

MADISON SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
APRIL 16, 2018
6:00 PM – Board Room

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MADISON SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
APRIL 16, 2018
6:00 PM – Board Room

**** AGENDA ****

- 1) CONSENT AGENDA
 - A. APPROVAL OF MINUTES
 - B. ACCEPTANCE OF REPORTS
 - C. APPROVAL OF BILLS/REIMBURSEMENT OF EXPENSES
- 2) SPRING ATHLETICS – DISTRICT SPONSORED TRIP
- 3) SCHOOL OF CHOICE – FOR 2018-2019
- 4) NEOLA POLICY REVIEW – SECOND READING

(6111, 6112, 6114, 6116, 7310, 0140, 1130, 6325, 6550, 7300, 7450, 8500, 3110, 4110, 6110)
- 5) NEOLA POLICY REVIEW – FIRST READING

(0140, 1421, 3121, 4121, 4162, 5111, 7540.02, 8321)
- 6) FMLA/DISABILITY MATERNITY LEAVE – TRICIA MERRITT

Madison School District
Board of Education
Regular Meeting – Board Room
March 19, 2018 – 6:00 p.m.

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

Members Absent: none

Other Guests: Ryan Rowe, Kristin Thomas, Brad Anschutz, Nate Pechaitis, Abby Miller, Jill Hogle, Raquel Ybarra, Laurie Hedy, Dan Cherry (Daily Telegram)

In board communication, Mr. Rowe shared with the Board that Sara Jackler sent a thank you correspondence to the District.

Mr. Rowe extended congratulations to Mark Swinehart for receiving the Level 3 “Award of Distinction” from MASB.

In public participation, Latch-Key Director, Raquel Ybarra, presented to the Board an update on the Latch-Key program. She communicated the changes that the Board approved at the March 20, 2017 Board Meeting for the 2017-18 school year have been effective and efficient.

A motion was made by Eric McDonald, and supported by Mark Swinehart, that the minutes of the February 12, 2018 regular meeting be approved, and the list of monthly statements totaling \$73,304.75 for the General Fund be approved for payment.

Ayes 7 Nays 0 Motion Carried

A motion was made by Greg Choinski, and supported by Natasha Manchester, that the Board of Education add Resolution - Childcare Facility Licensing Exemption to the agenda.

[illegible]

A motion was made by Mark Swinehart, and supported by Tina Claiborne, that the Board of Education extend the current PRN agreement with Athletico for three years (through 2021).

[illegible]

A motion was made by Tina Claiborne, and supported by Julie Ramos, that the Board of Education approve the overnight/out of town trip August 5 – 7, 2018 for high school football players to attend football camp at Albion College.

Ayes 7 Nays 0 Motion Carried

A motion was made by Ruben Villegas, and supported by Natasha Manchester, that the Board of Education approve a resolution acknowledging the accomplishments of the winter sports teams, as well as members of the orchestra who recently represented Madison through the winter sports season, and various competitions and contests.

[illegible]

Latch Key Resolution

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

WHEREAS, the Madison School District ("District") operates an extended day child care center for school-aged children (hereinafter, "Program"); and

WHEREAS, the Program is currently operating and has been in operation for more than two years and either licensed or approved under Michigan's Child Care Organization's Act, PA 116 of 1973, as amended ("Act"); and

WHEREAS, during the past two years, the Program has not had a substantial violation of the Act, rules promulgated under that Act, or the terms of a licensure or approval under the Act; and

WHEREAS, Section one of the Act, MCL 722.111(2), authorizes a child care facility or program for school-age children to apply to the Michigan Department of Health and Human Services ("Department") to be exempt from inspections and on-site visits required under Section five of the Act.

NOW, THEREFORE, BE IT RESOLVED THAT, the District's Board of Education desires to apply to the Department to be exempt from inspections and on-site visits required under Section five of the Act, and authorizes the Superintendent to complete and file the necessary application with the Department.

BE IT FURTHER RESOLVED THAT, the District will, if exempted from inspections and on-site visits required under Section five of the Act, continue to meet the requirements of the Act, the rules promulgated under the Act, and the terms of a licensure or approval under the Act, and will submit documentation requested and required by the Department demonstrating compliance with the Act and its rules.

Ayes: (7) Members Choinski, Claiborne, Manchester, McDonald,
Ramos, Swinehart and Villegas

Nays: 0

Resolution declared adopted.

The undersigned, duly qualified and acting Board Secretary, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board at a regular meeting held on March 19, 2018, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Secretary, Board of Education

The Board conducted a first reading of NEOLA bylaws and policies: **6111** Internal Controls (Finances), **6112** Cash Management of Grants (Finances), **6114** Cost Principles (Spending Federal Funds Finances), **6116** Time and Effort Reporting (Finances), **7310** Disposition of Surplus Property (Property), **0140** Membership (Bylaws), **1130** Conflict of Interest (Administration) **6325** Procurement (Federal Grants/Funds (Finances), **6550** Travel Payment & Reimbursement (Finances), **7300** Disposition of Real Property (Property), **7450** Property Inventory (Property) **8500** Food Services (Operations), **3110** Conflict of Interest (Support Staff), **4110** Conflict of Interest (Support Staff), **6110** Grant Funds (Finances).

A motion to adjourn the meeting at 6:39 p.m. was made by Greg Choinski, and supported by Eric McDonald.

Ayes 7

Nays 0

Motion Carried

Respectfully submitted,

Secretary, Board of Education

SPI
DATE: 04/13/2018
TIME: 14:10:21

MADISON SCHOOL DISTRICT
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA31

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 9/18

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	738,616.97	.00	.00	798,143.38	-59,526.41
11-0111-000-0000-00000-0001 0112 CURR TAX MADISON TW	1,089,454.46	.00	.00	1,256,581.94	-167,127.48
11-0111-000-0000-00000-0001 0113 CURR TAX PALMYRA TW	59,716.93	.00	.00	69,252.69	-9,535.76
11-0111-000-0000-00000-0001 0114 CURR TAX ADRIAN TWP	20,456.62	.00	.00	18,862.21	1,594.41
11-0111-000-0000-00000-0001 0116 CURR TAX OTHER TAXE	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - CURRENT TAX REVENUE	1,908,244.98	.00	.00	2,142,840.22	-234,595.24
11-0119-000-0000-00000-0002 0119 INT ON DELINQUENT T	15,000.00	-4,187.74	.00	9,865.06	5,134.94
11-0131-000-0000-00000-0002 0131 TUITION PARENT PAY	17,105.00	-840.00	.00	3,820.25	13,284.75
11-0151-000-0000-00000-0002 0151 INTEREST ON INVESTM	15,600.00	.00	.00	17,218.63	-1,618.63
11-0171-000-0000-00000-0002 0171 ADMISSIONS ADMISSIO	110,500.00	.00	.00	.00	110,500.00
11-0173-000-0000-00000-0002 0173 EXTRA TRIP SURCHARG	.00	.00	.00	.00	.00
11-0181-000-0000-00000-0002 0181 LATCH KEY PARENT PA	52,789.00	.00	.00	45,181.91	7,607.09
11-0191-000-0000-00000-0002 0191 RENTAL SCHOOL RENTA	19,100.00	.00	.00	400.00	18,700.00
11-0192-000-0000-00000-0002 0192 DONATIONS DONATIONS	.00	.00	.00	.00	.00
11-0199-000-0000-00000-0002 0195 MISC MISC CAFE	.00	.00	.00	.00	.00
11-0199-000-0000-00000-0002 0199 MISC MISC	29,000.00	.00	.00	7,370.30	21,629.70
TOTAL DEPARTMENT - OTHER LOCAL REVENUE	259,094.00	-5,027.74	.00	83,856.15	175,237.85
11-0311-000-0000-00000-0003 0010 STATE AID MEMBERSHI	10,275,640.00	-1,865,952.89	.00	4,851,951.76	5,423,688.24
11-0311-000-0000-00000-0003 0207 STATE AID MEMBERSHI	.00	.00	.00	.00	.00
11-0311-000-0000-00000-0003 0208 STATE AID MEMBERSHI	1,167,940.95	-190,905.78	.00	83,311.96	1,084,628.99
11-0312-000-0000-00000-0003 0020 RESTRICTED STATE AT	604,171.00	-109,898.74	.00	288,325.85	315,845.15
11-0312-000-0000-00000-0003 0100 RESTRICTED STATE ST	.00	.00	.00	.00	.00
11-0312-000-0000-00000-0003 0110 RESTRICTED STATE LU	.00	-5,048.82	.00	12,615.11	-12,615.11
11-0312-000-0000-00000-0003 0120 RESTRICTED STATE SP	403,461.00	-74,971.96	.00	215,226.84	188,234.16
11-0312-000-0000-00000-0003 0160 RESTRICTED STATE CA	.00	.00	.00	3,224.58	-3,224.58
11-0312-000-0000-00000-0003 0208 RESTRICTED STATE UA	.00	-21,542.68	.00	698,523.06	-698,523.06
11-0312-000-0000-00000-0003 0210 RESTRICTED STATE TE	.00	.00	.00	.00	.00
11-0312-000-0000-00000-0003 0211 RESTRICTED STATE UN	.00	.00	.00	.00	.00
11-0312-000-0000-00000-0003 0313 RESTRICTED STATE ST	.00	.00	.00	.00	.00
11-0312-000-0000-00000-0003 0359 RESTRICTED STATE CO	.00	.00	.00	.00	.00
11-0312-000-0000-00000-0003 0367 RESTRICTED STATE EA	21,000.00	-3,961.78	.00	11,644.29	9,355.71
11-0317-000-0000-00000-0003 0210 REST ANOTHER SCHOOL	3,632.00	.00	.00	.00	3,632.00
TOTAL DEPARTMENT - STATE REVENUE CATEGORICA	12,475,844.95	-2,272,282.65	.00	6,164,823.45	6,311,021.50
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	326,993.22	-282,138.00	.00	.00	326,993.22
11-0414-000-0000-00000-0004 0141 SPS REV TITLE I CAR	20,000.00	-29,485.00	.00	.00	20,000.00
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	46,844.00	-44,490.00	.00	.00	46,844.00
11-0414-000-0000-00000-0004 0768 SPS REV RURAL	.00	-32,674.00	.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 CAREER &	.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 0211 RESTR REV UNREST AN	.00	.00	.00	.00	.00
11-0417-000-0000-00000-0004 0220 RESTR REV PARENT ED	.00	.00	.00	.00	.00

