was made by Mark Swinehart, and supported by Nancy Roback, that the Board provide approval for Superintendent Ryan Rowe to develop specifications and seek bids for the LED initiative, specifically 62 (2 x 2) fixtures and 86 (2 x 4) fixtures.

Ayes 6

Nays 0

Motion Carried

Following the presentation of the fiscal year 2014-15 audit, a motion was made by Nancy Roback, and supported by Mark Swinehart that the draft audit be accepted and approved as presented by Rehmann Robson.

Ayes 6

Nays 0

Motion Carried

A motion was made by Ruben Villegas, and supported by Natasha Manchester, that the Board commend the Varsity Girls Golf team and coaches on their successful season.

Ayes 6

Nays 0

Motion Carried

The next regularly scheduled Board meeting will be Monday, November 16, 2015. Discussion regarding the December meeting date will be determined at November's meeting.

A motion to adjourn the meeting was made by Natasha Manchester and supported by Dana Pink, at 7:30 p.m.

Ayes 6

Nays 0

Motion Carried

Respectfully submitted,

Secretary, Board of Education

SPI
DATE: 11/13/2015
TIME: 12:36:39

MADISON SCHOOL DISTRICT
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA31

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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	633,055.90	-42,040.97	.00	334,162.01	298,893.89
11-0111-000-0000-00000-0001 0112 CURR TAX MADISON TW	1,068,709.59	404,661.11	.00	706,933.55	361,776.04
11-0111-000-0000-00000-0001 0113 CURR TAX PALMYRA TW	56,017.18	-111,475.94	.00	-100,420.16	156,437.34
11-0111-000-0000-00000-0001 0114 CURR TAX ADRIAN TWP	20,058.08	3,094.19	.00	2,617.29	17,440.79
11-0111-000-0000-00000-0001 0116 CURR TAX OTHER TAXE	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - CURRENT TAX REVENUE	1,777,840.75	254,238.39	.00	943,292.69	834,548.06
11-0119-000-0000-00000-0002 0119 INT ON DELINQUENT T	12,000.00	1,657.35	.00	1,710.00	10,290.00
11-0131-000-0000-00000-0002 0131 TUITION PARENT PAY	16,500.00	675.00	.00	2,630.00	13,870.00
11-0151-000-0000-00000-0002 0151 INTEREST ON INVESTM	5,000.00	171.43	.00	1,424.45	3,575.55
11-0171-000-0000-00000-0002 0171 ADMISSIONS ADMISSIO	115,000.00	.00	.00	.00	115,000.00
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	4,362.00	.00	9,208.75	23,791.25
11-0191-000-0000-00000-0002 0191 RENTAL SCHOOL RENTA	17,400.00	.00	.00	.00	17,400.00
11-0199-000-0000-00000-0002 0195 MISC MISC CAFE	24,000.00	.00	.00	.00	24,000.00
11-0199-000-0000-00000-0002 0199 MISC MISC	7,875.00	2,626.12	.00	11,226.12	-3,351.12
TOTAL DEPARTMENT - OTHER LOCAL REVENUE	230,775.00	9,491.90	.00	26,199.32	204,575.68
11-0311-000-0000-00000-0003 0010 STATE AID MEMBERSHI	9,802,198.26	885,247.51	.00	885,247.72	8,916,950.54
11-0311-000-0000-00000-0003 0207 STATE AID MEMBERSHI	.00	1,246.05	.00	3,864.31	-3,864.31
11-0311-000-0000-00000-0003 0208 STATE AID MEMBERSHI	844,717.00	.00	.00	1,827.13	842,889.87
11-0312-000-0000-00000-0003 0020 AR SEC 31A AT-RISK	518,215.00	51,327.64	.00	51,327.64	466,887.36
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	2,418.76	.00	2,418.76	-2,418.76
11-0312-000-0000-00000-0003 0120 AR SEC 31A SPEC ED	422,593.00	38,413.67	.00	38,413.67	384,179.33
11-0312-000-0000-00000-0003 0210 AR SEC 31A TECHNOLO	15,200.00	.00	.00	.00	15,200.00
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	.00	.00
11-0317-000-0000-00000-0003 0210 REST ANOTHER SCHOOL	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - STATE REVENUE CATEGORICA	11,602,923.26	978,653.63	.00	983,099.23	10,619,824.03
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	256,931.00	.00	.00	.00	256,931.00
11-0414-000-0000-00000-0004 0141 SPS REV TITLE I CAR	23,060.00	.00	.00	.00	23,060.00
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	46,051.00	.00	.00	.00	46,051.00
11-0414-000-0000-00000-0004 0768 SPS REV RURAL	.00	.00	.00	.00	.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	331,542.00	.00	.00	.00	331,542.00
11-0511-000-0000-00000-0005 0511 SPEC ED TUITION	50,119.00	.00	.00	.00	50,119.00
11-0519-000-0000-00000-0005 0122 LISD SPEC ED LISD S	610,569.00	.00	.00	.00	610,569.00

SPI
DATE: 11/13/2015
TIME: 12:36:39

MADISON SCHOOL DISTRICT
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 2
REVSTA31

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-0519-000-0000-00000-0005 0196 LISD SPEC ED INNOVA	23,000.00	.00	.00	11,500.00	11,500.00
11-0519-000-0000-00000-0005 0197 LISD SPEC ED PLTW	91,473.64	.00	.00	.00	91,473.64
11-0519-000-0000-00000-0005 0198 LISD SPEC ED CAREER	8,000.00	5,000.00	.00	5,000.00	3,000.00
11-0519-000-0000-00000-0005 0199 LISD SPEC ED MISC	44,079.30	.00	.00	804.75	43,274.55
11-0519-000-0000-00000-0005 0220 LISD SPEC ED PARENT	10,296.00	1,640.88	.00	1,640.88	8,655.12
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	230,361.55	.00	.00	.00	230,361.55
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	17,160.00	.00	.00	.00	17,160.00
11-0593-000-0000-00000-0005 0593 SALE SCHOOL PROPERT	200.00	.00	.00	.00	200.00
TOTAL DEPARTMENT - INCOMING TRANSFERS	1,085,258.49	6,640.88	.00	18,945.63	1,066,312.86
TOTAL FUND - GENERAL FUND	15,028,339.50	1,249,024.80	.00	1,971,536.87	13,056,802.63
TOTAL REPORT	15,028,339.50	1,249,024.80	.00	1,971,536.87	13,056,802.63

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-2134-000-0000-00000-0000 2130 CAFETERIA EMPLOYEE	.00	22.43	.00	22.83	-22.83
11-2134-000-0000-00000-0000 2820 CAFETERIA EMPLOYEE	.00	.00	.00	.00	.00
11-2134-000-0000-00000-0000 2830 CAFETERIA EMPLOYER	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - INTERFUND	.00	22.43	.00	22.83	-22.83
11-1118-000-0340-02315-0010 1226 EL.PRE SUPERVISION	9,390.50	724.32	.00	3,259.44	6,131.06
11-1118-000-0340-02315-0010 1240 EL.PRE SALARY TEACH	83,137.00	9,331.30	.00	23,378.25	59,758.75
11-1118-000-0340-02315-0010 1630 EL.PRE SALARY AIDE	43,558.42	4,986.57	.00	4,986.57	38,571.85
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	16,290.20	2,630.34	.00	6,304.91	9,985.29
11-1118-000-0340-02315-0010 2820 EL.PRE EMPLOYEE RET	42,161.88	3,630.12	.00	7,921.94	34,239.94
11-1118-000-0340-02315-0010 2830 EL.PRE EMPLOYER SOC	11,640.87	1,118.59	.00	2,319.18	9,321.69
11-1118-000-0340-02315-0010 2840 EL.PRE WORKMANS COM	100.00	.00	.00	148.00	-48.00
11-1118-000-0340-02315-0010 2920 EL.PRE CASH IN LIEU	6,890.80	46.10	.00	207.45	6,683.35
11-1118-000-0340-02315-0010 3110 EL.PRE PURCHASED SE	300.00	.00	.00	.00	300.00
11-1118-000-0340-02315-0010 3210 EL.PRE MILEAGE REIM	200.00	.00	.00	.00	200.00
11-1118-000-0340-02315-0010 3220 EL.PRE WKSHOPS/CONF	.00	.00	.00	.00	.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	2,000.00	.00	35.99	1,174.04	789.97
11-1118-000-0340-02315-0010 5140 EL.PRE TRANSPORTATI	4,400.00	.00	.00	.00	4,400.00
11-1118-000-0340-02315-0010 5990 EL.PRE MISC. SUPPLI	300.00	.00	.00	238.90	61.10
11-1118-000-0340-02315-0010 6410 EL.PRE NEW EQUIP/FU	700.00	.00	.00	1,036.16	-336.16
11-1118-000-0340-02315-0010 7410 EL.PRE DUES/CHAUFFE	400.00	.00	.00	66.00	334.00
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	3,377.65	249.28	.00	578.15	2,799.50
11-1216-000-0340-02315-0010 2820 EL.SOCWRK EMPLOYEE	.00	64.26	.00	149.05	-149.05
11-1216-000-0340-02315-0010 2830 EL.SOCWRK EMPLOYER	.00	18.66	.00	45.54	-45.54
11-1216-000-0340-02315-0010 2920 EL.SOCWRK CASH IN L	.00	22.20	.00	100.57	-100.57
11-1271-000-0340-02315-0010 1610 EL.TRANS SALARY VEH	4,003.36	.00	.00	.00	4,003.36
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	228,850.68	22,821.74	35.99	51,914.15	176,900.54
11-1111-000-0000-02315-0011 1240 EL.REG SALARY TEACH	2,420,415.00	188,731.42	.00	468,162.91	1,952,252.09
11-1111-000-0000-02315-0011 1870 EL.REG SALARY-SUBST	150.00	142.50	.00	180.00	-30.00
11-1111-000-0000-02315-0011 2130 EL.REG EMPLOYEE INS	523,297.84	45,574.04	.00	131,635.41	391,662.43
11-1111-000-0000-02315-0011 2210 EL.REG EARLY RETIRE	25,000.00	.00	.00	25,000.00	.00
11-1111-000-0000-02315-0011 2820 EL.REG EMPLOYEE RET	845,498.13	48,697.05	.00	121,320.24	724,177.89
11-1111-000-0000-02315-0011 2830 EL.REG EMPLOYER SOC	189,604.71	14,197.23	.00	36,536.94	153,067.77
11-1111-000-0000-02315-0011 2840 EL.REG WORKMANS COM	4,700.00	.00	.00	4,025.00	675.00
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	53,928.00	4,583.12	.00	11,227.30	42,700.70
11-1111-000-0000-02315-0011 2990 EL.REG SICK DAY REI	4,000.00	.00	.00	.00	4,000.00

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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 3110 EL.REG PURCHASED SE	26,255.00	3,202.45	.00	4,290.61	21,964.39
11-1111-000-0000-02315-0011 3112 EL.REG PURCH NWEA	9,800.00	.00	.00	8,627.00	1,173.00
11-1111-000-0000-02315-0011 3130 EL.REG NURSING	.00	.00	.00	.00	.00
11-1111-000-0000-02315-0011 3220 EL.REG WKSHOPS/CONF	300.00	300.00	.00	300.00	.00
11-1111-000-0000-02315-0011 4120 EL.REG REPAIRS/MAIN	.00	.00	.00	79.48	-79.48
11-1111-000-0000-02315-0011 4220 EL.REG CONTRACT SER	8,200.00	878.53	.00	1,751.34	6,448.66
11-1111-000-0000-02315-0011 5110 EL.REG TEACHING SUP	39,400.00	993.24	1,140.03	21,508.91	16,751.06
11-1111-000-0000-02315-0011 5119 EL.REG MIBLSI	.00	.00	.00	.00	.00
11-1111-000-0000-02315-0011 5123 EL.REG ISSI	13,982.00	.00	.00	.00	13,982.00
11-1111-000-0000-02315-0011 5210 EL.REG TEXTBOOKS	34,000.00	660.68	45.99	39,304.66	-5,350.65
11-1111-000-0000-02315-0011 5990 EL.REG MISC. SUPPLI	2,600.00	.00	.00	2,739.66	-139.66
11-1111-000-0000-02315-0011 6410 EL.REG NEW EQUIP/FU	30,018.00	1,640.31	.00	22,628.41	7,389.59
11-1111-000-0000-02315-0011 7410 EL.REG DUES/CHAUFFE	650.00	.00	.00	750.00	-100.00
11-1111-000-0000-02315-0011 8220 EL.REG PAYMT TO ANO	6,300.00	.00	.00	3,040.28	3,259.72
11-1213-000-0000-02315-0011 3130 EL.REG.NURSE NURSIN	33,812.00	2,883.60	161.06	14,328.57	19,322.37
11-1259-000-0000-02315-0011 3990 EL.BUS STUDENT INS	6,054.30	.00	.00	6,567.25	-512.95
TOTAL DEPARTMENT - ELEMENTARY INSTRUCTION	4,278,464.98	312,484.17	1,347.08	924,003.97	3,353,113.93
11-1113-000-0000-02316-0012 1240 HS.REG SALARY TEACH	1,392,740.30	103,985.01	.00	257,978.75	1,134,761.55
11-1113-000-0000-02316-0012 1242 HS.REG ISSI	1,576.00	.00	.00	.00	1,576.00
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	150.00	70.00	.00	70.00	80.00
11-1113-000-0000-02316-0012 2130 HS.REG EMPLOYEE INS	335,055.11	33,830.16	.00	85,547.03	249,508.08
11-1113-000-0000-02316-0012 2210 HS.REG EARLY RETIRE	25,000.00	.00	.00	25,000.00	.00
11-1113-000-0000-02316-0012 2820 HS.REG EMPLOYEE RET	474,787.68	26,331.23	.00	64,850.10	409,937.58
11-1113-000-0000-02316-0012 2830 HS.REG EMPLOYER SOC	107,689.69	7,658.97	.00	20,645.03	87,044.66
11-1113-000-0000-02316-0012 2840 HS.REG WORKMANS COM	2,742.00	.00	.00	.00	2,742.00
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	5,992.00	.00	.00	665.88	5,326.12
11-1113-000-0000-02316-0012 2990 HS.REG SICK DAY REI	5,400.00	.00	.00	.00	5,400.00
11-1113-000-0000-02316-0012 3110 HS.REG PURCHASED SE	23,000.00	937.75	.00	937.75	22,062.25
11-1113-000-0000-02316-0012 3112 HS.REG PURCH NWEA	3,300.00	.00	.00	3,369.00	-69.00
11-1113-000-0000-02316-0012 3130 HS.REG NURSING	5,564.00	.00	.00	.00	5,564.00
11-1113-000-0000-02316-0012 3220 HS.REG WKSHOPS/CONF	100.00	.00	.00	.00	100.00
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	15,000.00	.00	.00	1,170.00	13,830.00
11-1113-000-0000-02316-0012 3990 HS.REG STUDENT INSU	3,685.50	.00	.00	.00	3,685.50
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	5,000.00	801.20	.00	1,364.37	3,635.63
11-1113-000-0000-02316-0012 5110 HS.REG TEACHING SUP	15,000.00	553.06	1,158.28	6,203.98	7,637.74
11-1113-000-0000-02316-0012 5121 HS.REG PLTW	.00	160.20	2,383.72	9,348.81	-11,732.53
11-1113-000-0000-02316-0012 5122 HS.REG CAREER PREP	6,001.00	.00	.00	.00	6,001.00
11-1113-000-0000-02316-0012 5123 HS.REG ISSI	4,125.00	.00	.00	.00	4,125.00
11-1113-000-0000-02316-0012 5130 HS.REG GRADUATION E	1,600.00	.00	.00	31.35	1,568.65
11-1113-000-0000-02316-0012 5210 HS.REG TEXTBOOKS	5,000.00	.00	38.35	4,099.80	861.85

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1113-000-0000-02316-0012 5211 HS.REG 20/20 VIRTUA	8,250.00	.00	.00	8,250.00	.00
11-1113-000-0000-02316-0012 5990 HS.REG MISC. SUPPLI	7,300.00	2,900.00	.00	4,113.60	3,186.40
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	17,000.00	.00	.00	20,882.06	-3,882.06
11-1113-000-0000-02316-0012 6450 HS.REG MUSIC INST N	2,000.00	509.76	435.27	6,782.48	-5,217.75
11-1113-000-0000-02316-0012 7410 HS.REG DUES/CHAUFFE	1,000.00	149.00	.00	1,074.00	-74.00
11-1113-000-0000-02316-0012 8210 HS.REG PREP ACADEMY	19,575.00	.00	.00	.00	19,575.00
11-1113-000-0000-02316-0012 8220 HS.REG PAYMT TO ANO	6,300.00	.00	.00	3,040.24	3,259.76
11-1213-000-0000-02316-0012 3130 HS.NURSE NURSING	.00	480.60	150.95	3,235.36	-3,386.31
11-1259-000-0000-02316-0012 3990 HS.BUS STUDENT INS	.00	.00	.00	3,283.62	-3,283.62
TOTAL DEPARTMENT - H.S. BASIC INSTRUCT	2,500,333.28	178,366.94	4,166.57	531,943.21	1,964,223.50
11-1112-000-0000-07262-0013 1240 MS.REG SALARY TEACH	999,994.08	75,963.44	.00	192,178.24	807,815.84
11-1112-000-0000-07262-0013 1242 MS.REG ISSI	1,870.00	.00	.00	.00	1,870.00
11-1112-000-0000-07262-0013 1243 MS.REG PLTW	3,000.00	.00	.00	.00	3,000.00
11-1112-000-0000-07262-0013 1870 MS.REG SALARY-SUBST	400.00	.00	.00	.00	400.00
11-1112-000-0000-07262-0013 2130 MS.REG EMPLOYEE INS	198,412.33	17,816.42	.00	51,428.53	146,983.80
11-1112-000-0000-07262-0013 2820 MS.REG EMPLOYEE RET	344,220.82	19,626.66	.00	50,019.01	294,201.81
11-1112-000-0000-07262-0013 2830 MS.REG EMPLOYER SOC	79,921.80	5,807.01	.00	14,423.73	65,498.07
11-1112-000-0000-07262-0013 2840 MS.REG WORKMANS COM	1,950.00	.00	.00	.00	1,950.00
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	38,805.39	3,086.46	.00	7,716.15	31,089.24
11-1112-000-0000-07262-0013 2990 MS.REG SICK DAY REI	3,660.00	.00	.00	.00	3,660.00
11-1112-000-0000-07262-0013 3110 MS.REG PURCHASED SE	11,400.00	2,459.38	.00	2,884.02	8,515.98
11-1112-000-0000-07262-0013 3112 MS.REG PURCH NWEA	5,500.00	.00	.00	5,064.00	436.00
11-1112-000-0000-07262-0013 3130 MS.REG NURSING	5,564.00	.00	.00	.00	5,564.00
11-1112-000-0000-07262-0013 3220 MS.REG WKSHOPS/CONF	25.00	.00	.00	114.00	-89.00
11-1112-000-0000-07262-0013 3228 MS.REG PLTW TRAVEL	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 3990 MS.REG STUDENT INSU	3,465.00	.00	.00	.00	3,465.00
11-1112-000-0000-07262-0013 4120 MS.REG REPAIRS/MAIN	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 4220 MS.REG CONTRACT SER	5,410.00	298.12	.00	700.83	4,709.17
11-1112-000-0000-07262-0013 5110 MS.REG TEACHING SUP	13,000.00	508.00	1,140.17	7,370.35	4,489.48
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	.00	.00	.00	802.66	-802.66
11-1112-000-0000-07262-0013 5122 MS.REG CAREER PREP	1,200.00	.00	.00	.00	1,200.00
11-1112-000-0000-07262-0013 5123 MS.REG ISSI	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 5210 MS.REG TEXTBOOKS	12,500.00	336.98	.00	1,098.12	11,401.88
11-1112-000-0000-07262-0013 5990 MS.REG MISC. SUPPLI	3,250.00	.00	.00	1,053.69	2,196.31
11-1112-000-0000-07262-0013 6410 MS.REG NEW EQUIP/FU	15,000.00	209.13	.00	34,104.11	-19,104.11
11-1112-000-0000-07262-0013 6450 MS.REG MUSIC INST N	2,050.00	.00	12.00	1,405.97	632.03
11-1112-000-0000-07262-0013 7410 MS.REG DUES/CHAUFFE	800.00	149.00	.00	1,074.00	-274.00
11-1112-000-0000-07262-0013 8220 MS.REG PAYMT TO ANO	6,300.00	.00	.00	3,040.28	3,259.72
11-1213-000-0000-07262-0013 3130 MS.NURSE NURSING	.00	480.60	148.73	3,218.01	-3,366.74
11-1259-000-0000-07262-0013 3990 MS. BUS STUDENT INS	.00	.00	.00	3,283.63	-3,283.63
TOTAL DEPARTMENT - M.S. BASIC INSTRUCT	1,757,698.42	126,741.20	1,300.90	380,979.33	1,375,418.19

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 4
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-1113-000-0375-02316-0015 1240 HS.REG.DRIVER SALAR	6,656.00	.00	.00	2,460.74	4,195.26
11-1113-000-0375-02316-0015 2820 HS.REG.DRIVER EMPLO	2,224.24	.00	.00	635.66	1,588.58
11-1113-000-0375-02316-0015 2830 HS.REG.DRIVER EMPLO	509.00	.00	.00	179.81	329.19
11-1113-000-0375-02316-0015 4120 HS.REG.DRIVER REPAI	.00	.00	.00	.00	.00
11-1113-000-0375-02316-0015 5110 HS.REG.DRIVER TEACH	200.00	.00	.00	.00	200.00
TOTAL DEPARTMENT - DRIVERS EDUCATION	9,589.24	.00	.00	3,276.21	6,313.03
11-1122-194-0202-02315-0016 1240 EL.SPEC.RES SALARY	688,570.20	50,872.26	.00	128,192.42	560,377.78
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 AIDE-AI	35,035.20	5,743.32	.00	8,793.91	26,241.29
11-1122-110-0202-02315-0016 1634 EL.SPEC.EMI AIDE-MC	35,657.10	2,005.39	.00	5,253.04	30,404.06
11-1122-110-0202-02316-0016 1636 HS.SPEC.EMI AIDE -	22,949.10	3,445.90	.00	5,148.00	17,801.10
11-1122-196-0202-02316-0016 1638 HS.SPEC.LRE LRE AID	55,196.40	7,044.95	.00	9,813.82	45,382.58
11-1122-194-0202-02315-0016 2130 EL.SPEC.RES EMPLOYE	199,851.75	16,219.02	.00	45,822.61	154,029.14
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	1,500.72	.00	2,306.41	-2,306.41
11-1122-110-0202-02315-0016 2820 EL.SPEC.EMI EMPLOYEE	.00	528.23	.00	1,382.57	-1,382.57
11-1122-194-0202-02315-0016 2820 EL.SPEC.RES EMPLOYEE	288,131.13	13,114.88	.00	33,231.62	254,899.51
11-1122-110-0202-02316-0016 2820 HS.SPEC.EMI EMPLOYEE	.00	890.08	.00	1,336.03	-1,336.03
11-1122-196-0202-02316-0016 2820 HS.SPEC.LRE EMPLOYEE	.00	1,523.63	.00	2,094.12	-2,094.12
11-1122-194-0202-02316-0016 2820 HS.SPEC.RES EMPLOYEE	.00	.00	.00	.00	.00
11-1122-194-0202-07262-0016 2820 MS.SPEC.RES EMPLOYEE	.00	.00	.00	.00	.00
11-1122-193-0202-02315-0016 2830 EL.SPEC.AI EMPLOYER	.00	439.34	.00	672.70	-672.70
11-1122-110-0202-02315-0016 2830 EL.SPEC.EMI EMPLOYEE	.00	153.41	.00	401.84	-401.84
11-1122-194-0202-02315-0016 2830 EL.SPEC.RES EMPLOYEE	64,107.61	3,699.76	.00	9,253.53	54,854.08
11-1122-110-0202-02316-0016 2830 HS.SPEC.EMI EMPLOYEE	.00	263.64	.00	393.85	-393.85
11-1122-196-0202-02316-0016 2830 HS.SPEC.LRE EMPLOYEE	.00	538.91	.00	750.73	-750.73
11-1122-194-0202-02316-0016 2830 HS.SPEC.RES EMPLOYEE	.00	.00	.00	.00	.00
11-1122-194-0202-07262-0016 2830 MS.SPEC.RES EMPLOYEE	.00	.00	.00	.00	.00
11-1122-194-0202-02315-0016 2840 EL.SPEC.RES WORKMAN	1,287.00	.00	.00	1,198.00	89.00
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	600.00	.00	.00	.00	600.00
11-1122-194-0202-02315-0016 3110 EL.SPEC.RES PURCHAS	4,200.00	558.67	.00	558.67	3,641.33
11-1122-194-0202-02315-0016 3113 EL.SPEC.RES HAVILAN	78,480.00	.00	.00	.00	78,480.00
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	200.00	.00	.00	.00	200.00
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	375.00	36.41	.00	54.44	320.56
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	.00	.00	257.63	2,542.37
11-1122-194-0202-02315-0016 5112 EL.SPEC.RES SUPPLIE	1,200.00	22.44	.00	1,221.13	-21.13

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 5
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-1122-110-0202-02315-0016 5114 EL.SPEC.EMI SUPPLIE	400.00	.00	911.38	1,095.69	-1,607.07
11-1122-110-0202-02316-0016 5116 HS.SPEC.EMI SUPPLIE	400.00	.00	143.28	799.44	-542.72
11-1122-194-0202-02316-0016 5991 HS.SPEC.RES MISC HS	1,400.00	.00	.00	21.73	1,378.27
11-1122-194-0202-02315-0016 5992 EL.SPEC.RES MISC EL	600.00	.00	.00	.00	600.00
11-1122-110-0202-02315-0016 5994 EL.SPEC.EMI MISC MC	200.00	.00	.00	.00	200.00
11-1122-110-0202-02316-0016 5996 HS.SPEC.EMI MISC SE	200.00	.00	.00	.00	200.00
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	18.99	581.01
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	1,486,040.49	108,600.96	1,054.66	260,072.92	1,224,912.91
11-1125-000-0601-02315-0017 1240 EL.COMP.TTL 1 SALAR	.00	.00	.00	-5,387.08	5,387.08
11-1125-000-0601-02316-0017 1240 HS.COMP.TTL 1 SALAR	3,070.50	.00	.00	.00	3,070.50
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	56,758.40	4,366.04	.00	19,647.18	37,111.22
11-1125-000-0601-02315-0017 1630 EL.COMP.TTL 1 SALAR	72,055.23	3,769.85	.00	5,147.14	66,908.09
11-1125-000-0601-02315-0017 1637 EL.COMP.TTL 1 AIDE	37,746.00	2,127.96	.00	11,106.98	26,639.02
11-1125-000-0601-02315-0017 2130 EL.COMP.TTL 1 EMPLO	4,796.51	135.78	.00	680.70	4,115.81
11-1125-000-0601-02315-0017 2820 EL.COMP.TTL 1 EMPLO	71,423.91	2,672.16	.00	7,972.64	63,451.27
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	16,258.16	813.38	.00	2,461.23	13,796.93
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	7,340.20	368.74	.00	1,659.33	5,680.87
11-1125-000-0601-02315-0017 2990 EL.COMP.TTL 1 SICK	540.00	.00	.00	.00	540.00
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	1,000.00	.00	.00	.00	1,000.00
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	.00	.00	.00	.00	.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	23,643.55	1,744.86	.00	4,046.69	19,596.86
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	449.82	.00	1,043.21	-1,043.21
11-1212-000-0601-02315-0017 2830 EL.COUN.TTL 1 EMPLO	.00	130.76	.00	319.10	-319.10
11-1212-000-0601-02315-0017 2920 EL.COUN.TTL 1 CASH	.00	155.36	.00	703.79	-703.79
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	13,917.68	1,086.48	.00	4,964.16	8,953.52
11-1226-000-0601-02315-0017 2130 EL.DIR.TTL 1 EMPLOY	.00	8.09	.00	70.11	-70.11
11-1226-000-0601-02315-0017 2820 EL.DIR.TTL 1 EMPLOY	.00	280.10	.00	1,279.79	-1,279.79
11-1226-000-0601-02315-0017 2830 EL.DIR.TTL 1 EMPLOY	.00	88.40	.00	403.50	-403.50
11-1226-000-0601-02315-0017 2920 EL.DIR.TTL 1 CASH I	.00	69.14	.00	311.13	-311.13
11-1231-000-0601-02315-0017 3180 EL.BOE.TTL 1 AUDIT	900.00	.00	.00	900.00	.00
TOTAL DEPARTMENT - TITLE I	309,750.14	18,266.92	.00	57,329.60	252,420.54

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 6
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-1125-000-0306-02315-0018 1220 EL.COMP.AR SALARY C	16,888.25	1,246.36	.00	2,890.62	13,997.63
11-1125-000-0306-07262-0018 1220 MS.COMP.AR SALARY C	64,860.30	4,787.80	.00	21,826.91	43,033.39
11-1125-000-0306-02315-0018 1240 EL.COMP.AR SALARY T	.00	.00	.00	225.28	-225.28
11-1125-000-0306-02316-0018 1240 HS.COMP.AR SALARY T	.00	.00	.00	.00	.00
11-1125-000-0306-07262-0018 1240 MS.COMP.AR SALARY T	35,961.30	2,653.24	.00	-3,224.33	39,185.63
11-1125-000-0306-02315-0018 1250 EL.COMP.AR INSTR SP	14,189.60	1,091.50	.00	4,911.75	9,277.85
11-1125-000-0306-02315-0018 1290 EL.COMP.AR OTHER PR	32,780.40	3,963.42	.00	18,135.39	14,645.01
11-1125-000-0306-02316-0018 1290 HS.COMP.AR OTHER PR	50,625.00	3,888.76	.00	17,942.53	32,682.47
11-1125-000-0306-02315-0018 1630 EL.COMP.AR SALARY A	78,777.10	8,371.38	.00	15,868.41	62,908.69
11-1125-000-0306-02315-0018 1631 EL.COMP.AR TUTOR	2,964.49	438.48	.00	829.98	2,134.51
11-1125-000-0306-02316-0018 1631 HS.COMP.AR TUTOR	2,929.00	360.18	.00	584.64	2,344.36
11-1125-000-0306-07262-0018 1631 MS.COMP.AR TUTOR	10,094.00	1,050.38	.00	1,280.06	8,813.94
11-1125-000-0306-02315-0018 1637 EL.COMP.AR AIDE - S	.00	1,097.38	.00	1,646.07	-1,646.07
11-1125-000-0306-07262-0018 1637 MS.COMP.AR AIDE - S	23,445.05	2,109.56	.00	2,883.34	20,561.71
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	26,137.90	2,483.66	.00	6,519.38	19,618.52
11-1125-000-0306-02315-0018 2820 EL.COMP.AR EMPLOYEE	120,388.55	4,207.40	.00	11,614.78	108,773.77
11-1125-000-0306-02316-0018 2820 HS.COMP.AR EMPLOYEE	.00	1,095.87	.00	4,777.33	-4,777.33
11-1125-000-0306-07262-0018 2820 MS.COMP.AR EMPLOYEE	.00	2,624.23	.00	5,761.40	-5,761.40
11-1125-000-0306-02315-0018 2830 EL.COMP.AR EMPLOYER	26,178.52	1,243.14	.00	3,439.08	22,739.44
11-1125-000-0306-02316-0018 2830 HS.COMP.AR EMPLOYER	.00	359.52	.00	1,574.67	-1,574.67
11-1125-000-0306-07262-0018 2830 MS.COMP.AR EMPLOYER	.00	808.23	.00	1,733.87	-1,733.87
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	.00	203.16	.00	917.56	-917.56
11-1125-000-0306-02316-0018 2920 HS.COMP.AR CASH IN	.00	460.92	.00	2,074.14	-2,074.14
11-1125-000-0306-02315-0018 2990 EL.COMP.AR SICK DAY	8,688.40	.00	.00	.00	8,688.40
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	.00	.00	.00	.00	.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	515,257.86	44,544.57	.00	124,562.86	390,695.00
11-1221-000-0764-02315-0019 1240 EL.TITLE II A SALAR	.00	.00	.00	9,196.02	-9,196.02
11-1221-000-0764-02316-0019 1240 HS.TITLE II A SALAR	.00	.00	.00	3,244.71	-3,244.71
11-1221-000-0764-07262-0019 1240 MS.TITLE II A SALAR	.00	.00	.00	3,652.32	-3,652.32
11-1221-000-0764-02315-0019 2820 EL.TITLE II A EMPLO	.00	.00	.00	2,367.56	-2,367.56
11-1221-000-0764-02316-0019 2820 HS.TITLE II A EMPLO	.00	.00	.00	842.37	-842.37

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 7
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-1221-000-0764-07262-0019 2820 MS.TITLE II A EMPLO	.00	.00	.00	951.23	-951.23
11-1221-000-0764-02315-0019 2830 EL.TITLE II A EMPLO	.00	.00	.00	674.03	-674.03
11-1221-000-0764-02316-0019 2830 HS.TITLE II A EMPLO	.00	.00	.00	238.14	-238.14
11-1221-000-0764-07262-0019 2830 MS.TITLE II A EMPLO	.00	.00	.00	273.67	-273.67
11-1221-000-0764-02315-0019 3120 EL.TITLE II A EMPLO	44,141.00	.00	.00	19,434.40	24,706.60
11-1221-000-0764-02316-0019 3120 HS.TITLE II A EMPLO	.00	.00	.00	342.00	-342.00
11-1221-000-0764-07262-0019 3120 MS.TITLE II A EMPLO	.00	135.57	.00	623.57	-623.57
11-1221-000-0764-02315-0019 5110 EL.TITLE II A TEACH	.00	27.84	.00	27.84	-27.84
11-1221-000-0764-02316-0019 5990 HS.TITLE II A MISC.	.00	.00	.00	.00	.00
11-1221-000-0764-02315-0019 6410 EL.TITLE II A NEW E	.00	.00	.00	155.12	-155.12
11-1221-000-0764-02315-0019 7410 EL.TITLE II A DUES/	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - TITLE II TEACHER TRAININ	44,141.00	163.41	.00	42,022.98	2,118.02
11-1125-000-0341-02315-0020 1240 EL.COMP.SS SALARY T	2,610.00	.00	.00	1,844.64	765.36
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	1,010.00	.00	.00	475.54	534.46
11-1125-000-0341-02315-0020 2830 EL.COMP.SS EMPLOYER	300.00	.00	.00	137.32	162.68
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	1,309.00	.00	.00	1,000.21	308.79
11-1271-000-0341-02315-0020 2820 EL.TRANS.SS EMPLOYE	.00	.00	.00	257.05	-257.05
11-1271-000-0341-02315-0020 2830 EL.TRANS.SS EMPLOYE	.00	.00	.00	76.52	-76.52
TOTAL DEPARTMENT - SUMMER SCHOOL	5,629.00	.00	.00	3,791.28	1,837.72
11-1125-000-0307-02315-0021 1630 EL.COMP.BILING SALA	5,066.72	424.84	.00	1,185.08	3,881.64
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	1,385.75	116.19	.00	323.49	1,062.26
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	387.60	32.50	.00	90.65	296.95
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	6,840.07	573.53	.00	1,599.22	5,240.85
11-1125-000-0768-02315-0022 1290 EL.TITLE.VI OTHER P	36,877.95	1,651.42	.00	7,556.39	29,321.56

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 8
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-1125-000-0768-02315-0022 2130 EL.TITLE.VI EMPLOYE	.00	357.95	.00	666.15	-666.15
11-1125-000-0768-02315-0022 2820 EL.TITLE.VI EMPLOYE	21,070.95	425.74	.00	1,948.05	19,122.90
11-1125-000-0768-02315-0022 2830 EL.TITLE.VI EMPLOYE	.00	126.32	.00	578.00	-578.00
TOTAL DEPARTMENT - TITLE VI RURAL	57,948.90	2,561.43	.00	10,748.59	47,200.31
11-1212-000-0000-02315-0025 1220 EL.COUN SALARY COUN	23,643.55	1,744.90	.00	4,046.84	19,596.71
11-1212-000-0000-02316-0025 1220 HS.COUN SALARY COUN	67,273.00	5,174.84	.00	22,691.51	44,581.49
11-1212-000-0000-07262-0025 1220 MS.COUN SALARY COUN	7,206.70	531.98	.00	2,425.24	4,781.46
11-1212-000-0000-02316-0025 1620 HS.COUN SALARY-SECR	35,626.34	2,939.68	.00	6,977.14	28,649.20
11-1212-000-0000-02315-0025 2130 EL.COUN EMPLOYEE IN	714.92	161.73	.00	457.83	257.09
11-1212-000-0000-02316-0025 2130 HS.COUN EMPLOYEE IN	8,862.24	633.36	.00	1,740.18	7,122.06
11-1212-000-0000-07262-0025 2130 MS.COUN EMPLOYEE IN	685.85	.00	.00	.00	685.85
11-1212-000-0000-02315-0025 2820 EL.COUN EMPLOYEE RE	20,305.66	449.84	.00	1,079.16	19,226.50
11-1212-000-0000-02316-0025 2820 HS.COUN EMPLOYEE RE	24,385.30	1,871.68	.00	7,193.89	17,191.41
11-1212-000-0000-07262-0025 2820 MS.COUN EMPLOYEE RE	1,964.19	137.14	.00	625.21	1,338.98
11-1212-000-0000-02315-0025 2830 EL.COUN EMPLOYER SO	2,122.91	130.70	.00	319.05	1,803.86
11-1212-000-0000-02316-0025 2830 HS.COUN EMPLOYER SO	8,788.58	646.47	.00	2,382.56	6,406.02
11-1212-000-0000-07262-0025 2830 MS.COUN EMPLOYER SO	549.00	40.54	.00	184.91	364.09
11-1212-000-0000-02315-0025 2920 EL.COUN CASH IN LIE	2,097.20	155.38	.00	703.87	1,393.33
11-1212-000-0000-02316-0025 2920 HS.COUN CASH IN LIE	5,992.00	460.92	.00	2,074.14	3,917.86
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	.00	.00	.00	.00	.00
11-1212-000-0000-02316-0025 3220 HS.COUN WKSHOPS/CON	100.00	.00	.00	.00	100.00
11-1212-000-0000-02315-0025 5120 EL.COUN TESTING SUP	500.00	.00	.00	900.00	-400.00
11-1212-000-0000-02316-0025 5120 HS.COUN TESTING SUP	50.00	.00	.00	.00	50.00
11-1212-000-0000-02316-0025 5910 HS.COUN OFFICE SUPP	500.00	13.83	.00	98.02	401.98
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	25,500.00	6,802.42	.00	15,224.94	10,275.06
11-1219-000-0000-02316-0025 1660 HS.NOON SAL SUPVR-I	2,200.00	1,178.00	.00	1,805.00	395.00
11-1219-000-0000-02315-0025 2820 EL.NOON EMPLOYEE RE	6,942.00	1,784.77	.00	4,000.69	2,941.31
11-1219-000-0000-02316-0025 2820 HS.NOON EMPLOYEE RE	565.00	303.66	.00	465.28	99.72
11-1219-000-0000-02315-0025 2830 EL.NOON EMPLOYER SO	1,951.00	520.43	.00	1,164.73	786.27
11-1219-000-0000-02316-0025 2830 HS.NOON EMPLOYER SO	168.00	86.11	.00	132.25	35.75
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	248,693.44	25,768.38	.00	76,692.44	172,001.00
11-1222-000-0000-02316-0026 1230 HS.LIB SALARY LIBRA	18,562.50	.00	.00	323.49	18,239.01
11-1222-000-0000-02315-0026 1630 EL.LIB SALARY AIDE	28,260.20	2,326.46	.00	4,991.88	23,268.32
11-1222-000-0000-02316-0026 1630 HS.LIB SALARY AIDE	11,439.56	1,188.90	.00	1,622.40	9,817.16
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	7,623.03	624.20	.00	1,394.26	6,228.77