SPI
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MADISON SCHOOL DISTRICT
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 2
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ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
11-0417-000-0000-00000-0004 0416 RESTR REV MEDICAID	2,672.00	.00	.00	2,690.49	-18.49
11-0419-000-0000-00000-0004 0419 MISC - FED SPEC ED	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - FEDERAL REVENUE	396,509.22	-388,787.00	.00	2,690.49	393,818.73
11-0511-000-0000-00000-0005 0511 SPEC ED TUITION	41,837.00	-26,946.00	.00	.00	41,837.00
11-0519-000-0000-00000-0005 0122 LISD SPEC ED LISD S	701,825.00	.00	.00	592,323.32	109,501.68
11-0519-000-0000-00000-0005 0196 LISD SPEC ED INNOVA	14,771.00	.00	.00	17,000.00	-2,229.00
11-0519-000-0000-00000-0005 0197 LISD SPEC ED PLTW	91,684.46	.00	.00	43,535.98	48,148.48
11-0519-000-0000-00000-0005 0198 LISD SPEC ED CAREER	8,482.00	.00	.00	.00	8,482.00
11-0519-000-0000-00000-0005 0199 LISD SPEC ED MISC	57,969.20	.00	.00	3,070.00	54,899.20
11-0519-000-0000-00000-0005 0220 LISD SPEC ED PARENT	9,220.00	.00	.00	1,842.15	7,377.85
11-0519-000-0000-00000-0005 0303 LISD SPEC ED CAREER	.00	.00	.00	.00	.00
11-0519-000-0000-00000-0005 0340 LISD SPEC ED MICHIG	213,630.55	-238,871.88	.00	17,281.41	196,349.14
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	11,592.00	.00	.00	.00	11,592.00
11-0552-000-0000-00000-0005 0552 ADJ TO PRIOR YRS AC	.00	.00	.00	.00	.00
11-0593-000-0000-00000-0005 0593 SALE SCHOOL PROPERT	.00	.00	.00	.00	.00
11-0625-000-0000-00000-0005 0625 FUND MOD CAFE FUND	24,000.00	.00	.00	.00	24,000.00
TOTAL DEPARTMENT - INCOMING TRANSFERS	1,175,011.21	-265,817.88	.00	675,052.86	499,958.35
TOTAL FUND - GENERAL FUND	16,214,704.36	-2,931,915.27	.00	9,069,263.17	7,145,441.19
TOTAL REPORT	16,214,704.36	-2,931,915.27	.00	9,069,263.17	7,145,441.19

SPI
DATE: 04/13/2018
TIME: 14:11:56

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 9/18

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

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-2134-000-0000-00000-0000 2130 CAFETERIA EMPLOYEE	.00	.00	.00	193.23	-193.23
11-2134-000-0000-00000-0000 2820 CAFETERIA EMPLOYEE	.00	.00	.00	.00	.00
11-2134-000-0000-00000-0000 2830 CAFETERIA EMPLOYER	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - INTERFUND	.00	.00	.00	193.23	-193.23
11-1118-000-0340-02315-0010 1226 EL.PRE SUPERVISION	8,941.10	696.08	.00	6,604.76	2,336.34
11-1118-000-0340-02315-0010 1240 EL.PRE SALARY TEACH	112,830.00	2,666.68	.00	72,558.75	40,271.25
11-1118-000-0340-02315-0010 1630 EL.PRE SALARY AIDE	50,872.33	5,642.34	.00	35,327.72	15,544.61
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	29,364.85	-2,406.94	.00	15,803.14	13,561.71
11-1118-000-0340-02315-0010 2820 EL.PRE EMPLOYEE RET	44,821.68	2,368.45	.00	29,334.46	15,487.22
11-1118-000-0340-02315-0010 2821 EL.PRE RETIREMT STU	21,934.75	-3,989.93	.00	12,552.35	9,382.40
11-1118-000-0340-02315-0010 2830 EL.PRE EMPLOYER SOC	14,294.18	625.25	.00	8,082.98	6,211.20
11-1118-000-0340-02315-0010 2840 EL.PRE WORKMANS COM	100.00	.00	.00	89.00	11.00
11-1118-000-0340-02315-0010 2920 EL.PRE CASH IN LIEU	921.30	48.80	.00	463.60	457.70
11-1118-000-0340-02315-0010 2990 EL.PRE SICK DAY REI	1,113.00	.00	.00	.00	1,113.00
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	.00	.00	.00	.00	.00
11-1118-000-0340-02315-0010 3220 EL.PRE WKSHOPS/CONF	250.00	.00	.00	.00	250.00
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	9.18	11,984.14	-9,993.32
11-1118-000-0340-02315-0010 5140 EL.PRE TRANSPORTATI	.00	.00	.00	.00	.00
11-1118-000-0340-02315-0010 5990 EL.PRE MISC. SUPPLI	300.00	.00	.00	85.27	214.73
11-1118-000-0340-02315-0010 6410 EL.PRE NEW EQUIP/FU	7,392.00	.00	.00	43,886.48	-36,494.48
11-1118-000-0340-02315-0010 7410 EL.PRE DUES/CHAUFFE	400.00	.00	.00	843.48	-443.48
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	3,477.65	-258.86	.00	1,977.45	1,500.20
11-1216-000-0340-02315-0010 2820 EL.SOCWRK EMPLOYEE	.00	-62.92	.00	503.86	-503.86
11-1216-000-0340-02315-0010 2830 EL.SOCWRK EMPLOYER	.00	-22.59	.00	152.73	-152.73
11-1216-000-0340-02315-0010 2920 EL.SOCWRK CASH IN L	.00	-22.84	.00	183.00	-183.00
11-1271-000-0340-02315-0010 1610 EL.TRANS SALARY VEH	7,953.75	.00	.00	.00	7,953.75
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	307,266.59	5,283.52	9.18	240,433.17	66,824.24
11-1111-000-0000-02315-0011 1240 EL.REG SALARY TEACH	2,612,440.50	-157,087.66	.00	1,517,123.81	1,095,316.69
11-1111-000-0000-02315-0011 1242 EL.REG ISSI	.00	.00	.00	.00	.00
11-1111-000-0000-02315-0011 1250 EL.REG INSTR SPECIA	.00	.00	.00	.00	.00
11-1111-000-0000-02315-0011 1450 EL.REG SCHOOL NURSE	20,000.00	1,538.46	.00	14,640.37	5,359.63
11-1111-000-0000-02315-0011 1630 EL.REG SALARY AIDE	.00	.00	.00	541.13	-541.13
11-1111-000-0000-02315-0011 1870 EL.REG SALARY-SUBST	1,948.10	.00	.00	1,511.50	436.60
11-1111-000-0000-02315-0011 2130 EL.REG EMPLOYEE INS	500,408.46	-36,737.60	.00	229,808.68	270,599.78
11-1111-000-0000-02315-0011 2210 EL.REG EARLY RETIRE	.00	.00	.00	.00	.00