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 9
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-1222-000-0000-02316-0026 2820 HS.LIB EMPLOYEE RET	12,624.89	308.63	.00	579.87	12,045.02
11-1222-000-0000-02315-0026 2830 EL.LIB EMPLOYER SOC	2,161.91	177.97	.00	381.87	1,780.04
11-1222-000-0000-02316-0026 2830 HS.LIB EMPLOYER SOC	2,519.23	90.95	.00	148.87	2,370.36
11-1222-000-0000-02316-0026 2920 HS.LIB CASH IN LIEU	2,929.00	.00	.00	.02	2,928.98
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	-8.00	.00	308.00	442.00
11-1222-000-0000-02316-0026 5310 HS.LIB LIBRARY BOOK	1,500.00	-20.00	.00	55.00	1,445.00
11-1222-000-0000-02315-0026 5990 EL.LIB MISC. SUPPLI	900.00	158.42	.00	156.85	743.15
11-1222-000-0000-02316-0026 5990 HS.LIB MISC. SUPPLI	600.00	356.08	369.83	590.75	-360.58
11-1222-000-0000-02315-0026 6410 EL.LIB NEW EQUIP/FU	1,911.00	368.60	.00	368.60	1,542.40
11-1222-000-0000-02316-0026 6410 HS.LIB NEW EQUIP/FU	1,850.00	.00	.00	665.00	1,185.00
11-1222-000-0000-02316-0026 8220 HS.LIB PAYMT TO ANO	2,000.00	.00	.00	.00	2,000.00
TOTAL DEPARTMENT - LIBRARY	96,431.32	5,572.21	369.83	11,586.86	84,474.63
11-1293-000-0000-02316-0027 1560 ATHLETIC COACH SALA	104,617.00	9,998.66	.00	28,234.87	76,382.13
11-1293-000-0000-02316-0027 2820 ATHLETIC EMPLOYEE R	36,265.23	2,579.59	.00	7,318.72	28,946.51
11-1293-000-0000-02316-0027 2830 ATHLETIC EMPLOYER S	8,003.20	741.07	.00	2,077.52	5,925.68
11-1293-000-0000-02316-0027 3110 ATHLETIC PURCHASED	121,000.00	27,193.89	.00	32,193.89	88,806.11
11-1293-000-0000-02316-0027 5110 ATHLETIC TEACHING S	.00	.00	.00	.00	.00
11-1293-000-0000-02316-0027 5990 ATHLETIC MISC. SUPP	81,000.00	.00	.00	.00	81,000.00
11-1293-000-0000-02316-0027 6410 ATHLETIC NEW EQUIP/	5,000.00	.00	.00	.00	5,000.00
TOTAL DEPARTMENT - ATHLETIC	355,885.43	40,513.21	.00	69,825.00	286,060.43
11-1231-000-0000-00000-0028 3180 BUSINESS OFFICE AUD	17,070.00	.00	.00	11,100.00	5,970.00
11-1232-000-0000-00000-0028 1110 SUPER SALARY SUPERI	91,118.30	6,975.44	.00	31,889.48	59,228.82
11-1232-000-0000-00000-0028 1390 SUPER SALARY-ADMIN.	39,931.50	3,071.66	.00	14,172.47	25,759.03
11-1232-000-0000-00000-0028 1620 SUPER SALARY-SECR	34,730.00	2,806.40	.00	12,628.80	22,101.20
11-1232-000-0000-00000-0028 2130 SUPER EMPLOYEE INSU	86,746.90	5,559.19	.00	24,749.63	61,997.27
11-1232-000-0000-00000-0028 2820 SUPER EMPLOYEE RETI	127,713.68	3,174.82	.00	14,592.18	113,121.50
11-1232-000-0000-00000-0028 2830 SUPER EMPLOYER SOCI	28,535.18	999.48	.00	4,566.95	23,968.23
11-1232-000-0000-00000-0028 2920 SUPER CASH IN LIEU	5,992.00	322.64	.00	1,451.88	4,540.12
11-1232-000-0000-00000-0028 2990 SUPER SICK DAY REIM	240.00	.00	.00	.00	240.00
11-1232-000-0000-00000-0028 3170 SUPER LEGAL SERVICE	14,500.00	72.00	.00	128.05	14,371.95
11-1232-000-0000-00000-0028 3190 SUPER UNEMPLOYMENT	2,880.00	240.00	.00	1,200.00	1,680.00
11-1232-000-0000-00000-0028 3191 SUPER BOARD EXPENSE	2,900.00	2,900.00	.00	2,900.00	.00
11-1232-000-0000-00000-0028 3220 SUPER WKSHOPS/CONF	4,400.00	153.60	.00	654.65	3,745.35
11-1232-000-0000-00000-0028 4220 SUPER CONTRACT SERV	4,400.00	581.50	.00	668.83	3,731.17
11-1232-000-0000-00000-0028 4910 SUPER SALARY ELECTI	.00	.00	.00	.00	.00
11-1232-000-0000-00000-0028 5910 SUPER OFFICE SUPPLI	2,450.00	56.63	.00	676.32	1,773.68
11-1232-000-0000-00000-0028 5990 SUPER MISC. SUPPLIE	2,300.00	1,823.91	.00	2,038.08	261.92
11-1232-000-0000-00000-0028 6410 SUPER NEW EQUIP/FUR	3,500.00	.00	.00	.00	3,500.00

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 10
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-1232-000-0000-00000-0028 7410 SUPER DUES/CHAUFFEU	6,800.00	135.00	.00	5,767.85	1,032.15
11-1232-000-0000-00000-0028 8220 SUPER PAYMT TO ANOT	2,554.00	2,181.25	.00	2,581.25	-27.25
11-1252-000-0000-00000-0028 1310 ACCT SALARY-ACCOUNT	136,699.20	10,500.92	.00	47,904.14	88,795.06
11-1252-000-0000-00000-0028 2820 ACCT EMPLOYEE RETIR	.00	2,647.65	.00	12,082.01	-12,082.01
11-1252-000-0000-00000-0028 2830 ACCT EMPLOYER SOCIA	.00	807.12	.00	3,681.71	-3,681.71
11-1252-000-0000-00000-0028 2920 ACCT CASH IN LIEU O	.00	138.28	.00	622.26	-622.26
11-1257-000-0000-00000-0028 3610 PRINT PRINTING/BIND	2,200.00	.00	.00	1,427.11	772.89
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	100,000.00	3,834.58	.00	4,948.20	95,051.80
11-1289-000-0000-00000-0028 1590 TECH SALARY OTHER T	64,297.90	4,705.26	.00	22,706.70	41,591.20
11-1289-000-0000-00000-0028 2820 TECH EMPLOYEE RETIR	.00	1,183.60	.00	5,455.10	-5,455.10
11-1289-000-0000-00000-0028 2830 TECH EMPLOYER SOCIA	.00	351.44	.00	1,703.06	-1,703.06
TOTAL DEPARTMENT - GENERAL ADMIN/BUSINESS	781,958.66	55,222.37	.00	232,296.71	549,661.95
11-1241-000-0000-02315-0029 1150 EL.PRIN SALARY SCH.	174,553.48	13,666.38	.00	62,448.71	112,104.77
11-1241-000-0000-02316-0029 1150 HS.PRIN SALARY SCH.	167,909.20	12,871.86	.00	58,823.37	109,085.83
11-1241-000-0000-07262-0029 1150 MS.PRIN SALARY SCH.	164,389.50	12,841.80	.00	58,718.10	105,671.40
11-1241-000-0000-02315-0029 1620 EL.PRIN SALARY-SECR	54,539.00	4,037.62	.00	11,070.69	43,468.31
11-1241-000-0000-02316-0029 1620 HS.PRIN SALARY-SECR	40,190.00	3,006.80	.00	7,517.00	32,673.00
11-1241-000-0000-07262-0029 1620 MS.PRIN SALARY-SECR	29,003.00	2,156.64	.00	5,391.60	23,611.40
11-1241-000-0000-02315-0029 2130 EL.PRIN EMPLOYEE IN	53,519.69	2,005.72	.00	8,557.09	44,962.60
11-1241-000-0000-02316-0029 2130 HS.PRIN EMPLOYEE IN	18,846.85	1,626.02	.00	3,975.96	14,870.89
11-1241-000-0000-07262-0029 2130 MS.PRIN EMPLOYEE IN	37,501.42	3,171.45	.00	9,189.94	28,311.48
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	78,847.95	4,597.90	.00	19,088.66	59,759.29
11-1241-000-0000-02316-0029 2820 HS.PRIN EMPLOYEE RE	71,003.42	4,093.52	.00	17,146.23	53,857.19
11-1241-000-0000-07262-0029 2820 MS.PRIN EMPLOYEE RE	46,155.69	3,866.60	.00	16,568.98	29,586.71
11-1241-000-0000-02315-0029 2830 EL.PRIN EMPLOYER SO	17,840.25	1,376.16	.00	5,696.28	12,143.97
11-1241-000-0000-02316-0029 2830 HS.PRIN EMPLOYER SO	16,944.23	1,228.60	.00	5,133.47	11,810.76
11-1241-000-0000-07262-0029 2830 MS.PRIN EMPLOYER SO	15,326.35	1,166.06	.00	4,927.50	10,398.85
11-1241-000-0000-02315-0029 2840 EL.PRIN WORKMANS CO	391.00	.00	.00	354.00	37.00
11-1241-000-0000-02316-0029 2840 HS.PRIN WORKMANS CO	391.00	.00	.00	354.00	37.00
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	.00	.00	.00	.00	.00
11-1241-000-0000-07262-0029 2850 MS.PRIN UNEMPLOYMEN	.00	.00	.00	.00	.00
11-1241-000-0000-02315-0029 2920 EL.PRIN CASH IN LIE	4,943.40	567.62	.00	2,110.41	2,832.99
11-1241-000-0000-02316-0029 2920 HS.PRIN CASH IN LIE	12,860.00	904.84	.00	3,183.94	9,676.06
11-1241-000-0000-07262-0029 2920 MS.PRIN CASH IN LIE	5,992.00	443.86	.00	1,109.65	4,882.35
11-1241-000-0000-02315-0029 2990 EL.PRIN SICK DAY RE	720.00	.00	.00	.00	720.00
11-1241-000-0000-02316-0029 2990 HS.PRIN SICK DAY RE	1,410.00	.00	.00	.00	1,410.00
11-1241-000-0000-07262-0029 2990 MS.PRIN SICK DAY RE	1,410.00	.00	.00	.00	1,410.00
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	135.00	701.65	-736.65
11-1241-000-0000-07262-0029 3220 MS.PRIN WKSHOPS/CON	100.00	.00	.00	.00	100.00

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 11
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-1241-000-0000-02315-0029 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	1,475.02	.00	1,954.53	545.47
11-1241-000-0000-02316-0029 5910 HS.PRIN OFFICE SUPP	1,800.00	.00	.00	563.82	1,236.18
11-1241-000-0000-07262-0029 5910 MS.PRIN OFFICE SUPP	1,800.00	.00	.00	823.36	976.64
11-1241-000-0000-02315-0029 5990 EL.PRIN MISC. SUPPL	600.00	.00	.00	148.71	451.29
11-1241-000-0000-02316-0029 5990 HS.PRIN MISC. SUPPL	600.00	.00	.00	49.10	550.90
11-1241-000-0000-07262-0029 5990 MS.PRIN MISC. SUPPL	600.00	.00	.00	48.91	551.09
11-1241-000-0000-02315-0029 6410 EL.PRIN NEW EQUIP/F	400.00	.00	.00	.00	400.00
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	408.00	.00	408.00	-8.00
11-1241-000-0000-02315-0029 7410 EL.PRIN DUES/CHAUFF	100.00	.00	.00	.00	100.00
11-1241-000-0000-02316-0029 7410 HS.PRIN DUES/CHAUFF	100.00	.00	350.00	350.00	-600.00
11-1241-000-0000-07262-0029 7410 MS.PRIN DUES/CHAUFF	300.00	.00	.00	.00	300.00
TOTAL DEPARTMENT - SCHOOL ADMIN - PRINCIPAL	1,025,487.43	75,512.47	485.00	306,413.66	718,588.77
11-1351-000-0822-02315-0030 1630 EL.LATCH SALARY AID	27,613.00	2,850.18	.00	6,649.77	20,963.23
11-1351-000-0822-02315-0030 2820 EL.LATCH EMPLOYEE R	8,419.16	699.80	.00	1,652.12	6,767.04
11-1351-000-0822-02315-0030 2830 EL.LATCH EMPLOYER S	2,112.39	218.06	.00	508.74	1,603.65
11-1351-000-0822-02315-0030 5110 EL.LATCH TEACHING S	550.00	.00	.00	23.96	526.04
11-1391-000-0822-02315-0030 1160 EL.PARED SALARY SCH	29,612.00	2,488.00	.00	8,381.45	21,230.55
11-1391-000-0822-02315-0030 2820 EL.PARED EMPLOYEE R	9,845.15	641.40	.00	2,167.02	7,678.13
11-1391-000-0822-02315-0030 2830 EL.PARED EMPLOYER S	2,188.82	190.34	.00	641.20	1,547.62
11-1391-000-0822-02315-0030 3220 EL.PARED WKSHOPS/CO	.00	.00	.00	84.75	-84.75
11-1391-000-0822-02315-0030 5110 EL.PARED TEACHING S	400.00	.00	.00	210.52	189.48
11-1391-000-0822-02315-0030 6410 EL.PARED NEW EQUIP/	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - COMMUNITY SERVICES	80,740.52	7,087.78	.00	20,319.53	60,420.99
11-1261-000-0000-00000-0031 1170 OPER SALARY SUPVR-I	32,750.00	2,524.04	.00	11,764.83	20,985.17
11-1261-000-0000-00000-0031 1550 OPER SALARY - MAINT	69,859.26	6,070.40	.00	23,934.56	45,924.70
11-1261-000-0000-00000-0031 1640 OPER SALARY CUSTODI	242,125.63	19,607.92	.00	74,858.50	167,267.13
11-1261-000-0000-00000-0031 1960 OPER OVERTIME OPERA	2,200.00	456.70	.00	813.04	1,386.96
11-1261-000-0000-00000-0031 2130 OPER EMPLOYEE INSUR	95,359.96	6,398.78	.00	19,333.27	76,026.69
11-1261-000-0000-00000-0031 2820 OPER EMPLOYEE RETIR	119,912.93	7,471.89	.00	29,173.89	90,739.04
11-1261-000-0000-00000-0031 2830 OPER EMPLOYER SOCIA	27,283.79	2,188.35	.00	8,530.07	18,753.72
11-1261-000-0000-00000-0031 2840 OPER WORKMANS COMPE	9,201.00	3,584.00	.00	4,691.00	4,510.00
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	7,196.00	553.54	.00	2,490.93	4,705.07
11-1261-000-0000-00000-0031 2990 OPER SICK DAY REIMB	2,520.00	.00	.00	.00	2,520.00
11-1261-000-0000-00000-0031 3220 OPER WKSHOPS/CONF I	.00	.00	.00	.00	.00
11-1261-000-0000-00000-0031 3410 OPER TELEPHONE	6,000.00	194.21	.00	2,666.15	3,333.85
11-1261-000-0000-00000-0031 3830 OPER WATER AND SEWA	11,000.00	1,157.83	.00	2,128.88	8,871.12
11-1261-000-0000-00000-0031 3840 OPER WASTE AND TRAS	3,255.00	1,073.36	.00	2,503.79	751.21

SPI
DATE: 11/13/2015
TIME: 12:34:55

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 12
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-1261-000-0000-00000-0031 3910 OPER INSURANCE LIAB	55,580.63	240.00	.00	240.00	55,340.63
11-1261-000-0000-00000-0031 3911 OPER BOILER INSURAN	4,004.00	.00	.00	.00	4,004.00
11-1261-000-0000-00000-0031 4110 OPER FURN EQPT REPA	11,000.00	.00	.00	21,908.13	-10,908.13
11-1261-000-0000-00000-0031 4120 OPER REPAIRS/MAINT	3,500.00	523.00	.00	3,249.96	250.04
11-1261-000-0000-00000-0031 4220 OPER CONTRACT SERV	8,100.00	315.00	-65.00	4,763.45	3,401.55
11-1261-000-0000-00000-0031 5510 OPER HEATING GAS	131,450.00	686.16	.00	2,250.32	129,199.68
11-1261-000-0000-00000-0031 5520 OPER ELECTRICITY	136,500.00	11,185.91	.00	38,608.28	97,891.72
11-1261-000-0000-00000-0031 5910 OPER OFFICE SUPPLIE	25.00	.00	.00	39.58	-14.58
11-1261-000-0000-00000-0031 5980 OPER MAINTENANCE SU	23,000.00	870.34	.00	8,500.31	14,499.69
11-1261-000-0000-00000-0031 5981 OPER BOILER TREATME	354.00	.00	.00	.00	354.00
11-1261-000-0000-00000-0031 5990 OPER MISC. SUPPLIES	26,000.00	357.31	-43.74	8,578.10	17,465.64
11-1455-000-0000-00000-0031 6220 AQUIS FURN/EQUIP BL	18,000.00	-64,837.50	.00	-63,604.10	81,604.10
11-1455-000-0000-00000-0031 6221 AQUIS FURN/EQUIP GR	3,000.00	350.00	.00	11,675.00	-8,675.00
TOTAL DEPARTMENT - OPERATION-MAINTENANCE	1,049,177.20	971.24	-108.74	219,097.94	830,188.00
11-1391-000-0000-02316-0032 1160 PAC SALARY SCH. DIR	18,562.50	1,737.20	.00	4,342.98	14,219.52
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	6,238.94	481.66	.00	1,267.38	4,971.56
11-1391-000-0000-02316-0032 2830 PAC EMPLOYER SOCIAL	1,644.10	149.88	.00	374.68	1,269.42
11-1391-000-0000-02316-0032 2920 PAC CASH IN LIEU OF	2,929.00	221.92	.00	554.78	2,374.22
11-1391-000-0000-02316-0032 3110 PAC PURCHASED SERVI	1,285.00	1,660.00	.00	2,924.42	-1,639.42
11-1391-000-0000-02316-0032 5110 PAC TEACHING SUPPLY	.00	34.34	.00	34.34	-34.34
11-1391-000-0000-02316-0032 5990 PAC MISC. SUPPLIES/	1,550.00	30.87	-30.87	30.87	1,550.00
11-1391-000-0000-02316-0032 6410 PAC NEW EQUIP/FURN	100.00	3,249.00	.00	4,325.00	-4,225.00
TOTAL DEPARTMENT - PAC	32,309.54	7,564.87	-30.87	13,854.45	18,485.96
11-1271-000-0000-00000-0033 1170 TRANS SALARY SUPVR-	32,750.00	2,524.04	.00	11,608.18	21,141.82
11-1271-000-0000-00000-0033 1550 TRANS SALARY - MAIN	9,852.75	.00	.00	.00	9,852.75
11-1271-000-0000-00000-0033 1610 TRANS SALARY VEHICL	114,852.64	13,059.43	.00	21,591.79	93,260.85
11-1271-000-0000-00000-0033 1611 TRANS SALARY-EXTRA	18,178.44	1,396.47	.00	4,719.60	13,458.84
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	8,958.60	727.82	.00	1,893.47	7,065.13
11-1271-000-0000-00000-0033 2130 TRANS EMPLOYEE INSU	542.56	317.23	.00	354.43	188.13
11-1271-000-0000-00000-0033 2820 TRANS EMPLOYEE RETI	64,864.19	4,603.14	.00	10,474.03	54,390.16
11-1271-000-0000-00000-0033 2830 TRANS EMPLOYER SOCI	14,476.74	1,368.44	.00	3,115.12	11,361.62
11-1271-000-0000-00000-0033 2840 TRANS WORKMANS COMP	2,227.00	.00	.00	2,232.00	-5.00
11-1271-000-0000-00000-0033 2920 TRANS CASH IN LIEU	2,996.00	230.46	.00	1,037.07	1,958.93
11-1271-000-0000-00000-0033 2990 TRANS SICK DAY REIM	441.00	.00	.00	.00	441.00
11-1271-000-0000-00000-0033 3192 TRANS PHYSICALS	1,500.00	82.00	.00	882.20	617.80
11-1271-000-0000-00000-0033 3220 TRANS WKSHOPS/CONF	.00	.00	.00	.00	.00
11-1271-000-0000-00000-0033 3930 TRANS TRANSPORTATIO	9,900.00	.00	.00	.00	9,900.00
11-1271-000-0000-00000-0033 4130 TRANS BUS MECHANIC	14,000.00	.00	.00	5,450.75	8,549.25
11-1271-000-0000-00000-0033 4230 TRANS CONTRACTED SE	700.00	.00	.00	.00	700.00
11-1271-000-0000-00000-0033 5710 TRANS GASOLINE, OIL	47,850.00	2,439.94	.00	5,770.28	42,079.72

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MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 13
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 4/16

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
11-1271-000-0000-00000-0033 5720 TRANS TIRES,TUBES A	3,000.00	1,345.68	.00	5,909.35	-2,909.35
11-1271-000-0000-00000-0033 5730 TRANS VEHICLE REPAI	20,000.00	.00	.00	9,769.50	10,230.50
11-1271-000-0000-00000-0033 5910 TRANS OFFICE SUPPLI	.00	.00	.00	.00	.00
11-1271-000-0000-00000-0033 5990 TRANS MISC. SUPPLIE	750.00	.00	.00	426.97	323.03
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	93,000.00	.00	69,800.00	.00	23,200.00
11-1271-000-0000-00000-0033 7410 TRANS DUES/CHAUFFEU	300.00	.00	.00	140.00	160.00
TOTAL DEPARTMENT - TRANSPORTATION	462,789.92	28,094.65	69,800.00	85,374.74	307,615.18
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	15,334,017.52	1,061,454.48	78,420.42	3,427,728.48	11,827,868.62
TOTAL REPORT	15,334,017.52	1,061,454.48	78,420.42	3,427,728.48	11,827,868.62

SPI
DATE: 11/09/2015
TIME: 13:21:27

MADISON SCHOOL DISTRICT
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 5/16

FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
20588	9101	11/16/15	3250 ADRIAN MECHANICAL SERVICE	4120	ELEM SEWAGE PUMPS	523.00
20589	9101	11/16/15	6870 AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	1.14
20589	9101	11/16/15	6870 AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	55.77
		TOTAL CHECK				56.91
20590	9101	11/16/15	6891 APPERSON	5110	ESTIMATED SHIPPING/HANDLI	66.88
20590	9101	11/16/15	6891 APPERSON	5110	GRADEMASTER ANSWER SHEETS	570.00
		TOTAL CHECK				636.88
20591	9101	11/16/15	10223 APPLE INC	6410	MAC PRO Z0PK 3.7 GHZ QUAD	3,249.00
20592	9101	11/16/15	18204 CAROLINA BIOLOGICAL SU	5121	PO 160205 PLTW	60.45
20592	9101	11/16/15	18204 CAROLINA BIOLOGICAL SU	5121	PLTW PO 150402	99.75
		TOTAL CHECK				160.20
20593	9101	11/16/15	16240 CDW GOVERNMENT, INC.	6410	1831321 LOGITECH R400 WIR	35.87
20593	9101	11/16/15	16240 CDW GOVERNMENT, INC.	6410	2700300 SONY DVD PLAYER W	38.83
20593	9101	11/16/15	16240 CDW GOVERNMENT, INC.	6410	3492260 EPSON DC-11 CAM R	173.26
		TOTAL CHECK				247.96
20594	9101	11/16/15	19180 CENTRAL MICHIGAN PAPER	5110	157212 MULTIPURPOSE PAPER	508.00
20594	9101	11/16/15	19180 CENTRAL MICHIGAN PAPER	5110	157212 MULTIPURPOSE PAPER	508.00
20594	9101	11/16/15	19180 CENTRAL MICHIGAN PAPER	5910	157220 67# VELLUM BRISTOL	69.20
20594	9101	11/16/15	19180 CENTRAL MICHIGAN PAPER	5910	157220 67# VELLUM BRISTOL	103.80
20594	9101	11/16/15	19180 CENTRAL MICHIGAN PAPER	5910	157220 67# VELLUM BRISTOL	69.20
20594	9101	11/16/15	19180 CENTRAL MICHIGAN PAPER	5910	157220 67# VELLUM BRISTOL	34.60
20594	9101	11/16/15	19180 CENTRAL MICHIGAN PAPER	5910	157220 67# VELLUM BRISTOL	34.60
		TOTAL CHECK				1,327.40
20595	9101	11/16/15	21810 COMMITTEE FOR CHILDREN	5210	002174 GRADE 4 REPLACEMEN	29.00
20596	9101	11/16/15	23225 COUSINS CONCERT ATTIRE	6450	CHOIR ATTIRE	509.76
20597	9101	11/16/15	27385 DEMCO, INC.	5990	P121-8734 11" X 400" 4-MI	30.35
20597	9101	11/16/15	27385 DEMCO, INC.	5990	P121-8735 12" X 400" 4-MI	51.33
20597	9101	11/16/15	27385 DEMCO, INC.	5990	P121-8737 18" X 400" 4-MI	27.06
20597	9101	11/16/15	27385 DEMCO, INC.	5990	WP12813520 ULTRA AGGRESSI	34.48
20597	9101	11/16/15	27385 DEMCO, INC.	5990	WP12813520 ULTRA AGGRESSI	51.72
20597	9101	11/16/15	27385 DEMCO, INC.	5990	WP12815120 ULTRA AGGRESSI	27.00
20597	9101	11/16/15	27385 DEMCO, INC.	5990	WP12815120 ULTRA AGGRESSI	40.50
20597	9101	11/16/15	27385 DEMCO, INC.	5990	WS12187330 DEMCO CIRCEXTE	66.20
20597	9101	11/16/15	27385 DEMCO, INC.	5990	WS12187330 DEMCO CIRCEXTE	158.80
20597	9101	11/16/15	27385 DEMCO, INC.	5990	WS12187370 DEMCO CIRCEXTE	27.06
		TOTAL CHECK				514.50
20598	9101	11/16/15	47396 IMPREST FUND	3220	EVERYDAY MATH PD	300.00
20599	9101	11/16/15	53962 LEE SKARHA	3220	MILEAGE TO CONFERENCE	153.60
20600	9101	11/16/15	54776 LENAWEE COUNTY TREASURER	7610	XA0100033602	3,834.58
20601	9101	11/16/15	55432 LENAWEE INTERMEDIATE SCHO	5110	5TH GRADE TIMELINE	245.28
20602	9101	11/16/15	57730 MCGRAW HILL SCHOOL EDUCAT	5210	978-0-07-604539-6 EVERYDA	364.40
20602	9101	11/16/15	57730 MCGRAW HILL SCHOOL EDUCAT	5210	ESTIMATED SHIPPING/HANDLI	5.33

SPI
DATE: 11/09/2015
TIME: 13:21:27

MADISON SCHOOL DISTRICT
CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 5/16

FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
TOTAL CHECK						369.73
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	STAPLES FOR COPIERS	160.00
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	U3537 HS COPIER	.41
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	U3537 HS COPIER	20.15
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	U3867 EL COPIER	172.73
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	U3867 EL COPIER	3.53
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	U3952 HS COPIER	326.69
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	U3952 HS COPIER	6.66
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	U4532 CO COPIER	31.50
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	U4532 CO COPIER	.64
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 EL COPIER	424.15
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 EL COPIER	8.66
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS COPIER	173.59
20603	9101	11/16/15	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS COPIER	3.54
TOTAL CHECK						1,332.25
20604	9101	11/16/15	69403 OCCUHEALTH	3130	EL NURSE	2,883.60
20604	9101	11/16/15	69403 OCCUHEALTH	3130	HS NURSE	480.60
20604	9101	11/16/15	69403 OCCUHEALTH	3130	MS NURSE	480.60
TOTAL CHECK						3,844.80
20605	9101	11/16/15	69401 OFFICE DEPOT, INC	5110	151748 FILLER PAPER, 8.5	145.00
20606	9101	11/16/15	69411 OFFICE SOLUTIONS, INC.	6410	71X24 CREDENZA SHELL WITH	253.00
20606	9101	11/16/15	69411 OFFICE SOLUTIONS, INC.	6410	ESTIMATED SHIPPING/HANDLI	155.00
TOTAL CHECK						408.00
20607	9101	11/16/15	74940 QUILL CORPORATION	5910	DURACELL® PROCELL ALKALIN	9.36
20607	9101	11/16/15	74940 QUILL CORPORATION	5910	DURACELL® RECHARGEABLE NI	19.36
20607	9101	11/16/15	74940 QUILL CORPORATION	5910	QUILL BRAND® 28LB. GUMMED	26.00
20607	9101	11/16/15	74940 QUILL CORPORATION	5910	QUILL BRAND® STANDARD MAN	46.20
20607	9101	11/16/15	74940 QUILL CORPORATION	5910	SCOTCH® MAGICM-^Y TAPE VALUE	29.22
20607	9101	11/16/15	74940 QUILL CORPORATION	5910	SHARPIE® ACCENT® HIGHLIGHT	3.55
20607	9101	11/16/15	74940 QUILL CORPORATION	5990	DURACELL® PROCELL ALKALIN	8.82
20607	9101	11/16/15	74940 QUILL CORPORATION	5990	DURACELL® PROCELL ALKALIN	30.87
20607	9101	11/16/15	74940 QUILL CORPORATION	5990	DURACELL® PROCELL ALKALIN	18.68
20607	9101	11/16/15	74940 QUILL CORPORATION	5990	DURACELL® PROCELL ALKALIN	7.16
20607	9101	11/16/15	74940 QUILL CORPORATION	5990	DURACELL® PROCELL ALKALIN	9.08
TOTAL CHECK						208.30
20608	9101	11/16/15	77905 S.R. WIERCKZ	3190	UNEMPLOYMENT SERVICES	240.00
20609	9101	11/16/15	80194 SCHOOL SPECIALTY	5112	1530611 THE TIME TIMER MO	22.44
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	077434 BULLDOG MAGNETIC C	5.25
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	1502914 PRES APLY PERMANE	21.00
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151072 084889 FOLDER 2	9.74
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151076 084892 FOLDER 2	9.74
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151221 082261 ENVELO	15.70
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151225 1481893 FOLDER CUM	63.92
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151226 1481894 FOLDER C	59.90
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151228 1481895 FOLDER	59.90
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151230 1481896 FOLDER C	35.94
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151284 079043 PUTTY ADH	4.60
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151544 061059 STAPLES STA	5.40

SPI
DATE: 11/09/2015
TIME: 13:21:27

MADISON SCHOOL DISTRICT
CHECK REGISTER

PAGE NUMBER: 3
VENCHK11
ACCOUNTING PERIOD: 5/16

FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151614 1506461 CONST PP	61.50
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	151642 201183 CONST PPR	38.50
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	153165 POST IT NOTES 1.5X	1.05
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	153203 040584 TAPE HIGHLA	3.16
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	153207 040590 TAPE HIGHL	4.76
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	153209 040596 TAPE HIGH	10.32
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5910	153215 056307 TAPE TART	6.18
20610	9101	11/16/15	80181 SCHOOL SPECIALTY	5110	BINDERS - LITERACY RM	27.84
		TOTAL CHECK				444.40
20611	9101	11/16/15	81745 SEHI COMPUTER PRODUCTS	6410	202-01-482-00 W/ 201-01-4	182.00
20611	9101	11/16/15	81745 SEHI COMPUTER PRODUCTS	6410	300-2176-127 CEILING SPEA	34.95
20611	9101	11/16/15	81745 SEHI COMPUTER PRODUCTS	6410	PD-CSP-CS-P3 PRO DIGITAL	1,030.00
		TOTAL CHECK				1,246.95
20612	9101	11/16/15	81850 SET-SEG	3910	TRAVEL 15.16	240.00
20613	9101	11/16/15	85961 STEPHEN WARD	5990	UNIFORM ALLOWANCE	200.00
20614	9101	11/16/15	86104 STRATOS MICROSYSTEMS	4220	REPAIR UNIT PER ATTACHED	65.00
20615	9101	11/16/15	87752 TEACHER CREATED RESOURCES	5110	PO 1660044	27.96
20616	9101	11/16/15	89052 THRUN LAW FIRM, P.C.	3170	LEGAL SERVICES	72.00
		TOTAL FUND				20,654.90
		TOTAL REPORT				20,654.90

SPI
DATE: 11/12/2015
TIME: 16:54:57

MADISON SCHOOL DISTRICT
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 5/16

FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
20617	9101	11/16/15	4625 ALISON WORKMAN	5990	STAGE MANAGER	300.00
20618	9101	11/16/15	10560 BATTERY WHOLESALE	5980	800 CCA BATTERY	118.74
20619	9101	11/16/15	62110 JENNIFER L BAUR	5990	PROD. COOR.	500.00
20620	9101	11/16/15	16240 CDW GOVERNMENT, INC.	6410	3492260 EPSON DC-11 CAM R	173.26
20621	9101	11/16/15	25950 DANA PINK	3191	15.16 STIPEND	400.00
20622	9101	11/16/15	36737 EMILY GIFFORD	5990	COSTUME DESIGN	350.00
20623	9101	11/16/15	35580 FRAME'S PEST CONTROL, INC	4220	TREAT WASPS	100.00
20624	9101	11/16/15	4614 JESSICA ADAMS	5990	CHOREOGRAPHER	300.00
20625	9101	11/16/15	51502 KERWOOD CRUTCHFIELD	5990	LIGHTING DESIGN	250.00
20626	9101	11/16/15	55432 LENAWEE INTERMEDIATE SCHO	8220	15.16 TAX COLLECT	76.80
20626	9101	11/16/15	55432 LENAWEE INTERMEDIATE SCHO	8220	15.16 TAX COLLECT	874.67
20626	9101	11/16/15	55432 LENAWEE INTERMEDIATE SCHO	8220	15.16 TAX COLLECT	1,229.78
	TOTAL CHECK					2,181.25
20627	9101	11/16/15	58416 MADISON SCHOOL ACTIVITY F	5990	MEIJER CARDS/SHIRTS	1,433.54
20628	9101	11/16/15	60022 MANDY KRUSE	5990	MUSIC DIR. COND.	1,200.00
20629	9101	11/16/15	69683 MARK LEMLE; LEMLE'S PIANO	6220	GRAND PIANO DOLLY	950.00
20629	9101	11/16/15	69683 MARK LEMLE; LEMLE'S PIANO	4220	PIANO REPAIR, CLEAN	150.00
	TOTAL CHECK					1,100.00
20630	9101	11/16/15	69680 MARK SWINEHART	3191	15.16 STIPEND	400.00
20631	9101	11/16/15	31330 MARTIN EHINGER	3191	15.16 STIPEND PRES	500.00
20632	9101	11/16/15	18559 DANYELLE MATTHEWS	3120	MEMSPA TRAINING	42.12
20633	9101	11/16/15	66401 NANCY ROBACK	3191	15.16 STIPEND	400.00
20634	9101	11/16/15	66573 NATASHA MANCHESTER	3191	15.16 STIPEND	400.00
20635	9101	11/16/15	68780 NEOLA, INC.	4220	ANNUAL MAINT FEE	550.00
20636	9101	11/16/15	94650 NICHOLS	5990	CAN LINERS	82.26
20637	9101	11/16/15	72220 PERFORMANCE AUTO OF ADRIA	5710	OIL FILTER	14.47
20638	9101	11/16/15	72336 PERRY PRO TECH	4220	A5986 EL COPIER	42.53
20638	9101	11/16/15	72336 PERRY PRO TECH	4220	A5986 EL COPIER	.87
20638	9101	11/16/15	72336 PERRY PRO TECH	4220	B2150/B2151 MS COPY	298.12
20638	9101	11/16/15	72336 PERRY PRO TECH	4220	B2150/B2151 MS COPY	6.08
20638	9101	11/16/15	72336 PERRY PRO TECH	4220	A5986 EL COPIER	239.12
20638	9101	11/16/15	72336 PERRY PRO TECH	4220	A5986 EL COPIER	4.88
	TOTAL CHECK					591.60
20639	9101	11/16/15	62321 PROMEDICA MONROE REGIONAL	3192	DRIVER TEST	82.00

SPI
DATE: 11/12/2015
TIME: 16:54:57

MADISON SCHOOL DISTRICT
CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 5/16

FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
20640	9101	11/16/15	50595 JULIE RAMOS	3191	15.16 STIPEND	400.00
20641	9101	11/16/15	77448 RUBEN VILLEGAS	3191	15.16 STIPEND	400.00
20642	9101	11/16/15	79540 SCHOLASTIC BOOK CLUBS INC	5210	A HARSH BOOKS	260.00
20643	9101	11/16/15	81844 SERVICE LAMP CORP	5980	PAC PARKING LOT	114.84
20644	9101	11/16/15	82601 SHRADER TIRE & OIL	5720	TIRES	924.80
20644	9101	11/16/15	82601 SHRADER TIRE & OIL	5720	TIRES	420.88
		TOTAL CHECK				1,345.68
20645	9101	11/16/15	85485 STAFFORD BUILDING PRODUCT	5980	OFFICE LOCK	429.00
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	ADAMS® MONEY/RENT RECEIPT	11.98
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	AVERY NAME BADGE LABELS F	123.40
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	BROTHER M SERIES NON-LAMI	19.23
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	OXFORD® INDEX CARDS, RULE	7.17
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	OXFORD® INDEX CARDS, RULE	7.17
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	POST-IT® COLORED SMALL TA	3.74
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	STAPLES BETTER® BINDER HE	8.99
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	STAPLES BETTER® BINDER, H	7.09
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	STAPLES ITEM # 651744 STA	8.99
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	STAPLES® 2 POCKET PLASTIC	2.98
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	STAPLES® BETTER® BINDER D	5.46
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	STAPLES® CARD STOCK PAPER	9.31
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	STAPLES® COLORED TOP-TAB	22.62
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	STAPLES® TWIN-POCKET POLY	2.70
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	WAUSAU PAPER ASTROBRIGHTS	19.24
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	WAUSAU PAPER ASTROBRIGHTS	19.24
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	WAUSAU PAPER ASTROBRIGHTS	19.24
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	WAUSAU PAPER ASTROBRIGHTS	28.86
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	WAUSAU PAPER SPECIALTY CA	15.08
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	STAPLES BETTER® BINDER HE	8.99
20646	9101	11/16/15	85611 STAPLES BUSINESS ADVANTAG	5910	STAPLES® 4 POCKET PORTFOL	3.98
		TOTAL CHECK				355.46
20647	9101	11/16/15	86104 STRATOS MICROSYSTEMS	4220	ONE HOUR FOR COMPUTER: DE	32.50
20647	9101	11/16/15	86104 STRATOS MICROSYSTEMS	4220	ONE HOUR SERVICE ON COMPU	32.50
		TOTAL CHECK				65.00
20648	9101	11/16/15	91825 US GAMES	7410	RENEW 15.16	149.00
20648	9101	11/16/15	91825 US GAMES	7410	RENEW 15.16	149.00
		TOTAL CHECK				298.00
		TOTAL FUND				15,137.22
		TOTAL REPORT				15,137.22

Superintendent's Report

November 16, 2015

Strategic Facility Maintenance Plan (Information Item)

I will continue to update you as the District prioritizes, prepares for, and completes facility improvements throughout campus to attain the following outcomes:

- Provide a progressive, innovative, and safe learning environment to enhance student instruction and performance.
- Allow the District to function in the most efficient and cost-effective manner possible.
- Utilize technology to manage aspects of the facility to lower unnecessary expenses.
- Improve branding and marketability of the District through progressive, innovative, yet cost-effective enhancements.

We intend to complete the following projects before Thanksgiving break:

-The asphalt basketball court on the elementary playground has been removed and is scheduled to be paved. Once complete, two full-length basketball courts will be provided to students. I thank Robert Burciaga and the Madison Youth Athletic Council (MYAC) for the generous donation of four new basketball poles, backboards, and hoops. Once the area is paved foul lines, lanes, three point lines, out of bounds, and center jump ball circles for both courts will be painted. As a byproduct, the ground asphalt was spread over the drives and parking lots at the Indoor Athletic facility and the bus garage. These two areas were in desperate need of material and the ground asphalt was repurposed to these two areas.

-We are currently working to improve the area to the west side of the Madison Indoor Athletic Facility. We are working to obtain large rocks to place alongside the railroad ties and then fill in the area, now an eye sore, with stone. Thank you Kyle Ehinger for the donation of rocks to use towards this project.

-Installation and utilization of the new computerized Trane Unit that will control the heating units on campus.

Jerry and I continue to assess projects that may be brought to the Board for approval at some point in the future:

- LED campus-wide lighting project
- Paint the bus barn
- Renovate the MS locker rooms and MS restroom
- Combine three elementary classrooms to two
- Remove the existing fence surrounding the bus garage and place an updated black fence with barbed wire around the bus garage area
- Renovate "T-12" classrooms with new flooring, brain-based paint scheme, drop ceiling, and LED lights.
- Replace classroom windows that face the courtyards
- Replace one portion of the rubber roof membrane
- Place "Drive-It" or similar product on the outside of specific areas of the building
- Repair specific areas brick in disrepair and accessible from the roof, including the chimney
- Remove the green tile from the MS gym, place new flooring in this area, and replace the wooden bleachers
- Work with Kris to establish a plan to renovate the weight room (flooring, lights, paint scheme, and weight equipment)

Feasibility studies may be necessary to evaluate and provide a plan for the following potential projects that may occur in the short or long-term:

- Renovate or reconfigure the main entrance of each building for greater safety and security.
 - Renovation of the elementary boys and girls restrooms and computer lab
 - Build a classroom (glass fish bowl approach) in the Elementary Commons area for an Innovative Science Lab
 - Construct an auxiliary office area and entrance (north of the main entrance) for drop off of specific grade levels
 - Work with Kris to discuss a master plan for the football field (fence, bleachers, team room, restrooms, and concessions)
- The Building & Site Sinking Fund will be utilized to finance several of the projects on this list with the intent to invest funds in areas that will: provide a progressive, innovative, and safe learning environment to enhance student instruction and performance; allow the District to function in the most efficient

and cost-effective manner possible; utilize technology to manage aspects of the facility to lower unnecessary expenses, and; improve branding and marketability of the District through progressive, innovative, yet cost-effective enhancements.

State Science Standards for Michigan (Information Item)

I wish to share the news release regarding the State Board of Education's recently adopted State Science Standards. A lot of work has been accomplished by Madison faculty throughout the past few years regarding science standards. Our efforts align seamlessly with the updated standards which places us in a position to improve the teaching and learning experience for faculty and students. However, based on M-Step science proficiency scores we believe more can be done. Therefore, I would like to begin discussing a District Bold Initiative related to science. This may include establishing progressive goals related to having students achieve a specific proficiency level and, throughout a determined timeframe, working towards intentional and deliberate instructional strategies to reach these outcomes.

News Release

Contact: John C. Austin, President, State Board of Education
Phone: 517-373-3902

STATE BOARD ADOPTS IMPROVED STATE SCIENCE STANDARDS

November 12, 2015

LANSING – Michigan students will get a deeper understanding of science and its application in the world around them with new state science standards adopted this week by the State Board of Education.

The new standards for science education follow three years of development, review, and public information sessions on the proposed standards. The new Michigan K-12 Science Standards replace the standards adopted in 2006, and introduce science and engineering practices.