SPI
DATE: 04/13/2018
TIME: 14:11:56

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 9/18

SORTED BY: FUND,DEPARTMENT,FUNCTION,ACCOUNT
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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1111-000-0000-02315-0011 2820 EL.REG EMPLOYEE RET	675,030.76	-37,135.03	.00	394,590.60	280,440.16
11-1111-000-0000-02315-0011 2821 EL.REG RETIREMT STU	304,462.70	-59,677.18	.00	175,222.22	129,240.48
11-1111-000-0000-02315-0011 2830 EL.REG EMPLOYER SOC	209,245.74	-13,313.15	.00	109,793.56	99,452.18
11-1111-000-0000-02315-0011 2840 EL.REG WORKMANS COM	4,700.00	.00	.00	1,677.00	3,023.00
11-1111-000-0000-02315-0011 2850 EL.REG UNEMPLOYMENT	1,542.50	.00	.00	.00	1,542.50
11-1111-000-0000-02315-0011 2920 EL.REG CASH IN LIEU	98,444.61	-4,657.18	.00	62,690.12	35,754.49
11-1111-000-0000-02315-0011 2990 EL.REG SICK DAY REI	5,625.00	.00	.00	.00	5,625.00
11-1111-000-0000-02315-0011 3110 EL.REG PURCHASED SE	33,400.00	820.00	.00	19,749.62	13,650.38
11-1111-000-0000-02315-0011 3112 EL.REG PURCH NWEA	8,903.00	.00	.00	3,581.33	5,321.67
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	.00	.00	318.50	-18.50
11-1111-000-0000-02315-0011 3450 EL.REG SOFTWARE	10,000.00	4,735.07	582.00	10,621.66	-1,203.66
11-1111-000-0000-02315-0011 4120 EL.REG REPAIRS/MAIN	500.00	.00	.00	.00	500.00
11-1111-000-0000-02315-0011 4190 EL.REG TECH REPAIRS	100.00	72.93	.00	2,341.08	-2,241.08
11-1111-000-0000-02315-0011 4220 EL.REG CONTRACT SER	6,900.00	1,238.87	.00	6,817.27	82.73
11-1111-000-0000-02315-0011 5110 EL.REG TEACHING SUP	39,400.00	100.00	1,160.65	40,815.14	-2,575.79
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	.00	.00	.00	.00	.00
11-1111-000-0000-02315-0011 5210 EL.REG TEXTBOOKS	34,000.00	.00	.00	89,146.59	-55,146.59
11-1111-000-0000-02315-0011 5990 EL.REG MISC. SUPPLI	2,600.00	.00	.00	3,056.15	-456.15
11-1111-000-0000-02315-0011 5997 EL.REG TECH SUPPLIE	500.00	371.69	.00	1,124.82	-624.82
11-1111-000-0000-02315-0011 6410 EL.REG NEW EQUIP/FU	24,750.00	.00	.00	21,065.39	3,684.61
11-1111-000-0000-02315-0011 6427 EL.REG TECH EQUIPME	9,500.00	2,514.57	-122.90	62,369.12	-52,746.22
11-1111-000-0000-02315-0011 7410 EL.REG DUES/CHAUFFE	750.00	.00	.00	7,871.94	-7,121.94
11-1111-000-0000-02315-0011 8220 EL.REG PAYMT TO ANO	6,300.00	.00	.00	4,809.79	1,490.21
11-1213-000-0000-02315-0011 3130 EL.REG.NURSE NURSIN	.00	.00	1.76	5,860.72	-5,862.48
11-1259-000-0000-02315-0011 3990 EL.BUS STUDENT INS	6,938.40	.00	.00	6,579.50	358.90
TOTAL DEPARTMENT - ELEMENTARY INSTRUCTION	4,618,689.77	-297,216.21	1,621.51	2,793,727.61	1,823,340.65
11-1113-000-0000-02316-0012 1240 HS.REG SALARY TEACH	1,375,287.32	-101,571.72	.00	791,031.08	584,256.24
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	-850.00	.00	.00	.00
11-1113-000-0000-02316-0012 1870 HS.REG SALARY-SUBST	150.00	105.00	.00	1,970.00	-1,820.00
11-1113-000-0000-02316-0012 2130 HS.REG EMPLOYEE INS	339,984.66	-24,126.92	.00	157,293.31	182,691.35
11-1113-000-0000-02316-0012 2210 HS.REG EARLY RETIRE	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0012 2820 HS.REG EMPLOYEE RET	354,708.93	-25,042.68	.00	204,185.76	150,523.17
11-1113-000-0000-02316-0012 2821 HS.REG RETIREMT STU	175,268.08	-31,881.25	.00	100,666.36	74,601.72
11-1113-000-0000-02316-0012 2830 HS.REG EMPLOYER SOC	108,193.90	-8,515.78	.00	55,226.80	52,967.10
11-1113-000-0000-02316-0012 2840 HS.REG WORKMANS COM	2,742.00	.00	.00	1,146.00	1,596.00
11-1113-000-0000-02316-0012 2850 HS.REG UNEMPLOYMENT	1,542.50	.00	.00	.12	1,542.38
11-1113-000-0000-02316-0012 2920 HS.REG CASH IN LIEU	28,867.48	-621.40	.00	16,578.41	12,289.07
11-1113-000-0000-02316-0012 2990 HS.REG SICK DAY REI	7,350.00	.00	.00	.00	7,350.00
11-1113-000-0000-02316-0012 3110 HS.REG PURCHASED SE	12,000.00	820.00	.00	14,176.10	-2,176.10
11-1113-000-0000-02316-0012 3112 HS.REG PURCH NWEA	3,300.00	.00	.00	2,502.02	797.98
11-1113-000-0000-02316-0012 3130 HS.REG NURSING	.00	.00	.00	.00	.00

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1113-000-0000-02316-0012 3220 HS.REG WKSHOPS/CONF	100.00	.00	.00	203.33	-103.33
11-1113-000-0000-02316-0012 3450 HS.REG SOFTWARE	1,000.00	3,314.55	407.40	14,497.62	-13,905.02
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	57,986.00	38,689.20	2,275.00	42,726.20	12,984.80
11-1113-000-0000-02316-0012 3990 HS.REG STUDENT INSU	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0012 4120 HS.REG REPAIRS/MAIN	400.00	.00	.00	.00	400.00
11-1113-000-0000-02316-0012 4190 HS.REG TECH REPAIRS	500.00	72.93	.00	1,472.05	-972.05
11-1113-000-0000-02316-0012 4220 HS.REG CONTRACT SER	5,100.00	4,853.00	.00	7,383.66	-2,283.66
11-1113-000-0000-02316-0012 5110 HS.REG TEACHING SUP	15,000.00	4,596.02	492.27	21,042.31	-6,534.58
11-1113-000-0000-02316-0012 5121 HS.REG PLTW	10,000.00	290.74	514.98	9,772.58	-287.56
11-1113-000-0000-02316-0012 5122 HS.REG CAREER PREP	3,000.00	.00	.00	.00	3,000.00
11-1113-000-0000-02316-0012 5123 HS.REG ISSI	23,000.00	.00	.00	.00	23,000.00
11-1113-000-0000-02316-0012 5130 HS.REG GRADUATION E	2,700.00	.00	.00	2,239.12	460.88
11-1113-000-0000-02316-0012 5210 HS.REG TEXTBOOKS	7,000.00	133.49	.00	6,764.52	235.48
11-1113-000-0000-02316-0012 5211 HS.REG 20/20 VIRTUA	8,250.00	.00	.00	.00	8,250.00
11-1113-000-0000-02316-0012 5990 HS.REG MISC. SUPPLI	4,000.00	.00	.00	2,650.48	1,349.52
11-1113-000-0696-02316-0012 5990 HS.REG.DRUG MISC. S	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0012 5997 HS.REG TECH SUPPLIE	300.00	99.00	.00	948.44	-648.44
11-1113-000-0000-02316-0012 6410 HS.REG NEW EQUIP/FU	15,000.00	.00	.00	3,577.08	11,422.92
11-1113-000-0000-02316-0012 6427 HS.REG TECH EQUIPME	15,000.00	2,570.76	-86.03	52,345.29	-37,259.26
11-1113-000-0000-02316-0012 6450 HS.REG MUSIC INST N	2,000.00	270.00	4.00	1,338.25	657.75
11-1113-000-0000-02316-0012 7410 HS.REG DUES/CHAUFFE	1,500.00	.00	.00	1,910.09	-410.09
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	6,600.00	.00	.00	4,809.80	1,790.20
11-1213-000-0000-02316-0012 3130 HS.NURSE NURSING	.00	.00	1.76	936.99	-938.75
11-1259-000-0000-02316-0012 3990 HS.BUS STUDENT INS	3,469.20	.00	.00	3,289.75	179.45
TOTAL DEPARTMENT - H.S. BASIC INSTRUCT	2,612,451.07	-136,795.06	3,609.38	1,522,683.52	1,086,158.17
11-1112-000-0000-07262-0013 1240 MS.REG SALARY TEACH	1,035,138.56	-47,925.61	.00	609,570.73	425,567.83
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	-1,700.00	.00	1,000.00	2,000.00
11-1112-000-0000-07262-0013 1870 MS.REG SALARY-SUBST	400.00	60.00	.00	475.00	-75.00
11-1112-000-0000-07262-0013 2130 MS.REG EMPLOYEE INS	238,760.01	-16,524.27	.00	114,445.43	124,314.58
11-1112-000-0000-07262-0013 2820 MS.REG EMPLOYEE RET	265,999.38	-11,332.70	.00	157,061.78	108,937.60
11-1112-000-0000-07262-0013 2821 MS.REG RETIREMT STU	124,891.63	-22,717.79	.00	72,438.26	52,453.37
11-1112-000-0000-07262-0013 2830 MS.REG EMPLOYER SOC	82,742.96	-4,346.32	.00	43,561.81	39,181.15
11-1112-000-0000-07262-0013 2840 MS.REG WORKMANS COM	1,950.00	.00	.00	830.00	1,120.00
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	41,048.71	-3,533.39	.00	20,743.80	20,304.91
11-1112-000-0000-07262-0013 2990 MS.REG SICK DAY REI	3,150.00	.00	.00	.00	3,150.00
11-1112-000-0000-07262-0013 3110 MS.REG PURCHASED SE	11,400.00	820.00	.00	10,454.02	945.98
11-1112-000-0000-07262-0013 3112 MS.REG PURCH NWEA	5,500.00	.00	.00	3,659.15	1,840.85
11-1112-000-0000-07262-0013 3130 MS.REG NURSING	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 3220 MS.REG WKSHOPS/CONF	25.00	.00	.00	201.67	-176.67
11-1112-000-0000-07262-0013 3228 MS.REG PLTW TRAVEL	.00	.00	.00	.00	.00