"These new Michigan Science Standards will help our terrific Michigan science educators engage young people in the doing of science, solving real world problems, and getting excited about pursuing science and engineering careers, said State Board President John Austin. "They also send a clear message that Michigan is serious about being the top science and engineering state, preparing the talent to solve the problems of the future right here in Michigan."

Additionally, the new standards are a set of student performance expectations. These performance expectations incorporate three main elements:

- Disciplinary Core Ideas (science specific concepts in the life, earth, and physical sciences)
- Science and Engineering Practices (the practices of engaging in scientific investigation to answer questions, and engineering design to solve problems)
- Cross-Cutting Concepts (conceptual ideas common to all areas of science)

These expectations are also interwoven across disciplines, including connections to English language arts and math.

The standards come after a series of presentations to the State Board of Education starting in May 2014 that focused on various implementation considerations. This work culminated in a public comment period and series of informational sessions held throughout the state to address the standards and gather public comment.

The MDE received over 800 responses to a public survey on the updated standards, as well as hundreds of comments from the public information sessions held at 12 sites around the state.

The Michigan Department of Education (MDE) has provided all information related to the new standards at <http://michigan.gov/science>. The MDE will begin a roll-out of the new standards through information sessions, guidance materials, and other supports through the remainder of the school year.

###

FMLA/Disability Leave – Rex Vernier (Action Item)

We have received a request from Rex Vernier for a FMLA/disability leave following upcoming surgery. Rex is requesting FMLA/Disability Leave November 17 - December 19, 2016. I am recommending you approve Rex's request and that he be allowed to use his accumulated sick leave for the period of time his doctor verifies he is disabled.

Change of December Board meeting Date (Action Item)

As we discussed at the October Board meeting, the December meeting is scheduled to occur Monday, December 21st which is the beginning of the holiday break. It was discussed to move the meeting from December 21st to December 14th.

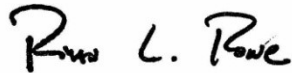
Rental Agreement with Croswell (Action Item)

The Board previously approved a rental agreement between the District and The Croswell to host the Croswell's holiday performance in the Madison Performing Arts Center (PAC). Hosting the show here at Madison rather than the Croswell was necessitated by the planned extensive renovations to occur at the Croswell. As you

are aware the schedule for renovations was delayed one-year. Although we were disappointed that this year's performance would not occur at Madison, Jere Righter has again reached out to inquire about the availability of the PAC for their holiday show next year (2016). We have updated the lease agreement with terms similar to what was previously established. I am extremely excited to have the opportunity for these two progressive organizations - The Croswell Opera House and Madison School District – to collaborate for the 2016 holiday show. I recommend the District approve the lease agreement so that the Croswell's holiday show can occur in Madison's state-of-the-art Performing Arts Center.

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.

A handwritten signature in black ink that reads "Ryan L. Rowe". The signature is written in a cursive, flowing style.

Ryan Rowe
Superintendent

Board Report

Kristin Thomas, Principal

November 18th, 2015

- I. High School Musical – The 25th Annual Putnam County Spelling Bee is this year's Fall HS Musical. I hope you had the opportunity to see our students shine in this very humorous production!
- II. Our HS M-Step Data was recently released. Students scored above the state average in English, Math, and Science. We scored below the state average in Social Studies.

Spring 2015 Lenawee ACT Mean Scores, by district, county, and State

District	English - Mean ACT Score	District	Math - Mean ACT Score	District	Reading - Mean ACT Score	District	Science - Mean ACT Score	District	Composite - Mean ACT Score
Tecumseh	20.9	Tecumseh	21.3	Tecumseh	21.8	Tecumseh	21.7	Tecumseh	21.6
Clinton	20.1	Blissfield	21	Hudson	20.7	Blissfield	21.4	Blissfield	20.7
Hudson	19.5	Clinton	19.9	Blissfield	20.6	Clinton	21.4	Clinton	20.5
Statewide	19.4	Statewide	19.5	Clinton	20.1	Onsted	20.3	Hudson	20
Lenawee	19.2	Hudson	19.4	Statewide	20.1	Statewide	20.1	Statewide	19.9
Blissfield	19.2	Lenawee	19.4	Onsted	20.1	Lenawee	20.1	Lenawee	19.8
Morenci	18.8	Onsted	19	Lenawee	20.1	Hudson	19.8	Onsted	19.7
Britton Deerfield	18.8	Madison	18.9	Sand Creek	19.9	Britton Deerfield	19.6	Madison	19.2
Onsted	18.8	Adrian	18.6	Addison	19.7	Sand Creek	19.3	Britton Deerfield	19
Adrian	18.4	Morenci	18.5	Madison	19.6	Madison	19.3	Addison	18.9
Madison	18.4	Addison	18.3	Britton Deerfield	19.2	Addison	18.9	Sand Creek	18.9
Addison	18.3	Britton Deerfield	17.8	Adrian	18.7	Adrian	18.8	Adrian	18.8
Sand Creek	18.2	Sand Creek	17.5	Morenci	18.4	Morenci	18.6	Morenci	18.7

Board Report
Brad Anschuetz, Principal
Madison Middle School
11-16-15

- I. The 49 eighth grade students who made the class trip to **Washington D.C.** established some wonderful life-long memories. Adults working with our students were very complimentary on how our young men and women present themselves. Students not attending the trip visited the Adrian College Planetarium on Friday. Next year's trip will be scheduled in Chicago for the dates October 27 – 30, 2016. The destination was established by a survey of seventh grade parents. The cost is estimated to be \$670 per student.
- II. MSTEP data was shared with local districts two weeks ago. Utilizing the raw data, I calculated proficiency scores by hand. I believe Madison Middle School scored above the state average in all categories. In some cases MMS scored well above the state average. This is a testimony to all stakeholders who "roll up their sleeves" to make a difference each day – parents, educators, community members, and students alike. Madison scores are unofficial and embargoed until further notice.
- III. Auditions for Madison Middle School's musical production of Aladdin Jr. are scheduled for next week.

ALADDIN JR.

Where: High School Choir Room

When: November 17th & 19th

Time: 4:00-6:00



Do you wish to be
in Aladdin?
Come to Auditions!

Show dates will be January 27th, 28th, and 29th.

Elementary Board Report

November 16, 2015

Nate Pechaitis & Linda Kaufman

1. **Statewide Autism Resources & Training (START):** The elementary school has assembled a team to go through the START training together throughout the year. Our goal is to more positively, effectively and systematically support students with Autism Spectrum Disorder (ASD). The mission of START is to work with schools, community partners, and families to support students with ASD to become active, engaged members of their schools and local communities and successfully move into adulthood as independent individuals with many choices and opportunities. The project is funded by the Michigan Department of Education.

Our team is comprised of Madison and LISD staff. Chris Lobkovich, Eric Frederick, Tracey Brackelman, Erin Pifer, Chris Teague, Danielle Bringman and I are working with LISD staff members, Edith Hong, Mollie Tanner, Sylvia Coleman, Cheryl Bartolo, and Derek Leverette, as well as the parents of a 4th grade student with ASD. We participate in seven modules over the course of 13 days throughout the year. Each module is meant to help us develop specific components of our system. After each new module, we take what we've learned and implement that particular part of the system with our target student. Between modules, we collect data to analyze at our next session.

We hope to have a system in place by the end of the year, complete with the proper resources, supports and protocols in place, so we can more effectively teach students with ASD. With an ever increasing number of students with ASD, the need for developing an appropriate, effective, and positively supportive learning environment grows.

2. **Cookie Dough for Student Activities:** Our fall fundraiser has enabled us over the past five years to expand our technology greatly. One of the ways we have used these funds is to get technology into the hands of our students in every classroom. We now have 120 laptops on four carts and 60 iPads on two carts. In addition to supporting extra-curricular experiences for our students, we would like to continue to use these funds to enhance the technology our students are using in their classroom. We plan to purchase more laptops and iPads, along with software that will support the great things that are happening in our classrooms.
3. **Parent Involvement Plan:** During November's PATT meeting the Madison Elementary Parent Involvement Plan was shared, questions answered, and parent input sought. We will continue this process of gaining parent perspectives and input during December's meeting. Our current plan is attached to this board report.
4. **Elementary Office:** We welcomed Mrs. Kristie Miller at the beginning of the month as our new elementary secretary. Previously Kristie has had experience as an assistant in a legal office located in Onsted. Additionally, she has a background in hospitality and guest services. She is a graduate of Morehead State College in Kentucky and interned at Walt Disney World. Kristie and her husband have been actively involved with Madison Schools for many years as their son, Keegan, attends high school here. We are delighted to have Mrs. Miller join us and hope you have the opportunity to meet here.

Madison Elementary School Parent Involvement Plan

In accordance with The No Child Left Behind Act of 2001

Madison Elementary School is dedicated to involving parents in all aspects of their child's education. Parents, staff, and the building administrator have developed this Parent Involvement Plan in accordance with NCLB Section 1118 activities which are accomplished at Madison Elementary School in the ways listed in each section.

NCLB Section	Ways in Which Madison Elementary Staff Accomplish these Activities
1118 (c) (1) Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved.	<p>An annual meeting is held which includes information for parents on:</p> <ul style="list-style-type: none"> • <i>Hold an annual school-wide Title I Meeting at the beginning of the school year that all parents are invited to attend.</i> • <i>The purpose of the meeting will be to share the School-Wide Plan, review the School Parent Involvement Policy, and to explain our Title I program and how parents can be involved to help their child be successful.</i> • <i>Parents will be notified of the meeting at the beginning of the school year, through the Trojan Talk school newsletter, through letters mailed for students eligible for services, and by instant alert informing them of time to come for the Open House & Title I meeting.</i>
1118 (c) (2) Offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parent involvement.	<p>Meetings are offered at times convenient for parents and if needed, transportation, child care, and home visits can be arranged:</p> <ul style="list-style-type: none"> • <i>Curriculum Nights (childcare provided)</i> • <i>Parent Workshops (childcare provided)</i> • <i>Parent Conferences</i> • <i>PATT Activities</i> • <i>Flexible IEP times</i> • <i>Contact with counselors</i> • <i>Family Fun Nights</i> • <i>Annual Title I Meeting</i> • <i>Help facilitate Lenawee Transportation bus to parents who need transportation for parent meetings.</i>
1118 (c) (3) Involve parents in an ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the development of the Parent Involvement Plan and school-wide Plan.	<p>Parents are involved in the development of the school improvement plan and Title I Program development in the following ways:</p> <ul style="list-style-type: none"> • <i>Reviewing the Parent Involvement Policy at the Annual Title I Meeting</i> • <i>Posting the Parent Involvement Policy for parents to review during fall conferences in a visible location.</i> • <i>Placing a suggestion box located under the visible plan for parents to make suggestions during fall conferences and throughout the year for continued communication between parents and school all year. Reviewing suggestions and comments at RtI/MTSS conferences. Acting on these suggestions made by stakeholders as appropriate.</i> • <i>Reviewing and discussing Parent Compacts at fall conferences</i> • <i>Conducting a Parent Survey at fall conferences for all parents</i> • <i>Reviewing and revising the Parent Involvement Policy to incorporate suggestions based on the Parent Survey results</i> • <i>Holding a Title I meeting mid-year at flexible times (morning and evening) to review the Title I program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the parent school compact and parent involvement policy.</i> • <i>Expanding all avenues of communication with parents (school newsletter, classroom newsletters and websites, District publications and website) to increase parent involvement in the School-Title I program</i>

	<ul style="list-style-type: none"> • <i>Title I RtI/MTSS Committee to offer suggestions of how to improve the program and what other things parents may like to see as part of the program</i>
1118 (c) (4) (A) Provide parents of Title I children timely information.	<p>Parents are provided information regarding the school programs in the following ways:</p> <ul style="list-style-type: none"> • <i>Hold an annual school-wide Title I Meeting at the beginning of the school year</i> • <i>Curriculum Nights (childcare provided)</i> • <i>Parent conferences (fall/spring/additional conferences upon parent request)</i> • <i>School/Classroom/District Newsletters</i> • <i>Progress Reports and Report Cards</i> • <i>District Web Site – Policy and Compact available on website</i> • <i>Telephone Calls/E-mail correspondence</i> • <i>Parent-Student Handbook</i>
1118 (c) (4) (B) Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet.	<p>Parents are provided information about the school's curriculum, assessments, and proficiency level expectations in the following ways:</p> <ul style="list-style-type: none"> • <i>Hold an annual school-wide Title I Meeting at the beginning of the school year</i> • <i>Curriculum Nights (childcare provided)</i> • <i>Parent conferences (fall/spring/additional conferences upon parent request)</i> • <i>School/Classroom/District Newsletters</i> • <i>Progress Reports and Report Cards</i> • <i>District Web Site – Policy and Compact available on website</i> • <i>Telephone Calls/E-mail correspondence</i> • <i>Parent-Student Handbook</i> • <i>Send home progress monitoring graphs for students</i> • <i>Curriculum booklets/packets at Open House and/or fall conferences</i>
1118 (c) (4) (C) Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child's education, and to respond to any suggestions as soon as possible.	<p>Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:</p> <ul style="list-style-type: none"> • <i>Parent Suggestion Box located in a visible location where parents can provide suggestions for improvement and comments regarding the School-Wide Title I program</i> • <i>Include School-Wide Title I as a monthly agenda item at PATT. Go through Parent Suggestion Box at MTSS committee meetings to discuss both suggestions/positive notes. Utilize parent feedback to revise and update our School-Wide Title I program to meet the needs of all parents and students. Share suggestions and comments with all stakeholders and act on suggestions as appropriate.</i> • <i>Conduct a Parent Survey at fall conferences for all parents</i> • <i>Hold a Title I meeting mid-year at flexible times (morning and evening) to review the Title I program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the Parent Involvement Policy when appropriate.</i> • <i>Parent conferences (fall/spring/additional conferences upon parent request)</i> • <i>Telephone Calls/E-mail correspondence between parents, teachers and school</i>
1118 (c) (5) Ensure that if the school-wide program plan is not	<p>If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by:</p>

<p>satisfactory to parents of participating students, submit any parent comments on the plan when the school makes the plan available to the Local Education Agency.</p>	<ul style="list-style-type: none"> • <i>Parent Suggestion Box located in a visible location where parents can provide suggestions for improvement and comments regarding the School-Wide Title I program</i> • <i>Include School-Wide Title I as a monthly agenda item at PATT. Go through Parent Suggestion Box at MTSS meetings to discuss both suggestions/positive notes. Utilize parent feedback to revise and update our School-Wide Title I program to meet the needs of all parents and students. Share suggestions and comments with all stakeholders and act on suggestions as appropriate.</i> • <i>Conduct a Parent Survey at fall conferences for all parents</i> • <i>Hold a Title I meeting mid-year at flexible times (morning and evening) to review the Title I program, parent involvement policy and ask for suggestions for improvement. Provide parents with a short survey so they may provide feedback on the program both in a written and verbal format. These suggestions will be used to revise the Parent Involvement Policy when appropriate.</i> • <i>Parent conferences (fall/spring/additional conferences upon parent request)</i> • <i>Telephone Calls/E-mail correspondence between parents, teachers and school</i>
<p>1118 (d) (1) Jointly, with parents, develop a compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement.</p>	<p>The Parent/School Compact was develop:</p> <ul style="list-style-type: none"> • <i>The Parent/Teacher/Student compact is developed with the PATT (PATT Vice-President is also member of School Improvement Team) and reviewed annually. Revisions are made based on the fall conference Parent Survey results and additional suggestions provided by parents and students.</i>
<p>1118 (d) (2) (A) Include a schedule for Elementary Parent/Teacher Conferences, at least annually, during which the Compact will be discussed with parents as it relates to the individual child's achievement.</p>	<ul style="list-style-type: none"> • <i>The Parent/School Compact will be sent home at the beginning of the school year, then revisited and discussed with parents annually at fall parent-teacher conferences. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child's learning at home and school.</i>
<p>1118 (d) (2) (B) Provide frequent reports to parents on their child's progress.</p>	<p>Student progress is reported to parents in several different ways at a variety of time throughout the school year including:</p> <ul style="list-style-type: none"> • <i>Report Cards (December, March, June)</i> • <i>Progress reports available on an as-needed basis</i> • <i>Parent Teacher Conferences (fall, spring, additional conferences available upon request)</i> • <i>Inform parents of NWEA test scores and AIMSweb/Progress Monitoring scores on an as-needed basis</i>
<p>1118 (d) (2) (C) Afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child's class, and observation of classroom activities.</p>	<p>School staff ensure parents have access to communicate with them about their child's education in a variety of ways including:</p> <ul style="list-style-type: none"> • <i>PATT (Parent Teacher Organization)</i> • <i>Room Parents & Helpers</i> • <i>Classroom Volunteers</i> • <i>Chaperones for field trips</i> • <i>Book exchange parent helpers</i> • <i>Room observations as requested by parents</i>
<p>1118 (e) (1) Shall provide assistance to parents served by the school in understanding the State's academic</p>	<p>School staff annually shares the State's content expectations with parents, the state's annual assessment (MEAP) with parents, and how to monitor their child's progress.</p>

<p>content standards, the State and Local assessments, and how to monitor their child's progress.</p>	<ul style="list-style-type: none"> • <i>Parent Conferences (fall, spring, additional conferences available upon request)</i> • <i>Parent copy of Grade Level Academic Standards provided at Open House and/or at conferences</i> • <i>Local assessment information (NWEA, AIMSweb, district common assessments) shared with parents at conferences</i> • <i>Students receiving additional assistance will be progress monitored on a monthly or bi-weekly basis depending on student need. Information will be shared with parents as appropriate.</i> • <i>Classroom teachers and Title I staff are available at conferences to provide information and answer questions about assessments</i> • <i>Curriculum Nights: Staff share expectations and provide all parents with examples of at home activities to help their child reach their highest potential.</i>
<p>1118 (e) (2) Shall provide materials and training to help parents work with their children at home to improve their children's achievement.</p>	<p>Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child's academic progress. These include:</p> <ul style="list-style-type: none"> • <i>Curriculum Nights (childcare provided)</i> • <i>School/Classroom/District newsletters</i> • <i>District publications</i> • <i>District Website Parent Tab – provides parents with materials and resources to help their child achieve success</i> • <i>Classroom websites</i> • <i>Lenawee Great Start Program</i> • <i>Parent Educator</i> • <i>Lenawee's Child Playgroup</i> • <i>Students assigned to go home and teach their parents a concept we've worked on in school – instructions and prompts for parents provided</i> • <i>Provide internet access for parents at school</i>
<p>1118 (e) (3) Shall educate staff in the value and utility of parents' contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school.</p>	<p>On-going professional development for staff on effective ways to increase parent involvement occurs annually.</p> <ul style="list-style-type: none"> • <i>Staff will attend workshops and implement new ideas for effective parent communication.</i> • <i>When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact.</i> • <i>District will in-service teachers on how to utilize district website to post classroom newsletters and add materials and resources to the Parent Tab and create classroom websites.</i>
<p>1118 (e) (4) Shall coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children.</p>	<p>Coordination with other programs for parent involvement includes:</p> <ul style="list-style-type: none"> • <i>Open House</i> • <i>Transition to Kindergarten: activities to educate preschool parents, families of students in LISD classrooms, and community stakeholders on Kindergarten expectations</i> • <i>Parent Volunteers</i> • <i>Family Fun Nights – academic and enrichment</i> • <i>PATT</i> • <i>Lenawee Great Start Classroom</i> • <i>Parent Educator</i> • <i>Family Breakfasts</i> • <i>Lenawee's Child Playgroup</i>

<p>1118 (e) (5) Shall ensure information is shared with parents in a language and format they can understand.</p>	<p>Information is shared with parents in a language and format they can understand. Examples include:</p> <ul style="list-style-type: none"> • <i>Daily Take Home Folders</i> • <i>School/Classroom/District Newsletters written in a language parents can understand</i> • <i>Bilingual interpreter, as needed, for all parent contacts</i> • <i>Accommodations for deaf parents</i> • <i>Information provided on district website and/or classroom websites</i>
<p>1118 (e) (14) Shall provide other reasonable support for parental involvement activities as parents may request.</p>	<p>Parents are provided with other reasonable support such as:</p> <ul style="list-style-type: none"> • <i>Make every effort to accommodate parent requests to ensure that students' and parents' individual needs are met in order to foster more positive parent involvement</i>
<p>1118 (f) Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.</p>	<p>Staff provide opportunities for full parent participation:</p> <ul style="list-style-type: none"> • <i>Flexible meeting times</i> • <i>Handicapped Accessible Facilities</i> • <i>Phone Conferences (Bilingual interpreter, as needed.)</i> • <i>School/Classroom/District Newsletters written in a language parents can understand</i> • <i>Accommodations for deaf parents</i> • <i>Collaboration with community agencies; i.e., Community Mental Health</i> • <i>Accommodations for all parents are made as needed including parents with limited English proficiency, parents with disabilities, and parents of migratory children</i>

Madison Lenawee's Child/Family Resource Room
Board Report, November 2015
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 “My family, giving to your community, being thankful and Thanksgiving “ integrated with these skills counting, sorting, alphabet, patterns and sequencing are mixed through all of these themes while socializing and learning good behaviors with others. We'll be having a Thanksgiving feast lunch on November 16th at 11 am provided by the parents of the group.

Kindergarten Readiness continues 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: October- 257, November- 88 so far with only 7 visits

Family Contacts:

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

- *Lenawee Great Start Newsletter, 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 from emails, texts and Facebook
- *Reading, math, and science extra activities and resources for parents for after school activities
- *School schedule for playgroup and we added it to the website.
- *Local extracurricular activities and opportunities in the community
- *Connecting parents to resources we have and those resources in the community.
- *Home Visits

***Donations:** Craft materials, hats, coats, snow pants and shoes.

***Meetings:** Monthly Lenawee Child's meeting at LISD and summer camp planning and wrap up meeting.
PATT meeting
Professional Development
MYAC meetings
Home Visits

***Resource Room:**

*Latch Key is using the Lending Library on a regular basis and the book swap.

*Mittens for Madison is getting started this year to offer mittens, hats, etc. to children without at school. Thanks to Jeannie Merritt, bus driver leading the efforts on this new endeavor.

***Trojan Talk and Monthly Newsletter: Lending Library, Madison Playgroup, Clothes donations, Kindergarten readiness class and Book Swap.**

Cafeteria Report
Julie Taylor, November 2015

2015/16	July & Aug	Sept	Oct
<u>Revenue</u>			
Breakfast	\$0.00	\$685.10	\$980.50
Lunch & Ala Cart	\$1,192.30	\$14,570.84	\$13,656.50
Juice Machine	\$0.00	\$0.00	\$0.00
State Matching Funds	\$0.00	\$0.00	\$0.00
Interest & Rebates	\$0.00	\$0.00	\$0.00
Lunch & Breakfast Reimb	\$19,845.43	\$57,502.35	\$75,859.82
<u>Total</u>	<u>\$21,037.73</u>	<u>\$72,758.29</u>	<u>\$90,496.82</u>
 <u>Expenses</u>			
Payroll	\$6,568.22	\$11,268.70	\$13,500.03
Retirement	\$1,227.94	2,567.00	\$3,109.85
F.I.C.A.	\$502.47	862.06	\$1,032.85
Aids	\$0.00	\$1,400.00	\$1,400.00
Food	\$9,255.36	\$22,209.12	\$47,930.40
Uniforms	\$1,355.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00
Equipment/ Capital outlay	\$220.47	\$632.49	\$474.14
Supplies	\$901.79	\$1,520.49	\$3,149.96
Sales Tax	\$0.09	\$3.16	\$24.93
Repairs	\$0.00	\$1,189.00	\$399.48
Misc./Dues/Fees/Indirect	\$85.13	\$319.90	\$151.54
Juice	\$0.00	\$0.00	\$0.00
<u>Total</u>	<u>\$20,116.47</u>	<u>\$41,971.92</u>	<u>\$71,173.18</u>
 Monthly Loss/ Gain	 \$921.26	 \$30,786.37	 \$19,323.64
 Year To Date	 \$0.00	 \$30,786.37	 \$50,110.01

Athletic Board Report for November 2015

Financial Report for Fall Athletics:

Gate Receipts for Football-

Varsity-

1. Onsted	\$1,914.00
2. Clinton	\$2,560.00
3. Sand Creek (HC)	\$5,550.00
4. Whitmore Lake	\$702.00
5. Summerfield	<u>\$1,314.00</u>
Total Gate Receipts=	\$12,041.00

JV Football Gate Receipts-

1. BrittonDeerfield	\$335.00
2. Whiteford	\$424.00
3. Morenci	<u>\$407.00</u>
Total Gate Receipts=	\$1,166.00

MS Football Gate Receipts-

1. BrittonDeerfield	\$560.00
2. Whiteford	\$303.00
3. Morenci	<u>\$350.00</u>
Total Gate Receipts=	\$1,213.00

Gate Receipts for Volleyball-

Varsity/JV Gate Receipts-

1. Varsity Quad Meet	\$273.00
2. JV tournament	\$925.00
3. BrittonDeerfield	\$564.00
4. Morenci	\$200.00
5. Sand Creek	\$300.00
6. Whiteford	\$251.00
7. Summerfield	\$170.00
8. Clinton	<u>\$421.00</u>
Total Gate Receipts=	\$3,104.00

MS volleyball Gate Receipts-

1. Sand Creek	\$345.00
2. Clinton	\$252.00
3. Whiteford	\$305.00
4. BrittonDeerfield	\$218.00
5. Summerfield	<u>\$163.00</u>
Total gate Receipts=	\$1,283.00

Total Gate Receipts for the Fall Athletic Season= \$18,807.00

Other Income:

1. Season Passes	\$395.00
2. Discount Card Sales	\$12,500.00
3. Spirit wear Sales	\$2,061.00
4. Tournament Entry Fees	<u>\$1,920.00</u>
Total other Income=	\$16,876.00

Expenses:

1. Officials Fees	\$5,575.00
2. Supplies	\$4,501.00
3. Services	\$570.00
4. Tournament Entry Fees	\$4,435.00
5. Equipment	\$6,952.05
6. Coaches Clinics	\$245.00
7. Misc.	<u>\$6,807.00</u>
Total Expenses=	29,085.05

Net Gain for the Fall Athletic Season \$6,597.95

Winter Coaching Staff for 2015-2016

Varsity Boys Basketball	Jeff Webster
Varsity Boys Assistant	Nick Whiteley
JV Boys Basketball	Bill Wilharms
8 th grade boys'	Josh Powers

7 th grade boys'	Wade Perry
Varsity Girls Basketball	Rick McNeil
Varsity Girls Assistant	Curt Zubke
JV Girls Basketball	Erik Thompson
8 th grade girls'	Kris Isom
7 th grade girls'	Mindy Jordan
Varsity Wrestling	Scott Hall
Assistant	Nate Hall
7 th & 8 th wrestling	Jordan Duckett
Varsity Competitive Cheer	Emily Gafford
JV Competitive Cheer	Megan Sisty
7 th & 8 th grade Cheer	Kaylene Aguirre & Heidi Sell
Bowling- Boys and Girls	Rene Ramirez



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

BYLAWS
0140/page 12 of 19

REVISED BYLAW 0144.3 - VOL. 30, 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.

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.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

BYLAWS

0140/page 13 of 19

"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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

BYLAWS
0140/page 14 of 19

- 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

BYLAWS
0140/page 15 of 19

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 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 financial interest amounts to \$5000 or more.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

BYLAWS
0140/page 16 of 19

- 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

BYLAWS
0140/page 17 of 19

☒ 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. **Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds**

☐ , except that a board member may accept an unsolicited gift of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ 44 or less. [PICK ONE OF THE TWO SUB-OPTIONS]

☐ \$

OR

☒ the amount established annually by the Michigan Department of Education with respect to the amount above which an ISD administrator may not accept a gift from a vendor or a potential vendor.
[In accordance with M.C.L. 380.634, the Michigan Department of Education (MDE) adjusts the limits on the value of gifts that may be accepted from vendors or potential vendors for Intermediate School District employees. The fiscal year 2014 - 15 cap for gifts was \$56.]

☒ 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;



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION **SCHOOL DISTRICT**

BYLAWS
0140/page 18 of 19

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, or 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



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

BYLAWS
0170/page 4 of 6

REVISED BYLAW 0175.1 - VOL. 30, NO. 1

0175 Association Memberships

The Board of Education may maintain membership in the

☐ National School Boards Association

☐ Michigan Association of School Boards

and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

0175.1 School Board Conferences, Conventions, and Workshops

The Board of Education recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County,

☒ State

~~☐ National~~

workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

BYLAWS
0170/page 5 of 6

☒ If approved, the following are reimbursable upon submission of receipts and documentation:

- A. conference registration fees
- B. transportation - plan, train or automobile, including buses, taxis and limousines
- C. mileage at the Board approved rate
- D. toll charges and parking
- E. lodging (In most instances reimbursement will be limited to the conference rate, however, exceptions may be made in extenuating circumstances as determined by the Treasurer.)
- F. Meals

1. the maximum per-day/per-meal allowance/stipend (includes up to a twenty percent (20%) gratuity) for all travel, except for travel to the major cities listed below, is:

Brunch/Breakfast \$ 12.00
Lunch \$ 15.00
Dinner \$ 20.00

☐ the maximum per-day/per-meal allowance/stipend for travel to Atlanta, Boston, Chicago, Los Angeles, Miami, New Orleans, New York, Orlando, Philadelphia, San Diego, or San Francisco (includes up to a twenty percent (20%) gratuity) is:

Brunch/Breakfast \$ _____
Lunch \$ _____
Dinner \$ _____



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

BYLAWS
0170/page 6 of 6

2. official conference banquets will be reimbursed at actual cost

G. ~~phone calls for District business and () reasonable () limited calls home~~

The President of the Board will regularly receive a record of Board member attendance at conferences.

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LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1130/page 1 of 5

REVISED POLICY - VOL. 30, NO. 1

CONFLICT OF INTEREST

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

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1130/page 2 of 5

3. If the pecuniary interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member shall disclose the direct pecuniary interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct pecuniary interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the staff member shall make the disclosure in one of two (2) ways:

- a. In writing, to the Board president 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.)
 - b. 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 staff member must use this method of disclosure if his/her pecuniary interest amounts to \$5,000 or more.
4. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1130/page 3 of 5

- c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- 5. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1130/page 4 of 5

- C. Employees may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds

(e)✓ , except that an employee may accept the gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ 56 or less. [END OF OPTIONAL LANGUAGE]

[In accordance with M.C.L. 380.634, the Michigan Department of Education (MDE) adjusts the limits on the value of gifts that may be accepted from vendors or potential vendors for Intermediate School District employees. The fiscal year 2014 - 15 cap for gifts was \$56.]



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1130/page 5 of 5

Violation of this policy shall result in discipline, which may include termination from employment.

~~[] Administrators shall not accept any money, goods, or services with a value in excess of the amount established annually by the State Department of Instruction (\$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.~~

2 C.F.R. 200.318
M.C.L. 380.634

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LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1217/page 1 of 2

NEW POLICY - VOL. 30, NO. 1

WEAPONS

The Board of Education prohibits members of the administration from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle.

- (N) without the permission of the Superintendent or, in the case of the Superintendent, without the permission of the Board.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapon, ammunition, and explosives or any other weapons described in 18 U.S.C. 921.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- (2) weapons under the control of law enforcement personnel;
- (-)
~~items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)~~
- (2) theatrical props that do not meet the definition of "weapons" above, used in appropriate settings;
- (2) starter pistols used in appropriate sporting events;



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1217/page 2 of 2

~~() firearms that are lawfully stored inside a locked vehicle in school parking areas if the District adopts appropriate safeguards to provide for student safety.~~

Staff members shall immediately report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the SUPERINTENDENT. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

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LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1420/page 1 of 3

REVISED POLICY - VOL. 30, 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 Superintendent or designee shall perform administrators' evaluations. Administrators 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 school administrators with relevant data on student growth.
- C. Evaluates a school administrator's job performance as highly effective, **effective**, minimally effective or ineffective, using multiple rating categories that take into account data on student growth as a significant factor in the evaluation in accordance with State law.

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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1420/page 2 of 3

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.
3. ~~whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures~~
- 4.3. 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.

~~[] Whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures.~~

E. The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the school in which the school administrator works as an administrator:

1. The school administrators' training and proficiency in conducting teacher performance evaluations if s/he does so or his/her designee's proficiency and training if the administrator designates such duties.
2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
3. Student attendance.
4. Student, parent and teacher feedback and other information considered pertinent by the Board.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1420/page 3 of 3

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective, the person(s) conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on his/her next annual year-end evaluation. An administrator rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

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.

[NOTE: Only select if there is a relevant CBA.]

[] 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 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 an administrator of any rights provided by State law or any contractual rights consistent with State law.

M.C.L. 380.1249



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

ADMINISTRATION
1630.01/page 1 of 10

REVISED POLICY - VOL. 30, 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. Covered active duty means deployment with the Armed Forces to a foreign country.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1630.01/page 2 of 10

- 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1630.01/page 3 of 10

- 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 an 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

ADMINISTRATION
1630.01/page 4 of 10

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;

An expectant mother is entitled to FMLA leave for incapacity due to pregnancy even if she does not receive treatment from a healthcare provider during the absence, and even if the absence does not last for more than three (3) consecutive, full calendar days.

- 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);



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1630.01/page 5 of 10

- 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).



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1630.01/page 6 of 10

[] 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1630.01/page 7 of 10

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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1630.01/page 8 of 10

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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1630.01/page 9 of 10

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.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1630.01/page 10 of 10

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)

NONDISCRIMINATION AND
ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROGRAM
2260/page 3 of 15

District Compliance Officers

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

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

(Name)

SUPERINTENDENT

(School District Title)

517-263-0741

(Telephone Number)

3498 TREST HWY, ADRIAN, MI 49221

(Office Address)

(E-mail Address)

(Name)

SPECIAL EDUCATION COORDINATOR

(School District Title)

517-263-0741

(Telephone Number)

3498 TREST HWY, ADRIAN, MI 49221

(Office Address)

(E-mail Address)

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

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

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225).

Reports and Complaints of Unlawful Discrimination and Retaliation

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

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

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 constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.

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

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

Investigation and Complaint Procedure

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

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

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

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

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

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

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

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

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

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

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

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 2260 – Non-Discrimination and Access to Equal Educational Opportunity 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 CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

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

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy 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 (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

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

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

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

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

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

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

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

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

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

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

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

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

☒ The decision of the Superintendent shall be final.

OR

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

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

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

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

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

Privacy/Confidentiality

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

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

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

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee 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 discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

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

Retaliation

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

Education and Training

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

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

M.C.L. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402, 37.2101-37.2804
Fourteenth Amendment, U.S. Constitution

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

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

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

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

29 C.F.R. Part 1635

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

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

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

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

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
Title III of the No Child Left Behind Act of 2001



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3110/page 1 of 5

REVISED POLICY - VOL. 30, NO. 1

CONFLICT OF INTEREST

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

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3110/page 2 of 5

3. If the pecuniary interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member shall disclose the direct pecuniary interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct pecuniary interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the staff member shall make the disclosure in one of two (2) ways:

- a. In writing, to the Board president 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.)
 - b. 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 staff member must use this method of disclosure if his/her pecuniary interest amounts to \$5,000 or more.
4. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROFESSIONAL STAFF
3110/page 3 of 5

- c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
 - 5. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

PROFESSIONAL STAFF
3110/page 4 of 5

- C. Employees may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds

- (1) , except that an employee may accept the gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ 56 or less. [END OF OPTIONAL LANGUAGE]

[In accordance with M.C.L. 380.634, the Michigan Department of Education (MDE) adjusts the limits on the value of gifts that may be accepted from vendors or potential vendors for Intermediate School District employees. The fiscal year 2014 - 15 cap for gifts was \$56.]



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3110/page 5 of 5

Violation of this policy shall result in discipline, which may include termination from employment.

~~[] Professional staff shall not accept any monies, goods, or services with a value in excess of the amount established annually by the State Department of Instruction (\$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.~~

2 C.F.R. 200.318
M.C.L. 380.634

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NONDISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY

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

District Compliance Officers

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

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

(Name)

SUPERINTENDENT
(School District Title)

517-263-0741
(Telephone Number)

3498 TROT HIGHWAY, ADRIAN, MI 49221
(Office Address)

(E-mail Address)

(Name)

SPECIAL EDUCATION COORDINATOR
(School District Title)

517-263-0741
(Telephone Number)

3498 TROT HIGHWAY, ADRIAN, MI 49221
(Office Address)

(E-mail Address)

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3122/page 2 of 12

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

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

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

Reports and Complaints of Unlawful Discrimination and Retaliation

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

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

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

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

Investigation and Complaint Procedure (See Form 3122 F2)

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

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

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

Informal Complaint Procedure

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

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

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

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

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

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

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

- A. Advising the individual about how to communicate his/her concern to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 3122 – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

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

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

Formal Complaint Procedure

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

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

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

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

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

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

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

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3122 - Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

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

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

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

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

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

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3122/page 10 of 12

☒ The decision of the Superintendent shall be final.

OR

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

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

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

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

Privacy/Confidentiality

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

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

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

Sanctions and Monitoring

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

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

Retaliation

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

Education and Training

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

M.C.L. 37.2101 et seq., 37.1101 et seq.
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendment Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
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42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
34 C.F.R. Part 110 (7/27/93)
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 2000e et seq., Civil Rights Act of 1964
29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended
29 C.F.R. Part 1635

SECTION 504/ADA
PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

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

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

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

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

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

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

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

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3123/page 3 of 8

Compliance Officer(s)

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

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

(Name)

SUPERINTENDENT

(School District Title)

517-263-0741

(Telephone Number)

3498 TREAT HWY, ADRIAN, MI 49721

(Office Address)

(Name)

SPECIAL EDUCATION COORDINATOR

(School District Title)

263-0741

(Telephone Number)

3498 TREAT HWY, ADRIAN, MI 49721

(Office Address)

(E-mail)

(E-mail)

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

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

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

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

Training

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

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

Facilities

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

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

Notice

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

Complaint Procedures

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

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

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

Internal Complaint Procedure

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

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

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

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

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

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

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

OCR Complaint

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

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

Retaliation

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

29 C.F.R. Part 1630

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

34 C.F.R. Part 104

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

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EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3217/page 1 of 2

REVISED POLICY - VOL. 30, NO. 1

WEAPONS

The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, **including athletic events**, or in a District vehicle.

(u) without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including **spring**, air and gas-powered guns (whether loaded or unloaded) **that will expel a BB, pellet, or paint balls**, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapon, ammunition, and explosives **or any other weapons described in 18 U.S.C. 921.**

The Superintendent shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- (t) weapons under the control of law enforcement personnel;
- (v) items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
- (w) theatrical props **that do not meet the definition of "weapons" above**, used in appropriate settings;
- (x) starter pistols used in appropriate sporting events;
- (y) **firearms that are lawfully stored inside a locked vehicle in school parking areas if the District adopts appropriate safeguards to provide for student safety.**



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROFESSIONAL STAFF
3217/page 2 of 2

Staff members shall **immediately** report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the SUPERINTENDENT. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

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EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3430.01/page 1 of 10

REVISED POLICY - VOL. 30, NO. 1

FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

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

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

Employee Entitlement to Service Member FMLA

Leave Entitlement

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

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



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3430.01/page 2 of 10

- 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

PROFESSIONAL STAFF
3430.01/page 3 of 10

- 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 an 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

PROFESSIONAL STAFF
3430.01/page 4 of 10

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;

An expectant mother is entitled to FMLA leave for incapacity due to pregnancy even if she does not receive treatment from a healthcare provider during the absence, and even if the absence does not last for more than three (3) consecutive, full calendar days.

- 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);



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3430.01/page 5 of 10

- 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).



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3430.01/page 6 of 10

[] 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3430.01/page 7 of 10

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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROFESSIONAL STAFF
3430.01/page 8 of 10

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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3430.01/page 9 of 10

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.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3430.01/page 10 of 10

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)



EOA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4110/page 1 of 5

REVISED POLICY - VOL. 30, NO. 1

CONFLICT OF INTEREST

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

- A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION SCHOOL DISTRICT

SUPPORT STAFF
4110/page 2 of 5

3. If the pecuniary interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member shall disclose the direct pecuniary interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct pecuniary interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the staff member shall make the disclosure in one of two (2) ways:

- a. In writing, to the Board president 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.)
 - b. 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 staff member must use this method of disclosure if his/her pecuniary interest amounts to \$5,000 or more.
4. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4110/page 3 of 5

- c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- 5. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

SUPPORT STAFF

4110/page 4 of 5

- C. Employees may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds

(4) , except that an employee may accept the gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ 56 or less. [END OF OPTIONAL LANGUAGE]

[In accordance with M.C.L. 380.634, the Michigan Department of Education (MDE) adjusts the limits on the value of gifts that may be accepted from vendors or potential vendors for Intermediate School District employees. The fiscal year 2014 - 15 cap for gifts was \$56.]



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

SUPPORT STAFF
4110/page 5 of 5

Violation of this policy shall result in discipline, which may include termination from employment.