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1112-000-0000-07262-0013 3450 MS.REG SOFTWARE	8,000.00	3,551.31	436.50	7,997.55	-434.05
11-1112-000-0000-07262-0013 3990 MS.REG STUDENT INSU	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 4120 MS.REG REPAIRS/MAIN	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 4190 MS.REG TECH REPAIRS	1,000.00	228.87	.00	1,781.87	-781.87
11-1112-000-0000-07262-0013 4220 MS.REG CONTRACT SER	5,000.00	397.38	.00	2,811.36	2,188.64
11-1112-000-0000-07262-0013 5110 MS.REG TEACHING SUP	13,000.00	.00	.00	12,336.09	663.91
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	8.13	95.54	7,379.31	-7,474.85
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	5,000.00	71.28	193.20	2,844.80	1,962.00
11-1112-000-0000-07262-0013 5990 MS.REG MISC. SUPPLI	3,000.00	.00	.00	3,378.84	-378.84
11-1112-000-0000-07262-0013 5997 MS.REG TECH SUPPLIE	1,000.00	.00	.00	257.00	743.00
11-1112-000-0000-07262-0013 6410 MS.REG NEW EQUIP/FU	8,000.00	.00	1,532.13	3,577.10	2,890.77
11-1112-000-0000-07262-0013 6427 MS.REG TECH EQUIPME	16,000.00	16,457.33	2,300.83	56,405.18	-42,706.01
11-1112-000-0000-07262-0013 6450 MS.REG MUSIC INST N	1,600.00	.00	.00	1,580.43	19.57
11-1112-000-0000-07262-0013 7410 MS.REG DUES/CHAUFFE	1,000.00	.00	.00	1,735.09	-735.09
11-1112-000-0000-07262-0013 8220 MS.REG PAYMT TO ANO	6,300.00	.00	.00	4,809.78	1,490.22
11-1213-000-0000-07262-0013 3130 MS.NURSE NURSING	.00	.00	1.76	986.12	-987.88
11-1259-000-0000-07262-0013 3990 MS. BUS STUDENT INS	3,469.20	.00	.00	3,289.75	179.45
TOTAL DEPARTMENT - M.S. BASIC INSTRUCT	1,889,445.45	-86,485.78	4,559.96	1,145,611.92	739,273.57
11-1113-000-0375-02316-0015 1240 HS.REG.DRIVER SALAR	6,656.00	.00	.00	3,189.90	3,466.10
11-1113-000-0375-02316-0015 2820 HS.REG.DRIVER EMPLO	1,701.27	.00	.00	797.72	903.55
11-1113-000-0375-02316-0015 2821 HS.REG.DRIVER RETIR	629.71	-114.54	.00	414.54	215.17
11-1113-000-0375-02316-0015 2830 HS.REG.DRIVER EMPLO	509.00	.00	.00	234.13	274.87
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	-34.06	.00	.00	200.00
TOTAL DEPARTMENT - DRIVERS EDUCATION	9,695.98	-148.60	.00	4,636.29	5,059.69
11-1122-194-0202-02315-0016 1240 EL.SPEC.RES SALARY	711,464.20	-36,458.19	.00	416,080.76	295,383.44
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	88,485.75	10,704.06	.00	78,991.91	9,493.84
11-1122-110-0202-02315-0016 1634 EL.SPEC.EMI AIDE-MC	20,637.90	3,027.71	.00	17,301.92	3,335.98
11-1122-110-0202-02316-0016 1636 HS.SPEC.EMI AIDE -	32,366.89	2,574.86	.00	18,843.88	13,523.01
11-1122-196-0202-02316-0016 1638 HS.SPEC.LRE LRE AID	99,026.35	10,039.29	.00	79,743.90	19,282.45
11-1122-194-0202-02315-0016 1870 EL.SPEC.RES SALARY-	205.00	.00	.00	150.00	55.00
11-1122-194-0202-02315-0016 2130 EL.SPEC.RES EMPLOYE	182,747.59	-12,397.49	.00	85,933.20	96,814.39
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	2,934.27	.00	21,458.09	-21,458.09
11-1122-110-0202-02315-0016 2820 EL.SPEC.EMI EMPLOYE	.00	860.37	.00	4,737.87	-4,737.87
11-1122-194-0202-02315-0016 2820 EL.SPEC.RES EMPLOYE	237,922.12	-8,671.05	.00	106,687.78	131,234.34
11-1122-110-0202-02316-0016 2820 HS.SPEC.EMI EMPLOYE	.00	701.50	.00	5,112.87	-5,112.87

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1122-196-0202-02316-0016 2820 HS.SPEC.LRE EMPLOYE	.00	2,883.97	.00	22,164.74	-22,164.74
11-1122-194-0202-02316-0016 2820 HS.SPEC.RES EMPLOYE	.00	.00	.00	.00	.00
11-1122-194-0202-07262-0016 2820 MS.SPEC.RES EMPLOYE	.00	.00	.00	.00	.00
11-1122-194-0202-02315-0016 2821 EL.SPEC.RES RETIREM	107,154.92	-19,491.48	.00	66,041.98	41,112.94
11-1122-193-0202-02315-0016 2830 EL.SPEC.AI EMPLOYER	.00	812.18	.00	5,957.54	-5,957.54
11-1122-110-0202-02315-0016 2830 EL.SPEC.EMI EMPLOYE	.00	229.22	.00	1,281.00	-1,281.00
11-1122-194-0202-02315-0016 2830 EL.SPEC.RES EMPLOYE	72,563.04	-3,096.97	.00	28,753.22	43,809.82
11-1122-110-0202-02316-0016 2830 HS.SPEC.EMI EMPLOYE	.00	193.33	.00	1,397.40	-1,397.40
11-1122-196-0202-02316-0016 2830 HS.SPEC.LRE EMPLOYE	.00	763.90	.00	6,064.92	-6,064.92
11-1122-194-0202-02316-0016 2830 HS.SPEC.RES EMPLOYE	.00	.00	.00	.00	.00
11-1122-194-0202-07262-0016 2830 MS.SPEC.RES EMPLOYE	.00	.00	.00	.00	.00
11-1122-194-0202-02315-0016 2840 EL.SPEC.RES WORKMAN	1,198.00	.00	.00	567.00	631.00
11-1122-194-0202-02315-0016 2920 EL.SPEC.RES CASH IN	6,142.00	-456.77	.00	3,660.45	2,481.55
11-1122-194-0202-02315-0016 2990 EL.SPEC.RES SICK DA	1,550.00	.00	.00	.00	1,550.00
11-1122-194-0202-02315-0016 3110 EL.SPEC.RES PURCHAS	5,300.00	.00	.00	1,795.05	3,504.95
11-1122-194-0202-02315-0016 3113 EL.SPEC.RES HAVILAN	35,264.00	.00	.00	10,075.00	25,189.00
11-1122-194-0202-02316-0016 3221 HS.SPEC.RES TRAVEL	.00	35.00	.00	255.00	-255.00
11-1122-194-0202-02315-0016 3222 EL.SPEC.RES TRAVEL	.00	.00	.00	50.00	-50.00
11-1122-110-0202-02315-0016 3224 EL.SPEC.EMI TRAVEL	.00	.00	.00	.00	.00
11-1122-110-0202-02316-0016 3226 HS.SPEC.EMI TRAVEL	.00	.00	.00	.00	.00
11-1122-194-0202-02315-0016 4220 EL.SPEC.RES CONTRAC	375.00	51.09	.00	297.30	77.70
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	650.00	.00	.00	1,012.54	-362.54
11-1122-194-0202-02315-0016 5112 EL.SPEC.RES SUPPLIE	1,350.00	50.00	190.58	4,915.51	-3,756.09
11-1122-110-0202-02315-0016 5114 EL.SPEC.EMI SUPPLIE	500.00	.00	.00	198.08	301.92
11-1122-110-0202-02316-0016 5116 HS.SPEC.EMI SUPPLIE	.00	.00	.00	495.78	-495.78
11-1122-194-0202-02316-0016 5991 HS.SPEC.RES MISC HS	25.00	.00	.00	.00	25.00
11-1122-194-0202-02315-0016 5992 EL.SPEC.RES MISC EL	.00	.00	.00	2,779.50	-2,779.50
11-1122-110-0202-02315-0016 5994 EL.SPEC.EMI MISC MC	.00	.00	.00	.00	.00
11-1122-110-0202-02316-0016 5996 HS.SPEC.EMI MISC SE	.00	.00	.00	.00	.00
11-1122-194-0202-02316-0016 6421 HS.SPEC.RES FURN/EQ	.00	.00	.00	.00	.00
11-1122-194-0202-02315-0016 6422 EL.SPEC.RES FURN/EQ	25.00	.00	.00	.00	25.00
11-1122-110-0202-02315-0016 6424 EL.SPEC.EMI FURN/EQ	.00	.00	.00	.00	.00
11-1122-110-0202-02316-0016 6426 HS.SPEC.EMI FURN/EQ	100.00	.00	.00	.00	100.00
TOTAL DEPARTMENT - SPECIAL EDUCATION	1,605,052.76	-44,711.20	190.58	992,804.19	612,057.99
11-1125-000-0601-02315-0017 1240 EL.COMP.TTL 1 SALAR	.00	.00	.00	.00	.00
11-1125-000-0601-02316-0017 1240 HS.COMP.TTL 1 SALAR	3,374.40	.00	.00	.00	3,374.40
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	.00	.00	.00	.00	.00
11-1125-000-0601-02315-0017 1290 EL.COMP.TTL 1 OTHER	10,415.88	670.18	.00	6,366.71	4,049.17
11-1125-000-0601-02315-0017 1630 EL.COMP.TTL 1 SALAR	49,064.36	9,323.93	.00	54,682.12	-5,617.76
11-1125-000-0601-02315-0017 1637 EL.COMP.TTL 1 AIDE	44,223.60	-3,240.70	.00	25,568.77	18,654.83
11-1125-000-0601-02315-0017 2130 EL.COMP.TTL 1 EMPLO	10,026.19	.00	.00	8,968.02	1,058.17
11-1125-000-0601-02315-0017 2820 EL.COMP.TTL 1 EMPLO	62,840.87	1,938.40	.00	23,154.41	39,686.46