~~[] Support staff shall not accept any monies, goods, or services with a value in excess of the amount established annually by the State Department of Instruction (\$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.~~

2 C.F.R. 200.318
M.C.L. 380.634

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BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4122/page 1 of 12

NONDISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY

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

District Compliance Officers

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

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

(Name)

SUPERINTENDENT

(School District Title)

517-263-0741

(Telephone Number)

3498 TRENT HWY, ADRIAN, MI 49221

(Office Address)

(E-mail Address)

(Name)

SPECIAL EDUCATION COORDINATOR

(School District Title)

517-263-0741

(Telephone Number)

3498 TRENT HWY, ADRIAN, MI 49221

(Office Address)

(E-mail Address)

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4122/page 2 of 12

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

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

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

Reports and Complaints of Unlawful Discrimination and Retaliation

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

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

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

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

Investigation and Complaint Procedure (See Form 4122 F2)

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

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

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

Informal Complaint Procedure

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

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

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

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

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

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

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

- A. Advising the individual about how to communicate his/her concern to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 4122 – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

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

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

Formal Complaint Procedure

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

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

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

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

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

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

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

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 4122 - Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

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

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

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

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

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

☒ The decision of the Superintendent shall be final.

OR

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

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

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

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

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

Privacy/Confidentiality

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

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

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

Sanctions and Monitoring

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

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

Retaliation

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

Education and Training

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

M.C.L. 37.2101 et seq., 37.1101 et seq.
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendment Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
34 C.F.R. Part 110 (7/27/93)
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 2000e et seq., Civil Rights Act of 1964
29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended
29 C.F.R. Part 1635

SECTION 504/ADA
PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

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

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

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

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

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

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

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

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4123/page 3 of 8

Compliance Officer(s)

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

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

_____ (Name)	_____ (Name)
<u>SUPERINTENDENT</u> (School District Title)	<u>SPECIAL EDUCATION COORDINATOR</u> (School District Title)
<u>517-263-0741</u> (Telephone Number)	<u>517-263-0741</u> (Telephone Number)
<u>3498 TREAT HWY, FORAN, MI 49721</u> (Office Address)	<u>3498 TREAT HWY, ADRIAN, MI 49221</u> (Office Address)
_____ (E-mail)	_____ (E-mail)

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

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

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

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

Training

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

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

Facilities

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

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

Notice

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

Complaint Procedures

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

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

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

Internal Complaint Procedure

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

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

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

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

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

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

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

OCR Complaint

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

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

Retaliation

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

29 C.F.R. Part 1630

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

34 C.F.R. Part 104

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

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EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4217/page 1 of 2

REVISED POLICY - VOL. 30, NO. 1

WEAPONS

The Board of Education prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, **including athletic events**, or in a District vehicle.

(1) without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including **spring**, air and gas-powered guns (whether loaded or unloaded) **that will expel a BB, pellet, or paint balls**, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapon, ammunition, and explosives **or any other weapon described in 18 U.S.C. 921.**

The Superintendent shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- (1) weapons under the control of law enforcement personnel;
- (1) items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
- (1) theatrical props **that do not meet the definition of "weapons" above**, used in appropriate settings;
- (1) starter pistols used in appropriate sporting events-;
- (1) **firearms that are lawfully stored inside a locked vehicle in school parking areas if the District adopts appropriate safeguards to provide for student safety.**



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

SUPPORT STAFF
4217/page 2 of 2

Staff members shall **immediately** report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the SUPERINTENDENT. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

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LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4430.01/page 1 of 10

REVISED POLICY - VOL. 30, 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 (1), 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. Covered active duty means deployment with the Armed Forces to a foreign country.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4430.01/page 2 of 10

- 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 (1) 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4430.01/page 3 of 10

- 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 an 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4430.01/page 4 of 10

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;

An expectant mother is entitled to FMLA leave for incapacity due to pregnancy even if she does not receive treatment from a healthcare provider during the absence, and even if the absence does not last for more than three (3) consecutive, full calendar days.

- 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);



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4430.01/page 5 of 10

- 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).



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4430.01/page 6 of 10

[] 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.



EOA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4430.01/page 7 of 10

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.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4430.01/page 8 of 10

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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION **SCHOOL DISTRICT**

SUPPORT STAFF
4430.01/page 9 of 10

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.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

SUPPORT STAFF
4430.01/page 10 of 10

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)



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

STUDENTS
5517.02/page 1 of 11

NEW POLICY - VOL. 30, NO. 1

SEXUAL VIOLENCE

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its education programs and activities. The Board is committed to maintaining an education and work environment that is free from all forms of unlawful harassment, including sexual harassment.

Sexual harassment, including sexual violence, interferes with students' rights to receive an education free from discrimination, and, in the case of sexual violence, is a crime. Pursuant to its Title IX obligations, the Board is committed to eliminating sexual violence in all forms and will take appropriate action against any individual found responsible for violating this policy. To further its commitment against sexual violence, the Board provides reporting options, an investigative and disciplinary process, and other related services as appropriate.

This policy applies to all student complaints, whether filed by a student, his/her parent, an employee, or third party on the student's behalf. It applies to all District operations, programs, and activities, as well as to unlawful conduct occurring on school property or during a Board-sponsored activity. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517.02/page 2 of 11

Definitions

Sexual Harassment

As detailed further in Policy 5517, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Examples 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 implying that a person's conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome 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;
- 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. speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

STUDENTS

5517.02/page 3 of 11

- I. inappropriate boundary invasions into a student's personal space and personal life; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual Violence

Sexual violence, as used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol).

Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX.

Harassing conduct creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For example, a single instance of rape is sufficiently severe to create a hostile environment.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517.02/page 4 of 11

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: For the complainant's comfort, districts are advised to appoint both a male and a female Compliance Officer. The Compliance Officers may also serve as the District's Section 504/ADA and Title IX Coordinators.]

(Name)

SUPERINTENDENT

(School District Title)

517-263-0741

(Telephone Number)

3498 TREAT HWY

(Office Address) ADRIAN, MI 49221

(E-mail Address)

(Name)

BUSINESS MANAGER

(School District Title)

517-263-0741

(Telephone Number)

3498 TREAT HWY

(Office Address) ADRIAN, MI 49221

(E-mail Address)

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

- () in the student, 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.
- () _____.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

STUDENTS
5517.02/page 5 of 11

The Compliance Officers are available during regular school/work hours to discuss Title IX questions, sexual violence concerns, and to assist students, other members of the School District community, and third parties. Compliance Officers shall accept sexual violence complaints directly from any members of the School District community or a visitor to the District, as well as those initially filed within a school building administrator. Upon receiving a complaint, the Compliance Officer or designee will discuss confidentiality issues with the complainant (and his/her parent, if the complainant is a minor), and open an investigation as described below.

Complaint Procedures

Reporting

Students and Board employees are required, and parents, community members, and third parties are encouraged, to report sexual violence promptly to a teacher, administrator, supervisor, or other school official. Reports can be made orally or in writing, and should be as specific as possible. The person making the report shall identify the alleged victim, perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). The District, however, will investigate and address all reports to the extent possible.

A student has a right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to sexual violence or any other Title IX concerns may also be filed with the U.S. Department of Education's Office for Civil Rights.

[OPTIONAL: The District's harassment reporting form (Form 5517.02 F1) is an optimal, but not required, way to report sexual harassment, including sexual violence. This form is available at _____.]



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517.02/page 6 of 11

Any teacher, administrator, supervisor, or other school employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) school days, and shall comply with his/her mandatory reporting responsibilities pursuant to R.C. 2151.412. The Compliance Officer will oversee the District's investigation and response to any Title IX-related complaints, but s/he may delegate the investigative process to another individual ("Designee"). The Board reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy.

Confidentiality

The District respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or is considered a dependent under Section 152 of the Internal Revenue Code), or as otherwise required by law. During the course of a formal investigation, the Compliance Officer/designee will instruct all interviewees about the importance of maintaining confidentiality. Interviewees will be directed not to disclose any information that s/he learns or that s/he provides during the course of the investigation to third parties.

Students or their parents sometimes ask that the students' names not be disclosed to the alleged perpetrators or that no investigation or disciplinary action be pursued to address the alleged sexual violence. Upon such a request, the Compliance Officer/designee will inform the student and his/her parent that honoring the request may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. The official will also explain that Title IX includes protections against retaliation, and that school officials will not only take steps to prevent retaliation but also take strong responsive action if it occurs.

Should the student or his/her parents continue to request complete confidentiality, the Compliance Officer/designee will balance the student's privacy request with the District's obligation to provide a safe and non-discriminatory environment for all students. Should the official determine that the District can honor the student's or parent's request and remain in compliance with its Federal and State obligations, the District may limit its investigation and/or formal action against the alleged perpetrator. The District will, however, take other action to address the sexual violence. This may include increasing monitoring and security, offering schedule changes, and conducting climate surveys.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517.02/page 7 of 11

If the Compliance Officer/designee determines that the District must disclose the student's identity to an alleged perpetrator, s/he will inform the student and his/her parents prior to disclosure. The District will then afford interim protection measures to the student as appropriate.

Investigation

The District is committed to investigating all sexual violence complaints in an adequate, reliable, impartial, and prompt manner. The investigation will seek to determine whether the conduct occurred, and if so, what actions the school will take to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

The investigation may include:

- A. interviewing the complainant, perpetrator, and any witnesses;
- B. reviewing law enforcement investigation documents;
- C. reviewing student and personnel files;
- D. gathering and examining other relevant documents or evidence; and
- E. providing a disciplinary hearing as needed.

The District affords both parties a balanced and fair process. Specifically, the complainant has the same rights throughout the proceeding as the alleged perpetrator. Both parties, for example, will have an equal opportunity to present relevant witnesses and other evidence at a disciplinary hearing. Likewise, the District's appeal process is available to both parties. The District, however, does not require complainants to be present for the hearing or appeal. Further, the District will not permit parties to personally question or cross-examine each other directly.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517.02/page 8 of 11

[OPTION]

[]

Additionally:

- () The District permits both parties to have legal counsel or other advisors at any stage of the proceedings. Any restrictions on legal counsel participation apply to both parties equally.
- () The District permits both parties to submit third-party testimony.
- () The District permits both parties to be present for the entire hearing, but it will not require the complainant and alleged perpetrator to be present in the same room at the same time.

[END OF OPTION]

In resolving a complaint, the District uses a preponderance of the evidence standard, determining whether it is more likely that not that sexual violence occurred.

Timeline

The Compliance Officer/designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days after receipt of a report of sexual violence to advise s/he/them of the Board's intent to investigate the alleged misconduct. The Compliance Officer/designee will also inform the alleged perpetrator of the opportunity to submit a written response to the complaint within five (5) business days. The District's investigation, including a disciplinary hearing process (but not appeal), may take up to sixty (60) calendar days to complete. This timeframe may be extended on a case-by-case basis, depending on the complexity and severity of the matter, criminal investigation requirements, and school breaks. During this period, the District will provide the complainant with periodic updates on the status of the investigation.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517.02/page 9 of 11

Interim Measures

During the investigation, the District will take interim steps to facilitate the complainant's equal access to its education programs. These steps may include, but are not limited to: (1) notifying the complainant of his/her options to avoid contact with the alleged perpetrator; (2) allowing the complainant to change his/her academic, extracurricular, transportation, dining, and working situation as appropriate; and (3) informing complainant of other available resources, such as counseling, legal assistance, and victim advocacy. Specific interim measures will be considered and offered on a case-by-case basis.

Notice

Upon completing its investigation, the District will notify both parties in writing about the outcome of the complaint and any appeal. Specifically, the District will notify the complainant: (1) as to whether the investigation substantiated the allegations; (2) of individual remedies offered to the complainant; (3) of sanctions imposed on the perpetrator that directly relate to the complainant; and (4) other steps the District has taken to eliminate the hostile environment and prevent recurrence. The alleged perpetrator will be notified of the investigation's result and disciplinary consequence to him/her, if any. The District will not notify the alleged perpetrator about the individual remedies afforded to the complainant. All aforementioned notifications will comply with Federal and State privacy laws, including the Family Education Rights and Privacy Act (FERPA).



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517.02/page 10 of 11

Remedies

The District will provide a prompt and equitable resolution. If the investigation substantiates the complaint, the District will take steps to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects. In addition to imposing disciplinary consequences on the perpetrator, the District will consider the following individual and global remedies, on a case-by-case basis:

- A. providing medical, counseling, and academic support services to the complainant and/or perpetrator;
- B. re-arranging schedules at the complainant's request;
- C. affording the complainant extra time to complete or retake classes without academic penalty;
- D. reviewing any disciplinary proceedings against the complainant;
- E. training or retraining employees;
- F. developing materials on sexual violence;
- G. conducting sexual violence prevention programs; and
- H. conducting climate checks.

The District will not offer mediation in cases involving sexual violence. Disciplinary consequences against offenders may include suspension, expulsion, termination, and any other sanctions the Board deems appropriate. Any discipline meted out to offenders will comply with special education and Section 504 laws and regulations.

Appeals Process

Both complainants and perpetrators may appeal the outcome of the investigation. Any appeal opportunities afforded to the alleged perpetrator are also afforded to the complainant. Any party wishing to appeal the outcome of the investigation must submit a written appeal to the Board within ten (10) school days after receipt of the written notice of the outcome of the investigation. The Board shall, within twenty (20) work days, conduct a hearing concerning the appeal. The Board shall provide a written decision to the appealing individual within ten (10) work days following completion of the hearing.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517.02/page 11 of 11

Retaliation

Federal law strictly prohibits retaliation against a complainant or witness. The District will inform complainant of this prohibition and direct him/her to report retaliation, whether by students or school officials, to the Compliance Officer. Upon learning of retaliation, school officials will take strong responsive action as appropriate.

Training

All staff will be trained so they know to report harassment to appropriate school officials. This training will include practical information about how to identify and report sexual harassment, including sexual violence. The training will be provided to any employees likely to witness or receive complaints involving sexual harassment and/or sexual violence, including teachers, school law enforcement unit employees or school resource officers, school administrators, school counselors, and health personnel. Further, school administrators responsible for investigating allegations of sexual harassment and sexual violence will be trained how to conduct such investigations and respond properly to such charges.

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education
Improvement Act of 2004 (IDEIA)
42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
34 C.F.R. Part 106
Dear Colleague Letter on Sexual Violence (Office for Civil Rights, 2011)
OCR's Revised Sexual Harassment Guidance (2001)



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

STUDENTS
5772/page 1 of 2

REVISED POLICY - VOL. 30, NO. 1

WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, **including athletic events**, or in a District vehicle.

☒ without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including **spring**, air and gas-powered guns (whether loaded or unloaded) **that will expel a BB, pellet, or paint balls**, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives **or any other weapon described in 18 U.S.C 921.**

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

☒ The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students ☒ and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

☒ weapons under the control of law enforcement personnel;

☒ items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

STUDENTS
5772/page 2 of 2

(1) theatrical props **that do not meet the definition of "weapons" above**, used in appropriate settings;

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

M.C.L. 380.1311, 380.1312(1), 380.1313
20 U.S.C. 7151

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EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5830/page 1 of 5

REVISED POLICY - VOL. 30, 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, whose funds are managed by the District, may be permitted in school by the Principal. Such fund-raising **that occurs** 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.~~



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

STUDENTS
5830/page 2 of 5

[NOTE: CHOOSE EITHER OPTION 1 OR OPTION 2]

[OPTION 1 - no exceptions]

- []** 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 Schools nutrition standards, and also be consistent with requirements set forth in Policy 8500 - Food Services. Further, there shall be no exemptions from the standards for competitive foods in any of the District's schools.

[END OF OPTION 1]

[OPTION 2 - exceptions per State law and Michigan Department of Education regulation]

- [X]** The Board permits _____ (2) fundraisers per (1) week (-) month (-) year per school that involve the sale of food items and/or beverages that are an exception to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations for consumption on campus during the school day by students.

[NOTE: The Michigan Department of Education's Administrative Policy No. 21 sets the upper limit for non-compliant fundraisers at two (2) per week.]

Other than approved non-compliant fundraisers, the food and/or beverage items to be sold for any other fund-raisers by student clubs and organizations, parent groups, or booster clubs and consumed on campus, shall comply with the current USDA Dietary Guidelines for Americans, and the USDA Smart Snacks in Schools nutrition standards, and also be consistent with requirements set forth in Policy 8500 - Food Services.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

STUDENTS
5830/page 3 of 5

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, pertaining to the sale of foods and beverages during food-service hours, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards.

(1) If an exception is granted to the requirement that food items and beverages are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards, the Principal shall also maintain records for each exception, including, but not limited to, the length of the fund-raiser, the type, quantity, and price of the food item and/or beverage sold, and the gross and net amount raised.

[END OF OPTION 2]

Fund-raising by students on behalf of **those** school-related organizations and **District support organizations**, whose funds are not managed by the District, may be permitted on **or off** school grounds by the Superintendent.

All ~~other~~ fund-raising by **school-related organizations and District support organizations**, both those whose funds are managed by the Fiscal Officer and those whose funds are not managed by the Fiscal Officer, shall be done in accordance with **Policy 9211 and Board Policy 9700**.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

STUDENTS
5830/page 4 of 5

The Superintendent shall establish administrative guidelines for the solicitation of funds which ~~that~~ 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~~ **require that the Board approve the** distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded; **and**
- E. limit the number of fund-raising events.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

STUDENTS
5830/page 5 of 5

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Fiscal Officer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Fiscal Officer at his/her earliest opportunity.

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

M.C.L. 380.1272b
7 C.F.R. Parts 210 and 220
42 U.S.C. 1779

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EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6110/page 1 of 5

REVISED POLICY - VOL. 30, NO. 1

GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that would benefit students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

FINANCES
6110/page 2 of 5

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.
- () The Superintendent shall present the following proposals to the Board for approval:
 - () Government-funded proposals, regardless of the amount;
 - () Proposals with budgets exceeding \$_____.00; or
 - () Multi-school or District-wide proposals.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations as well as District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the grant award.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6110/page 3 of 5

- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law. The Superintendent shall require that each draw of Federal monies is as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.
 - () The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
 - () Written amendments requiring signature shall be presented to the Board for approval.
 - () Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.
 - () Program reports including but not limited to audit, site visits and final reports shall be submitted to the Superintendent for review and distribution to appropriate parties.

Fiscal Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The Superintendent shall provide for the following:

- A. **Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.**



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6110/page 4 of 5

- | ~~A.B.~~ Accurate, current, and complete disclosure of the financial results of each Federally-sponsored project in accordance with the reporting requirements of the grant.
- | ~~B.C.~~ Effective control over and accountability for all funds, property, and other assets in their use solely for authorized purposes.
- | ~~C.D.~~ Recordkeeping and written procedures as may be required by Federal, State, and grantor rules and regulations pertaining to the grant award and accountability, including such provisions as may be applicable as cost sharing and matching requirements, budget revisions, audit requirements, reasonableness, allocability, and allowability of costs, **comparison of expenditures with budget amounts for each award**, procurement, property management and disposition, and payment/repayment requirements.
- | **E. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.**
- | ~~D.F.~~ Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

FINANCES
6110/page 5 of 5

Cost Principals

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Costs may be allowable to a specific grant award if the cost is necessary and reasonable for the performance of the grant program initiative, is in accordance with generally accepted accounting principles (GAAP), and is allocable to the grant award if the goods or services involved are charged in accordance with relative benefits accrued to the initiative. A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the purchasing decision is made.

2 CFR 200.112, 200.302, 200.310, 200.403, 200.404 and 200.406
Compliance Supplement for Single Audits of State and Local Governments
20 U.S.C. 7906

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NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6111/page 1 of 1

NEW POLICY - VOL. 30, NO. 1

INTERNAL CONTROLS

The Superintendent shall establish and maintain effective internal control over financial grants and awards that provide reasonable assurance that the program and funds are managed in compliance with Federal and State statutes, regulations, and the terms and conditions of the award. Internal controls shall be in compliance with "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.

The District shall:

- A. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award;
- B. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- C. take reasonable measures to safeguard protected personally identifiable information and other information the awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable Federal, state, local, and tribal laws and District policies regarding privacy and obligations of confidentiality.

2 C.F.R. 200.203

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EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6146/page 1 of 5

REVISED POLICY - VOL. 30, NO. 1

POST-ISSUANCE COMPLIANCE FOR TAX-EXEMPT AND
TAX-ADVANTAGED OBLIGATIONS

The Board of Education may, from time to time, finance its capital improvements and operations through the issuance of debt obligations that are eligible for tax benefits under the Internal Revenue Code of 1986, as amended (the "Code"), and regulations promulgated thereunder ("Treasury Regulations"). Such obligations may include tax exempt obligations and/or obligations eligible for tax credits (direct subsidies to the School District or tax credits to bond owners). All such tax-exempt obligations or tax advantaged obligations are referred to herein as "Obligations," whether in the form of general obligation bonds, revenue bonds, bond anticipation notes, tax anticipation notes, lease-purchase obligations, installment-purchase obligations or otherwise.

This policy and related AG 6146 document practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes or that the Obligations continue to receive tax advantaged treatment. The Federal tax law requirements applicable to each issue of Obligations will be detailed in the nonarbitrage or tax compliance certificate prepared by bond counsel (the "Tax Certificate") and signed by officials of the District and the post closing compliance checklist provided by bond counsel with respect to such issue. This Policy and related AG 6146 establish a permanent, ongoing structure of practices and procedures that will facilitate compliance with the Code, Treasury Regulations and SEC Rule 15c2-12 (the "Rule").

The Board recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of the Obligations, and is an integral component of the District's debt management. Accordingly, the analysis of those facts and implementation of this policy and Administrative Guidelines will require on-going monitoring and consultation with an attorney experienced in legal work relating to the issuance of tax-exempt obligations or tax advantaged obligations ("Bond Counsel") and the District's accountants.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6146/page 2 of 5

This policy and the related AG 6146 do not address any post-issuance compliance requirements under state law. Nor is this Policy and related AG 6146 a substitute, or a replacement, for any Tax Certificate or a post issuance compliance checklist relating to specific Obligations. The District is responsible for compliance with any such Tax Certificate or post-issuance compliance checklist.

This policy may be modified, expanded, abridged, or otherwise amended only by the Board of Education upon consultation with the District's attorney and Bond Counsel, but without any notice to or consent from any trustee, bondholder or any other person.

A. Investment and Expenditure of Proceeds

The District's system of internal controls and accounting will be capable of tracking the investment and expenditure of proceeds of Obligations and other amounts subject to special requirements, and the allocation of such proceeds and other amounts to District facilities. Appropriate coding will be developed to identify District facilities (or portions thereof) financed or refinanced by Obligations. Such Administrative Guidelines will ensure that such proceeds are expended only for the purposes authorized by the resolution and, as applicable, referendum, pursuant to which such Obligations were issued and in compliance with the Tax Certificate relating to the Obligations or other instructions of Bond Counsel.

B. Financed Facilities

The District will track the use of facilities (or portions thereof) financed or refinanced by Obligations in the private trades or businesses of non-governmental persons. Arrangements for the sale, disposition, lease, sublease, management or other use of more than one percent (1%) of facilities financed or refinanced by Obligations with a term of (i) less than 200 days will be subject to prior review and approval by the Superintendent, and (ii) equal to or greater than 200 days will be subject to prior review and approval by the Superintendent and Bond Counsel. The Superintendent will track the aggregate annual private use (if any) of facilities financed or refinanced by Obligations.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6146/page 3 of 5

C. Periodic Review

The District will periodically review compliance with the requirements of the Code and Treasury Regulations necessary to preserve the tax advantages of such Obligations. Such reviews will include final allocations of proceeds not later than eighteen (18) months after completion of facilities financed or refinanced with proceeds of Obligations and annual reviews to ensure private business use of such facilities does not exceed allowable levels. Such annual review will be conducted in connection with the preparation of the District's audited financial statements.

D. Potential Non-Compliance

If the Superintendent, upon any annual review or otherwise, discovers non-compliance with any requirements of the Code or Treasury Regulations necessary to preserve the tax advantages of such Obligations, the Superintendent will, after consultation with the District's attorney and Bond Counsel, take necessary actions to remedy any such non-compliance.

E. Retention of Professionals; Rebate Analyst

The District will engage such professionals or consultants as are necessary, in the judgment of the Superintendent, to ensure that the requirements of the Code and Treasury Regulations necessary to preserve the tax advantages of such Obligations are timely met, including, without limitation, the requirement to compute and pay rebatable arbitrage to the United States government or to confirm an exception thereto. The Superintendent will ensure that all information reports or other returns or filings with the United States Department of Treasury or Internal Revenue Service timely will be filed on behalf of the District.

F. Purchase of Investments

All investments of the proceeds of Obligations will be purchased at fair market value, as defined in the Code and Treasury Regulations, and will comply with the requirements of the Code and Treasury Regulations relating to yield restriction as advised by Bond Counsel.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6146/page 4 of 5

G. Credit Enhancement Transactions

The Superintendent will consult with Bond Counsel prior to engaging in any post-issuance credit enhancement transactions (i.e., bond insurance or letters of credit) or hedging transactions (i.e., interest rate swaps, caps, etc.) relating to any Obligation.

H. Subsidy Payments

The Superintendent will implement proper Administrative Guidelines to ensure that any federal subsidy payable in respect of any direct-pay tax credit bonds is timely transmitted to the appropriate account of the District including the timely filing of any required return or other documentation.

I. Post-Issuance Modifications

The Superintendent will consult with Bond Counsel prior to any modification of the interest rate, maturity date, or other material terms of any Obligation.

J. Records Retention

The District will retain records sufficient to demonstrate compliance with the requirements of the Code and Treasury Regulations necessary to preserve the tax advantages of such Obligations for the period required by law, presently understood to be the life of the Obligations or any succeeding refunding Obligation plus three (3) years.

K. Continuing Disclosure

The Superintendent will implement proper Administrative Guidelines to ensure that the District complies with any undertakings to provide continuing disclosure in accordance with the Rule, including annual filing of operating and financial information and notices of listed "material events."



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

FINANCES
6146/page 5 of 5

L. Training and Education

The Board authorizes the Superintendent and any other person assigned responsibilities under this Policy and the Administrative Guidelines to attend educational seminars and conferences providing training and education on post-issuance compliance issues at least once a year and will pay the authorized expenses of such person.

Internal Revenue Code of 1986, as amended
Treasury Regulations
SEC Rule 15c2-12

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EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ SCHOOL DISTRICT

FINANCES
6320/page 1 of 7

REVISED POLICY - VOL. 30, NO. 1

PURCHASING

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgement.

Each year the State of Michigan informs the School of the legal amount for purchases which require a formal bidding process of a single item.

It is the policy of the Board that the Superintendent adhere to the following:

A. Seek informal price quotations on purchases

() that are under _____ percent **[fifty percent (50%) recommended]** of the amount allowed by State statute for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the School.

() in excess of \$ _____.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6320/page 2 of 7

- B. When the purchase of, and contract for, single items of supplies, materials, or equipment is
- () in excess of _____ percent **[fifty percent (50%) recommended]** but less than the amount allowed by State statute the Superintendent shall whenever possible, require three (3) competitive price quotations.
 - () less than the amount allowed by State statute, but exceeds \$_____ the Superintendent shall whenever possible, require three (3) competitive price quotations.
 - () less than the amount allowed by State statute, but exceeds \$_____ the Superintendent shall whenever possible, have at least three (3) competitive bids.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

Competitive Bids

- [] Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.
- [] Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.
- [] When food purchased in a single transaction exceeds \$_____, the Superintendent shall, whenever possible, require three (3) competitive price quotations.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

FINANCES
6320/page 3 of 7

Bids shall be sealed and shall be opened by the _____ in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- () the quality of the item(s) to be supplied;
 - () its conformity with specifications;
 - () suitability to the requirements of the school;
 - () delivery terms;
 - () past performance of vendor.
- [] In addition to the factors above, the Board may consider and provide a preference to bidders
- () which use a Michigan-based business as the primary contractor.
 - () which use one (1) or more Michigan-based business as subcontractors.

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

- A. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
- B. have filed a Michigan income tax return showing income generated in or attributed to Michigan
- C. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

FINANCES
6320/page 4 of 7

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The Board reserves the right to reject any and all bids.

- [] Contracts may be awarded by the _____ without Board approval for any single item or group of identical items costing less than \$_____. All other contracts require Board approval prior to purchase.
- [] The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Bid Protest

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request For Proposals (RFP) or the individual bid specifications package, for resolution. Bid protests must be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

FINANCES
6320/page 5 of 7

General Provisions

The Superintendent is authorized to purchase all items within budget allocations.

- [] The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase
- () was not contemplated during the budgeting process.
 - () exceeds the
 - () line item
 - () function
- by _____ or _____ %.

- [] The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6320/page 6 of 7

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- () opportunity be provided to as many responsible suppliers as possible to do business with the school;
 - () a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
 - () where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
 - () upon the placement of a purchase order, the Superintendent shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.
- [] The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6320/page 7 of 7

[] Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

M.C.L. 380.1267, 380.1274 et seq.

[NOTE: The intent of the purchasing policy is to establish several levels at which purchasing can occur and to determine at what level Board involvement is required, when it is necessary to get a simple “quote” and when the “competitive bid” procedure required.]

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NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

FINANCES

6550/page 1 of 1

REVISED POLICY - VOL. 30, NO. 1

TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses **reasonably and** necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates () in accordance with () not exceeding the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

2 C.F.R. 200.474

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EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

FINANCES
6850/page 1 of 5

REVISED POLICY - VOL. 30, NO. 1

PUBLIC DISCLOSURE AND REPORTING

Within **fifteen (15)**~~thirty (30)~~ days after the Board of Education adopts its annual operating budget for the following school fiscal year, or adopts a subsequent revision to that budget, the District shall make all of the following available through a link on its website home page ~~() a link on its intermediate district's website home page~~ in a form and manner prescribed by the State Department of Education:

- A. the annual operating budget and subsequent budget revisions
- B. using data that have already been collected and submitted to the department, a summary of District expenditures for the most recent fiscal year for which they are available, expressed in the following two (2) pie charts:
 - 1. a chart of personnel expenditures, broken into the following subcategories:
 - a. salaries and wages
 - b. employee benefit costs, including, but not limited to, medical, dental, vision, life, disability, and long-term care benefits
 - c. retirement benefit costs
 - d. all other personnel costs
 - 2. a chart of all District expenditures, broken into the following subcategories:
 - a. instruction
 - b. support services
 - c. business and administration
 - d. operations and maintenance



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6850/page 2 of 5

3. links to all of the following:
 - a. the current collective bargaining agreement for each bargaining unit within the District
 - b. each health care benefits plan, including, but not limited to, medical, dental, vision, disability, long-term care, or any other type of benefits that would constitute health care services, offered to any bargaining unit or employee in the District
 - c. the audit report of the audit for the most recent fiscal year for which it is available
 - d. **the bids required under Section 5 of the Public Employee Health Benefits Act**
 - e. **the District's written policy governing procurement of supplies, materials and equipment**
 - f. **the District's written policy establishing specific categories of reimbursable expenses for a Board member**
 - g. **the District's accounts payable check register for the most recent school fiscal year or a statement of the total amount of expenses incurred by Board members of employees of the District that were reimbursed by the District for the most recent school fiscal year**
 - d.h. the total salary and a description and cost of each fringe benefit included in the compensation package for the Superintendent of the District and for each employee of the District whose salary exceeds \$100,000.00
 - e.i. the annual amount spent on dues paid to associations



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6850/page 3 of 5

- f.j. the annual amount spent on lobbying or lobbying services
- k. any required deficit elimination plan or enhanced deficit elimination plan
- l. identification of all credit cards maintained by the District as District credit cards, including the identity of all persons authorized to use the cards, the credit limit on each card and the dollar limit, if any, for each person's authorized use of the card
- m. costs incurred for out-of-state travel by the school administrator that is fully or partially paid for by the District and the details of each instance of such travel, including the identification of each individual on the trip, the destination and the purpose

As used in this subdivision, "lobbying" means that term as defined in Section 5 of 1978 PA 472, M.C.L. 4.415.

The Board shall have an audit of the District's financial and pupil accounting records conducted at least annually at the expense of the District by a certified public accountant or by the Intermediate District Superintendent, as may be required by the State Department of Education. **The Board shall retain these records for the current fiscal year and from at least the three (3) immediately preceding fiscal years.**

The District's annual financial audit shall include an analysis of the financial and student accounting data used as the basis for distribution of State school aid. The student accounting records and reports, audits, and management letters are subject to requirements established in the auditing and accounting manuals approved and published by the State Department of Education.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION _____ SCHOOL DISTRICT

FINANCES
6850/page 4 of 5

Not later than ~~120 days after the end of each school fiscal year~~ **November 1st for reporting the prior fiscal**, the District shall file its annual financial audit report with the Intermediate District.

The annual financial audit reports and student accounting procedures reports shall be available to the public in compliance with the Freedom of Information Act.

By November ~~15th~~ **1st** of each year, the District shall submit to the Center for Educational Performance Information (CEPI), in a manner prescribed by the CEPI, annual comprehensive financial data consistent with accounting manuals and charts of accounts approved and published by the Department. This submission shall contain the District's web address where the required financial data is posted. The District shall also include a link on its websites to the website where the State Department of Education posts this financial information.

By September 30th of each year, the District shall file with the State Department of Education the special education actual cost report on a form and in a manner as prescribed by the State Department of Education.

The District shall provide to the State Department of Education an annual progress report on the implementation of school improvement plans, curriculum, and accreditation as required by "Public Act 25 of 1990."

The District shall comply with the reporting requirements under State and Federal law, including reports to the Center for Educational Performance and Information (CEPI), as set forth by State law and as directed by CEPI. This shall include by:

- A. June 30th of each year, providing CEPI with information related to safety practices and criminal incidents;
- B. the first business day in December and June 30th of each year, providing CEPI with requested information related to educational personnel;

Not later than five (5) weeks after the student membership count day, providing CEPI in a manner prescribed by the CEPI, the information necessary for the preparation of the District and high school graduation report.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

FINANCES
6850/page 5 of 5

C. October 7th of each year, providing CEPI with the transportation expenditure report-;

D. **Before July 7th of each school fiscal year, providing to CEPI the budgetary assumptions used when adopting the annual budget pursuant to the Uniform Budgeting and Accounting Act.**

The assumptions do not need to be submitted, however, if the District had a positive general fund balance of at least five percent (5%) of total general fund revenues for each of the two (2) most recently completed fiscal years.

M.C.L. 4.415, **388.1617a**, 388.1618, 388.1619, 388.1651a, 15.231 to 15.246
M.C.L. 380.1204a(1), **380.1219**
20 U.S.C. 6311

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EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 1 of 11

REVISED POLICY - VOL. 30, NO. 1

CRIMINAL JUSTICE INFORMATION SECURITY
(NON-CRIMINAL JUSTICE AGENCY)

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

A. Sanctions for Non-Compliance

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

B. Local Agency Security Officer (LASO)

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

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



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 2 of 11

5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. **A new form shall be submitted every time a new LASO is designated.**

C. Agency User Agreements

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

D. Personnel Security

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

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



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

OPERATIONS
8321/page 3 of 11

- b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.
 - c. Support personnel, **Information Technology contractors and vendors**, ~~vendors~~—and custodial workers with access to physically secure locations or controlled areas (during criminal justice information processing) are subject to the same clearance standards as other individuals with access, unless they are escorted by authorized personnel at all times when in these locations or areas.
2. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. **If the Superintendent is also the designated LASO, the determination shall be made by _____ [Insert Designated Administrator].**
3. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS
8321/page 4 of 11

4. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be an ~~a~~ **direct** employee of the District. **The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access.**
5. Termination of Employment/Access -- **Within twenty-four (24) hours of the** ~~Upon~~ termination of employment, all access to criminal justice information shall be terminated **immediately** for that individual, and steps taken to assure security of such information and any systems at the District to access such information.
6. Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 5 of 11

7. **Information Technology Contractors and Vendors**¹ – Prior to granting access to criminal justice information to ~~a~~**an IT** contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) ~~or~~**and** national fingerprint-based criminal history record check, **unless they are escorted by authorized personnel at all times when accessing the criminal justice information.** A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify ~~a~~**an IT** contractor or vendor for access to criminal justice information. A contractor or vendor with **a criminal record of any other kind** ~~misdemeanor offense(s)~~ may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

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



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 6 of 11

E. Media Protection

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

1. Media Storage and Access – All electronic and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all electronic CHRI background data shall be encrypted. **Electronic media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of electronic media must conform to the requirements in AG 8321.**
2. Media Transport –Electronic and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. It shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual. To the extent possible, electronic media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 7 of 11

3. Media Disposal/Sanitization - When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years. **[Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested as it will likely cover most statutes of limitation and can be retained in electronic format.]**
 - a. Electronic Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. Physical Media - Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

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

4. **Mobile Devices** - A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 8 of 11

F. CHRI Background Check Consent and Documentation

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

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

G. Controlled Area

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

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



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 9 of 11

H. Passwords (Standard Authentication)²

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

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

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



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION SCHOOL DISTRICT

OPERATIONS
8321/page 10 of 11

I. Security Awareness Training

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

J. Secondary Dissemination of Information

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

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

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. **A release form consenting to the sharing of CHRI shall be maintained at all relevant times.**



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 11 of 11

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

K. Audit Retention

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

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



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

OPERATIONS
8500/page 1 of 4

REVISED POLICY - VOL. 30, 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~~ **for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has** 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).



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

OPERATIONS
8500/page 2 of 4

[] 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 indentify:

- 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 _____ 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 _____. 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

OPERATIONS
8500/page 3 of 4

~~The Superintendent shall establish administrative guidelines for the conduct of the school lunch program that shall include provisions for:~~ **With regard to the operation of the school food service program, the Superintendent shall require:**

- (+)A. the maintenance of sanitary, neat premises free from fire and health hazards;
- (+)B. the preparation and ~~consumption~~ of food **that complies with Federal food safety regulations;**
- (+)C. the purchase of foods and supplies in accordance with ~~law~~ **State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);**
- (+)D. complying with food holds and recalls in accordance with USDA regulations;
- (+)E. the accounting and ~~deposition~~ **disposition** of food-service funds **pursuant to Federal and State law and USDA regulations;**
- (+)F. the safekeeping and storage of food and food equipment **pursuant to USDA regulations.**

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 **Nutrition Standards for the National School Lunch and School Breakfast Programs** ~~Dietary Guidelines for Americans~~ and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA ~~Dietary Guidelines for Americans~~ **Nutrition Standards for the National School Lunch and School Breakfast Programs** and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy 8540.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

OPERATIONS
8500/page 4 of 4

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

M.C.L. 380.1272, 1272a, 1272d et seq.

7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015

42 U.S.C. 1760

**OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines
(effective July 1, 2014)**

**SP 32-2015 Statements Supporting Accommodations for Children with
Disabilities in the Child Nutrition Programs**

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EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

RELATIONS
9211/page 1 of 6

REVISED POLICY - VOL. 30, 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 _____.~~

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~~ **District support** organization shall work within the appropriate school setting and in cooperation with the Principal and other staff members.

District support organizations shall allow participation by parents, District staff, and members of the community. All meetings should be communicated to the school and be open to the public. District support organizations shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"). Further, persons shall not be excluded from participation in outside support organizations based upon the extent or level of their past participation.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

RELATIONS
9211/page 2 of 6

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

- (1) District support organizations shall indemnify and hold the Board harmless from and against any and all claims and causes of action whatsoever arising out of or related to outside support organization acts and omissions in carrying out its activities. Outside support organizations shall purchase liability insurance (riders - self-insured) to cover such indemnification and to protect the outside support organization and Board against claims for damage or injury resulting from any act or omission outside the support organization. The amount of insurance coverage shall not be less than \$1,000,000 and the outside support organization shall provide the Board with sufficient documentation demonstrating that the Board is named as an additional insured on the policy.
- [] 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 _____.
- (+) ~~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.
- () Each District support organization will submit its bylaws to the _____ 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.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

RELATIONS
9211/page 3 of 6

- () 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 _____.

[NOTE: CHOOSE EITHER OPTION 1 OR OPTION 2]

- () **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 Schools* nutrition standards, and also be consistent with requirements set forth in Policy 8500 - Food Services. Further, there shall be no exemptions from the standards for competitive foods in any of the District's schools.**

[END OF OPTION 1]



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

RELATIONS
9211/page 4 of 6

[OPTION 2 - exceptions per State law and Michigan Department of Education regulation]

☒ The Board permits _____ (~~1~~) fund-raisers per (☒) week
(~~1~~) _____ month (~~1~~) year per school that involve the sale of food items and/or beverages that are not compliant with the current *USDA Dietary Guidelines for Americans* and the *USDA Smart Snacks in Schools* regulations for consumption on campus during the school day by students.

[NOTE: The Michigan Department of Education's Administrative Policy No. 21 sets the upper limit for noncompliant fund-raisers at two (2) per week.]

Other than approved non-compliant fundraisers, the food and/or beverages items to be sold for any other fund-raisers by student clubs and organizations, parent groups, or booster clubs and consumed on campus, shall comply with the current *USDA Dietary Guidelines for Americans*, and the *USDA Smart Snacks in Schools* nutrition standards, and also must be consistent with requirements set forth in Policy 8500 - Food Services.

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, pertaining to the sale of foods and beverages during food-service hours, whether those food items and beverages are compliant with, or an exception to, the current *USDA Dietary Guidelines for Americans* and the *USDA Smart Snacks in Schools* nutrition standards.

☒ If an exception is granted to the requirement that food items and beverages are compliant with the current *USDA Dietary Guidelines for Americans* and the *USDA Smart Snacks in Schools* nutrition standards, the Principal shall also maintain records for each exception, including, but not limited to, the length of the fund-raiser, the type, quantity, and price of the food item and/or beverage sold, and the gross and net amount raised.

[END OF OPTION 2]



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

RELATIONS
9211/page 5 of 6

- (+) ~~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.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION _____ SCHOOL DISTRICT

RELATIONS
9211/page 6 of 6

- () 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.

| **M.C.L. 380.1272b**
7 C.F.R. Parts 210 and 220

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