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1125-000-0601-02316-0017 2820 HS.COMP.TTL 1 EMPLO	.00	.00	.00	.00	.00
11-1125-000-0601-02315-0017 2821 EL.COMP.TTL 1 RETIR	23,613.96	.00	.00	2,148.87	21,465.09
11-1125-000-0601-02315-0017 2830 EL.COMP.TTL 1 EMPLO	19,061.26	501.69	.00	6,457.90	12,603.36
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	8,721.64	.00	.00	.00	8,721.64
11-1125-000-0601-02315-0017 2990 EL.COMP.TTL 1 SICK	1,125.00	.00	.00	.00	1,125.00
11-1125-000-0601-02315-0017 3220 EL.COMP.TTL 1 WKSHO	300.00	.00	.00	.00	300.00
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	500.00	.00	.00	.00	500.00
11-1125-000-0601-02316-0017 5110 HS.COMP.TTL 1 TEACH	390.00	.00	.00	.00	390.00
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	27,821.20	-1,811.97	.00	13,842.41	13,978.79
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	-440.45	.00	3,526.71	-3,526.71
11-1212-000-0601-02315-0017 2830 EL.COUN.TTL 1 EMPLO	.00	-157.97	.00	1,069.19	-1,069.19
11-1212-000-0601-02315-0017 2920 EL.COUN.TTL 1 CASH	.00	-159.87	.00	1,281.16	-1,281.16
11-1213-000-0601-02315-0017 3130 EL.NURSE.TTL 1 NURS	.00	.00	.00	.00	.00
11-1221-000-0601-02315-0017 1250 EL.INST.TTL 1 INSTR	88,558.40	6,750.66	.00	64,131.27	24,427.13
11-1221-000-0601-02315-0017 2130 EL.INST.TTL 1 EMPLO	.00	.00	.00	.00	.00
11-1221-000-0601-02315-0017 2820 EL.INST.TTL 1 EMPLO	.00	1,725.48	.00	16,266.48	-16,266.48
11-1221-000-0601-02315-0017 2830 EL.INST.TTL 1 EMPLO	.00	530.80	.00	4,994.53	-4,994.53
11-1221-000-0601-02315-0017 2920 EL.INST.TTL 1 CASH	.00	390.44	.00	3,709.18	-3,709.18
11-1226-000-0601-02315-0017 1160 EL.DIR.TTL 1 SALARY	19,670.42	1,531.38	.00	14,530.51	5,139.91
11-1226-000-0601-02315-0017 2130 EL.DIR.TTL 1 EMPLOY	.00	.00	.00	.00	.00
11-1226-000-0601-02315-0017 2820 EL.DIR.TTL 1 EMPLOY	.00	391.42	.00	3,685.60	-3,685.60
11-1226-000-0601-02315-0017 2830 EL.DIR.TTL 1 EMPLOY	.00	121.86	.00	1,161.87	-1,161.87
11-1226-000-0601-02315-0017 2920 EL.DIR.TTL 1 CASH I	.00	107.38	.00	1,020.11	-1,020.11
11-1231-000-0601-02315-0017 3180 EL.BOE.TTL 1 AUDIT	900.00	.00	.00	900.00	.00
TOTAL DEPARTMENT - TITLE I	370,607.18	18,172.66	.00	257,465.82	113,141.36
11-1125-000-0306-02315-0018 1220 EL.COMP.AR SALARY C	17,388.25	-1,294.27	.00	9,887.42	7,500.83
11-1125-000-0306-07262-0018 1220 MS.COMP.AR SALARY C	66,660.30	-4,971.97	.00	37,938.60	28,721.70
11-1125-000-0306-02315-0018 1240 EL.COMP.AR SALARY T	.00	.00	.00	.00	.00
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	37,101.30	-2,755.31	.00	21,075.76	16,025.54
11-1125-000-0306-02315-0018 1250 EL.COMP.AR INSTR SP	14,639.60	1,110.74	.00	10,552.03	4,087.57
11-1125-000-0306-02315-0018 1290 EL.COMP.AR OTHER PR	98,458.60	6,831.34	.00	64,857.73	33,600.87
11-1125-000-0306-02316-0018 1290 HS.COMP.AR OTHER PR	52,179.00	3,984.92	.00	37,856.74	14,322.26
11-1125-000-0306-02315-0018 1630 EL.COMP.AR SALARY A	98,245.25	6,509.78	.00	59,560.72	38,684.53
11-1125-000-0306-02315-0018 1631 EL.COMP.AR TUTOR	6,356.96	.00	.00	2,300.46	4,056.50
11-1125-000-0306-02316-0018 1631 HS.COMP.AR TUTOR	4,008.96	750.85	.00	4,563.28	-554.32
11-1125-000-0306-07262-0018 1631 MS.COMP.AR TUTOR	9,373.00	883.97	.00	5,543.99	3,829.01
11-1125-000-0306-02315-0018 1633 EL.COMP.AR EARLY LI	17,711.84	1,841.82	.00	13,813.65	3,898.19

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1125-000-0306-02315-0018 1637 EL.COMP.AR AIDE - S	.00	.00	.00	.00	.00
11-1125-000-0306-07262-0018 1637 MS.COMP.AR AIDE - S	13,505.94	2,297.32	.00	17,258.73	-3,752.79
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	29,654.74	-1,019.54	.00	13,394.36	16,260.38
11-1125-000-0306-02315-0018 2820 EL.COMP.AR EMPLOYEE	110,582.65	3,926.36	.00	41,595.60	68,987.05
11-1125-000-0306-02316-0018 2820 HS.COMP.AR EMPLOYEE	.00	1,208.36	.00	10,762.59	-10,762.59
11-1125-000-0306-07262-0018 2820 MS.COMP.AR EMPLOYEE	.00	-1,115.05	.00	20,668.05	-20,668.05
11-1125-000-0306-02315-0018 2821 EL.COMP.AR RETIREMT	45,443.76	-8,266.22	.00	30,344.10	15,099.66
11-1125-000-0306-02315-0018 2830 EL.COMP.AR EMPLOYER	33,634.64	1,129.75	.00	12,152.91	21,481.73
11-1125-000-0306-02316-0018 2830 HS.COMP.AR EMPLOYER	.00	385.91	.00	3,429.33	-3,429.33
11-1125-000-0306-07262-0018 2830 MS.COMP.AR EMPLOYER	.00	-376.40	.00	5,901.81	-5,901.81
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	12,591.10	227.45	.00	4,160.73	8,430.37
11-1125-000-0306-02316-0018 2920 HS.COMP.AR CASH IN	.00	488.06	.00	4,636.57	-4,636.57
11-1125-000-0306-02315-0018 2990 EL.COMP.AR SICK DAY	288.00	.00	.00	.00	288.00
11-1125-000-0306-02315-0018 3220 EL.COMP.AR WKSHOPS/	240.00	.00	.00	.00	240.00
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	668,413.89	11,777.87	.00	432,605.16	235,808.73
11-1221-000-0764-02315-0019 1240 EL.TITLE II A SALAR	10,468.26	.00	.00	2,142.18	8,326.08
11-1221-000-0764-02316-0019 1240 HS.TITLE II A SALAR	5,323.77	.00	.00	4,414.70	909.07
11-1221-000-0764-07262-0019 1240 MS.TITLE II A SALAR	1,597.34	.00	.00	3,864.96	-2,267.62
11-1221-000-0764-02315-0019 2820 EL.TITLE II A EMPLO	4,494.60	.00	.00	561.56	3,933.04
11-1221-000-0764-02316-0019 2820 HS.TITLE II A EMPLO	.00	.00	.00	1,113.20	-1,113.20
11-1221-000-0764-07262-0019 2820 MS.TITLE II A EMPLO	.00	.00	.00	971.80	-971.80
11-1221-000-0764-02315-0019 2830 EL.TITLE II A EMPLO	1,270.00	.00	.00	156.61	1,113.39
11-1221-000-0764-02316-0019 2830 HS.TITLE II A EMPLO	.00	.00	.00	317.48	-317.48
11-1221-000-0764-07262-0019 2830 MS.TITLE II A EMPLO	.00	.00	.00	280.50	-280.50
11-1221-000-0764-02315-0019 3120 EL.TITLE II A EMPLO	21,059.92	85.00	.00	13,827.05	7,232.87
11-1221-000-0764-02316-0019 3120 HS.TITLE II A EMPLO	2,155.80	.00	.00	1,152.50	1,003.30
11-1221-000-0764-07262-0019 3120 MS.TITLE II A EMPLO	520.30	-99.00	.00	1,864.65	-1,344.35
11-1221-000-0764-02315-0019 5110 EL.TITLE II A TEACH	.00	.00	.00	.00	.00
11-1221-000-0764-02316-0019 5990 HS.TITLE II A MISC.	.00	.00	.00	.00	.00
11-1221-000-0764-02315-0019 6410 EL.TITLE II A NEW E	.00	.00	.00	.00	.00
11-1221-000-0764-02315-0019 7410 EL.TITLE II A DUES/	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - TITLE II TEACHER TRAININ	46,889.99	-14.00	.00	30,667.19	16,222.80

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1125-000-0341-02315-0020 1240 EL.COMP.SS SALARY T	2,041.00	.00	.00	2,508.80	-467.80
11-1125-000-0341-02315-0020 1630 EL.COMP.SS SALARY A	796.00	.00	.00	282.60	513.40
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	1,056.00	.00	.00	697.02	358.98
11-1125-000-0341-02315-0020 2830 EL.COMP.SS EMPLOYER	299.66	.00	.00	205.11	94.55
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	400.00	.00
11-1271-000-0341-02315-0020 1610 EL.TRANS.SS SALARY	1,250.00	.00	.00	1,175.31	74.69
11-1271-000-0341-02315-0020 2820 EL.TRANS.SS EMPLOYE	.00	.00	.00	297.46	-297.46
11-1271-000-0341-02315-0020 2830 EL.TRANS.SS EMPLOYE	.00	.00	.00	89.91	-89.91
TOTAL DEPARTMENT - SUMMER SCHOOL	5,842.66	.00	.00	5,656.21	186.45
11-1125-000-0307-02315-0021 1630 EL.COMP.BILING SALA	568.80	.00	.00	.00	568.80
11-1125-000-0307-02316-0021 1630 HS.COMP.BILING SALA	5,272.50	.00	.00	.00	5,272.50
11-1125-000-0307-07262-0021 1630 MS.COMP.BILING SALA	5,550.00	822.34	.00	5,621.23	-71.23
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	2,964.86	.00	.00	.00	2,964.86
11-1125-000-0307-02316-0021 2820 HS.COMP.BILING EMPL	.00	.00	.00	.00	.00
11-1125-000-0307-07262-0021 2820 MS.COMP.BILING EMPL	.00	246.37	.00	1,667.48	-1,667.48
11-1125-000-0307-02315-0021 2830 EL.COMP.BILING EMPL	871.43	.00	.00	.00	871.43
11-1125-000-0307-02316-0021 2830 HS.COMP.BILING EMPL	.00	.00	.00	.00	.00
11-1125-000-0307-07262-0021 2830 MS.COMP.BILING EMPL	.00	62.90	.00	430.02	-430.02
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	15,227.59	1,131.61	.00	7,718.73	7,508.86
11-1125-000-0768-02315-0022 1290 EL.TITLE.VI OTHER P	22,106.00	1,675.46	.00	15,916.87	6,189.13
11-1125-000-0768-02315-0022 2130 EL.TITLE.VI EMPLOYE	5,098.48	.00	.00	2,747.28	2,351.20
11-1125-000-0768-02315-0022 2820 EL.TITLE.VI EMPLOYE	5,650.29	428.26	.00	4,037.27	1,613.02
11-1125-000-0768-02315-0022 2821 EL.TITLE.VI RETIREM	2,413.87	-439.08	.00	.00	2,413.87
11-1125-000-0768-02315-0022 2830 EL.TITLE.VI EMPLOYE	1,691.11	124.32	.00	1,162.31	528.80
TOTAL DEPARTMENT - TITLE VI RURAL	36,959.75	1,788.96	.00	23,863.73	13,096.02
11-1212-000-0000-02315-0025 1220 EL.COUN SALARY COUN	20,865.90	-1,811.97	.00	13,842.46	7,023.44
11-1212-000-0000-02316-0025 1220 HS.COUN SALARY COUN	68,898.00	5,271.00	.00	50,074.50	18,823.50
11-1212-000-0000-07262-0025 1220 MS.COUN SALARY COUN	7,406.70	-580.39	.00	4,187.49	3,219.21

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1212-000-0000-02316-0025 1620 HS.COUN SALARY-SECR	37,608.93	-1,622.27	.00	21,971.35	15,637.58
11-1212-000-0000-02315-0025 2130 EL.COUN EMPLOYEE IN	669.24	-158.01	.00	918.74	-249.50
11-1212-000-0000-02316-0025 2130 HS.COUN EMPLOYEE IN	8,624.84	.00	.00	4,836.39	3,788.45
11-1212-000-0000-07262-0025 2130 MS.COUN EMPLOYEE IN	719.10	.00	.00	.00	719.10
11-1212-000-0000-02315-0025 2820 EL.COUN EMPLOYEE RE	5,256.64	-440.45	.00	3,526.76	1,729.88
11-1212-000-0000-02316-0025 2820 HS.COUN EMPLOYEE RE	25,056.15	807.96	.00	17,025.20	8,030.95
11-1212-000-0000-07262-0025 2820 MS.COUN EMPLOYEE RE	1,893.15	-135.01	.00	1,073.26	819.89
11-1212-000-0000-02315-0025 2821 EL.COUN RETIREMT ST	21,095.14	-3,837.21	.00	11,332.19	9,762.95
11-1212-000-0000-02315-0025 2830 EL.COUN EMPLOYER SO	1,855.21	-158.01	.00	1,069.13	786.08
11-1212-000-0000-02316-0025 2830 HS.COUN EMPLOYER SO	9,087.51	288.38	.00	5,515.92	3,571.59
11-1212-000-0000-07262-0025 2830 MS.COUN EMPLOYER SO	612.51	-44.30	.00	297.81	314.70
11-1212-000-0000-02315-0025 2920 EL.COUN CASH IN LIE	1,842.60	-159.87	.00	1,281.14	561.46
11-1212-000-0000-02316-0025 2920 HS.COUN CASH IN LIE	6,142.00	488.06	.00	4,636.57	1,505.43
11-1212-000-0000-02316-0025 2990 HS.COUN SICK DAY RE	.00	.00	.00	.00	.00
11-1212-000-0000-07262-0025 2990 MS.COUN SICK DAY RE	600.00	.00	.00	.00	600.00
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	130.00	.00	.00	588.50	-458.50
11-1212-000-0000-02315-0025 5120 EL.COUN TESTING SUP	960.00	.00	.00	757.00	203.00
11-1212-000-0000-02316-0025 5120 HS.COUN TESTING SUP	1,652.00	.00	.00	1,801.00	-149.00
11-1212-000-0000-02316-0025 5910 HS.COUN OFFICE SUPP	650.00	-1,953.88	.00	2,405.48	-1,755.48
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	24,162.00	5,918.57	.00	42,964.15	-18,802.15
11-1219-000-0000-02316-0025 1660 HS.NOON SAL SUPVR-I	4,724.00	988.00	.00	7,201.00	-2,477.00
11-1219-000-0000-02315-0025 2820 EL.NOON EMPLOYEE RE	6,432.00	1,572.66	.00	11,394.31	-4,962.31
11-1219-000-0000-02316-0025 2820 HS.NOON EMPLOYEE RE	1,181.00	253.01	.00	1,848.45	-667.45
11-1219-000-0000-02315-0025 2830 EL.NOON EMPLOYER SO	1,848.00	443.96	.00	3,228.56	-1,380.56
11-1219-000-0000-02316-0025 2830 HS.NOON EMPLOYER SO	361.00	69.25	.00	506.68	-145.68
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	260,333.62	5,199.48	.00	214,284.04	46,049.58
11-1222-000-0000-02316-0026 1230 HS.LIB SALARY LIBRA	.00	.00	.00	.00	.00
11-1222-000-0000-02315-0026 1630 EL.LIB SALARY AIDE	30,102.00	-2,561.94	.00	10,648.71	19,453.29
11-1222-000-0000-02316-0026 1630 HS.LIB SALARY AIDE	21,225.00	1,632.68	.00	15,510.46	5,714.54
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	8,068.78	-618.88	.00	2,877.57	5,191.21
11-1222-000-0000-02316-0026 2820 HS.LIB EMPLOYEE RET	5,510.01	489.14	.00	4,450.93	1,059.08
11-1222-000-0000-02316-0026 2821 HS.LIB RETIREMT STU	4,722.79	-859.07	.00	3,636.95	1,085.84
11-1222-000-0000-02315-0026 2830 EL.LIB EMPLOYER SOC	2,302.80	-197.71	.00	787.41	1,515.39
11-1222-000-0000-02316-0026 2830 HS.LIB EMPLOYER SOC	1,976.11	152.90	.00	1,452.55	523.56
11-1222-000-0000-02316-0026 2920 HS.LIB CASH IN LIEU	4,606.50	366.04	.00	3,477.38	1,129.12
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	.00	.00	.00	.00	.00

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1222-000-0000-02315-0026 4120 EL.LIB REPAIRS/MAIN	.00	.00	.00	.00	.00
11-1222-000-0000-02316-0026 4120 HS.LIB REPAIRS/MAIN	.00	.00	.00	.00	.00
11-1222-000-0000-02315-0026 5310 EL.LIB LIBRARY BOOK	530.00	.00	580.50	1,799.65	-1,850.15
11-1222-000-0000-02316-0026 5310 HS.LIB LIBRARY BOOK	1,400.00	.00	.00	.00	1,400.00
11-1222-000-0000-02315-0026 5990 EL.LIB MISC. SUPPLI	650.00	298.35	33.81	1,373.06	-756.87
11-1222-000-0000-02316-0026 5990 HS.LIB MISC. SUPPLI	1,200.00	.00	.00	.00	1,200.00
11-1222-000-0000-02315-0026 6410 EL.LIB NEW EQUIP/FU	1,730.00	.00	25.66	143.97	1,560.37
11-1222-000-0000-02316-0026 6410 HS.LIB NEW EQUIP/FU	350.00	.00	.00	.00	350.00
11-1222-000-0000-02316-0026 8220 HS.LIB PAYMT TO ANO	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - LIBRARY	84,373.99	-1,298.49	639.97	46,158.64	37,575.38
11-1293-000-0000-02316-0027 1560 ATHLETIC COACH SALA	142,895.87	-3,643.06	.00	92,774.57	50,121.30
11-1293-000-0000-02316-0027 2130 ATHLETIC EMPLOYEE I	.00	.00	.00	2,541.18	-2,541.18
11-1293-000-0000-02316-0027 2820 ATHLETIC EMPLOYEE R	36,141.50	-764.07	.00	24,129.79	12,011.71
11-1293-000-0000-02316-0027 2821 ATHLETIC RETIREMT S	14,483.23	-2,634.50	.00	8,669.47	5,813.76
11-1293-000-0000-02316-0027 2830 ATHLETIC EMPLOYER S	10,931.53	-330.02	.00	6,651.45	4,280.08
11-1293-000-0000-02316-0027 3110 ATHLETIC PURCHASED	99,329.00	.00	.00	40,804.51	58,524.49
11-1293-000-0000-02316-0027 5990 ATHLETIC MISC. SUPP	79,000.00	202.87	336.22	442.83	78,220.95
11-1293-000-0000-02316-0027 6410 ATHLETIC NEW EQUIP/	3,500.00	.00	.00	.00	3,500.00
11-1293-000-0000-02316-0027 6420 ATHLETIC FURN/EQUIP	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - ATHLETIC	386,281.13	-7,168.78	336.22	176,013.80	209,931.11
11-1231-000-0000-00000-0028 3180 BUSINESS OFFICE AUD	7,400.00	.00	.00	12,813.00	-5,413.00
11-1232-000-0000-00000-0028 1110 SUPER SALARY SUPERI	110,768.30	8,466.78	.00	80,434.41	30,333.89
11-1232-000-0000-00000-0028 1390 SUPER SALARY-ADMIN.	41,506.50	3,138.96	.00	29,820.12	11,686.38
11-1232-000-0000-00000-0028 1490 SUPER STAKEHOLDER	7,075.00	544.24	.00	5,170.28	1,904.72
11-1232-000-0000-00000-0028 1620 SUPER SALARY-SECR	36,102.00	2,932.80	.00	40,422.57	-4,320.57
11-1232-000-0000-00000-0028 1999 SUPER MISC	.00	.00	.00	478,284.96	-478,284.96
11-1232-000-0000-00000-0028 2130 SUPER EMPLOYEE INSU	76,007.18	400.37	.00	59,113.11	16,894.07
11-1232-000-0000-00000-0028 2820 SUPER EMPLOYEE RETI	107,351.41	3,741.48	.00	38,449.80	68,901.61
11-1232-000-0000-00000-0028 2821 SUPER RETIREMT STUD	45,338.81	-8,247.13	.00	29,332.87	16,005.94
11-1232-000-0000-00000-0028 2830 SUPER EMPLOYER SOCI	33,706.37	1,125.80	.00	10,748.60	22,957.77
11-1232-000-0000-00000-0028 2920 SUPER CASH IN LIEU	13,347.09	463.66	.00	6,845.07	6,502.02
11-1232-000-0000-00000-0028 2990 SUPER SICK DAY REIM	1,763.00	.00	.00	.00	1,763.00
11-1232-000-0000-00000-0028 3170 SUPER LEGAL SERVICE	7,000.00	49.00	.00	3,268.23	3,731.77
11-1232-000-0000-00000-0028 3190 SUPER UNEMPLOYMENT	2,880.00	240.00	.00	2,400.00	480.00
11-1232-000-0000-00000-0028 3191 SUPER BOARD EXPENSE	2,900.00	.00	.00	2,791.66	108.34
11-1232-000-0000-00000-0028 3220 SUPER WKSHOPS/CONF	4,000.00	-111.40	.00	8,672.22	-4,672.22
11-1232-000-0000-00000-0028 3450 SUPER SOFTWARE	1,500.00	236.75	29.10	897.09	573.81
11-1232-000-0000-00000-0028 4190 SUPER TECH REPAIRS	2,400.00	.00	.00	.00	2,400.00
11-1232-000-0000-00000-0028 4220 SUPER CONTRACT SERV	3,400.00	141.23	.00	2,404.33	995.67
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	2,500.00	401.63	.00	1,813.41	686.59
11-1232-000-0000-00000-0028 5990 SUPER MISC. SUPPLIE	3,000.00	31.17	.00	3,242.47	-242.47

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ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1232-000-0000-00000-0028 5997 SUPER TECH SUPPLIES	.00	58.46	39.99	380.12	-420.11
11-1232-000-0000-00000-0028 6410 SUPER NEW EQUIP/FUR	500.00	193.42	.00	579.23	-79.23
11-1232-000-0000-00000-0028 6427 SUPER TECH EQUIPMEN	500.00	153.83	-6.15	1,616.66	-1,110.51
11-1232-000-0000-00000-0028 7410 SUPER DUES/CHAUFFEU	9,590.00	3,177.25	.00	10,538.95	-948.95
11-1232-000-0000-00000-0028 8220 SUPER PAYMT TO ANOT	2,600.00	.00	.00	2,457.68	142.32
11-1252-000-0000-00000-0028 1310 ACCT SALARY-ACCOUNT	145,374.20	11,067.28	.00	105,139.16	40,235.04
11-1252-000-0000-00000-0028 2820 ACCT EMPLOYEE RETIR	.00	2,769.82	.00	26,140.52	-26,140.52
11-1252-000-0000-00000-0028 2830 ACCT EMPLOYER SOCIA	.00	808.68	.00	7,212.41	-7,212.41
11-1252-000-0000-00000-0028 2920 ACCT CASH IN LIEU O	.00	146.42	.00	1,390.99	-1,390.99
11-1257-000-0000-00000-0028 3610 PRINT PRINTING/BIND	4,000.00	.00	.00	1,368.52	2,631.48
11-1259-000-0000-00000-0028 7210 BUSINESS INTEREST S	.00	.00	.00	.00	.00
11-1259-000-0000-00000-0028 7410 BUSINESS DUES/CHAUF	.00	.00	.00	1,166.13	-1,166.13
11-1259-000-0000-00000-0028 7610 BUSINESS TAXES ABAT	80,000.00	.00	.00	8,615.84	71,384.16
11-1289-000-0000-00000-0028 1590 TECH SALARY OTHER T	70,188.90	4,801.08	.00	48,956.91	21,231.99
11-1289-000-0000-00000-0028 2820 TECH EMPLOYEE RETIR	.00	1,248.50	.00	11,769.91	-11,769.91
11-1289-000-0000-00000-0028 2830 TECH EMPLOYER SOCIA	.00	337.19	.00	3,416.19	-3,416.19
11-1289-000-0000-00000-0028 2990 TECH SICK DAY REIMB	1,013.00	.00	.00	-37.50	1,050.50
11-1289-000-0000-00000-0028 3450 TECH SOFTWARE	2,000.00	.00	.00	1,020.00	980.00
11-1289-000-0000-00000-0028 4190 TECH TECH REPAIRS	50.00	.00	.00	.00	50.00
11-1289-000-0000-00000-0028 5997 TECH TECH SUPPLIES	700.00	75.70	.00	914.11	-214.11
11-1289-000-0000-00000-0028 6427 TECH TECH EQUIPMENT	2,000.00	.00	.00	2,502.61	-502.61
TOTAL DEPARTMENT - GENERAL ADMIN/BUSINESS	828,461.76	38,392.97	62.94	1,052,072.64	-223,673.82
11-1241-000-0000-02315-0029 1150 EL.PRIN SALARY SCH.	115,358.50	9,597.54	.00	91,162.23	24,196.27
11-1241-000-0000-02316-0029 1150 HS.PRIN SALARY SCH.	173,689.20	13,093.02	.00	124,383.69	49,305.51
11-1241-000-0000-07262-0029 1150 MS.PRIN SALARY SCH.	172,160.92	13,017.78	.00	123,668.91	48,492.01
11-1241-000-0000-02315-0029 1620 EL.PRIN SALARY-SECR	58,240.46	-2,609.68	.00	38,131.24	20,109.22
11-1241-000-0000-02316-0029 1620 HS.PRIN SALARY-SECR	41,366.00	-3,140.70	.00	24,030.75	17,335.25
11-1241-000-0000-07262-0029 1620 MS.PRIN SALARY-SECR	30,066.00	-425.80	.00	21,513.47	8,552.53
11-1241-000-0000-02315-0029 2130 EL.PRIN EMPLOYEE IN	37,476.16	25.00	.00	27,612.62	9,863.54
11-1241-000-0000-02316-0029 2130 HS.PRIN EMPLOYEE IN	17,294.98	-187.40	.00	13,477.40	3,817.58
11-1241-000-0000-07262-0029 2130 MS.PRIN EMPLOYEE IN	41,373.79	.00	.00	27,860.78	13,513.01
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	44,970.34	1,934.56	.00	33,484.82	11,485.52
11-1241-000-0000-02316-0029 2820 HS.PRIN EMPLOYEE RE	54,947.66	2,583.15	.00	37,671.27	17,276.39
11-1241-000-0000-07262-0029 2820 MS.PRIN EMPLOYEE RE	51,789.20	3,002.27	.00	36,126.85	15,662.35
11-1241-000-0000-02315-0029 2821 EL.PRIN RETIREMT ST	29,386.27	-5,345.36	.00	12,152.37	17,233.90
11-1241-000-0000-02316-0029 2821 HS.PRIN RETIREMT ST	25,922.88	-4,715.37	.00	14,970.88	10,952.00
11-1241-000-0000-07262-0029 2821 MS.PRIN RETIREMT ST	24,453.57	-4,448.10	.00	14,119.40	10,334.17
11-1241-000-0000-02315-0029 2830 EL.PRIN EMPLOYER SO	13,915.22	469.39	.00	9,534.14	4,381.08
11-1241-000-0000-02316-0029 2830 HS.PRIN EMPLOYER SO	17,511.55	657.32	.00	10,929.02	6,582.53
11-1241-000-0000-07262-0029 2830 MS.PRIN EMPLOYER SO	16,123.82	859.50	.00	10,660.18	5,463.64
11-1241-000-0000-02315-0029 2840 EL.PRIN WORKMANS CO	354.00	.00	.00	153.00	201.00
11-1241-000-0000-02316-0029 2840 HS.PRIN WORKMANS CO	354.00	.00	.00	153.00	201.00

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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	6,633.36	124.57	.00	5,482.08	1,151.28
11-1241-000-0000-02316-0029 2920 HS.PRIN CASH IN LIE	12,284.00	31.29	.00	8,297.02	3,986.98
11-1241-000-0000-07262-0029 2920 MS.PRIN CASH IN LIE	6,142.00	-456.77	.00	3,660.45	2,481.55
11-1241-000-0000-02315-0029 2990 EL.PRIN SICK DAY RE	1,688.00	.00	.00	.00	1,688.00
11-1241-000-0000-02316-0029 2990 HS.PRIN SICK DAY RE	1,650.00	.00	.00	.00	1,650.00
11-1241-000-0000-07262-0029 2990 MS.PRIN SICK DAY RE	2,400.00	.00	.00	.00	2,400.00
11-1241-000-0000-02315-0029 3220 EL.PRIN WKSHOPS/CON	.00	.00	.00	.00	.00
11-1241-000-0000-02316-0029 3220 HS.PRIN WKSHOPS/CON	500.00	.00	.00	.00	500.00
11-1241-000-0000-07262-0029 3220 MS.PRIN WKSHOPS/CON	.00	.00	.00	.00	.00
11-1241-000-0000-02315-0029 4120 EL.PRIN REPAIRS/MAI	.00	.00	.00	.00	.00
11-1241-000-0000-02316-0029 4120 HS.PRIN REPAIRS/MAI	.00	.00	.00	.00	.00
11-1241-000-0000-07262-0029 4120 MS.PRIN REPAIRS/MAI	.00	.00	.00	.00	.00
11-1241-000-0000-02315-0029 5910 EL.PRIN OFFICE SUPP	2,500.00	732.27	.00	3,256.95	-756.95
11-1241-000-0000-02316-0029 5910 HS.PRIN OFFICE SUPP	1,200.00	450.00	.00	1,416.69	-216.69
11-1241-000-0000-07262-0029 5910 MS.PRIN OFFICE SUPP	1,700.00	600.00	.00	2,183.78	-483.78
11-1241-000-0000-02315-0029 5990 EL.PRIN MISC. SUPPL	3,500.00	1,038.15	98.73	4,380.12	-978.85
11-1241-000-0000-02316-0029 5990 HS.PRIN MISC. SUPPL	1,000.00	.00	.00	305.76	694.24
11-1241-000-0000-07262-0029 5990 MS.PRIN MISC. SUPPL	1,000.00	103.59	.00	215.11	784.89
11-1241-000-0000-02315-0029 6410 EL.PRIN NEW EQUIP/F	300.00	.00	129.95	.00	170.05
11-1241-000-0000-02316-0029 6410 HS.PRIN NEW EQUIP/F	110.00	.00	.00	.00	110.00
11-1241-000-0000-07262-0029 6410 MS.PRIN NEW EQUIP/F	200.00	.00	.00	.00	200.00
11-1241-000-0000-02315-0029 7410 EL.PRIN DUES/CHAUFF	.00	.00	.00	400.00	-400.00
11-1241-000-0000-02316-0029 7410 HS.PRIN DUES/CHAUFF	.00	.00	.00	.00	.00
11-1241-000-0000-07262-0029 7410 MS.PRIN DUES/CHAUFF	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - SCHOOL ADMIN - PRINCIPAL	1,009,561.88	26,990.22	228.68	701,393.98	307,939.22
11-1351-000-0822-02315-0030 1630 EL.LATCH SALARY AID	27,690.45	2,820.19	.00	24,048.49	3,641.96
11-1351-000-0822-02315-0030 2820 EL.LATCH EMPLOYEE R	7,145.29	770.64	.00	6,582.89	562.40
11-1351-000-0822-02315-0030 2821 EL.LATCH RETIREMT S	3,148.53	-572.72	.00	1,975.80	1,172.73
11-1351-000-0822-02315-0030 2830 EL.LATCH EMPLOYER S	2,118.32	214.57	.00	1,832.39	285.93
11-1351-000-0822-02315-0030 5110 EL.LATCH TEACHING S	100.00	153.24	.00	666.08	-566.08
11-1391-000-0822-02315-0030 1160 EL.PARED SALARY SCH	32,105.20	1,150.20	.00	12,940.02	19,165.18
11-1391-000-0822-02315-0030 2820 EL.PARED EMPLOYEE R	7,950.49	297.92	.00	3,278.32	4,672.17
11-1391-000-0822-02315-0030 2821 EL.PARED RETIREMT S	3,673.28	-668.17	.00	2,152.11	1,521.17
11-1391-000-0822-02315-0030 2830 EL.PARED EMPLOYER S	2,379.55	83.89	.00	930.00	1,449.55
11-1391-000-0822-02315-0030 3220 EL.PARED WKSHOPS/CO	.00	.00	.00	1,494.00	-1,494.00
11-1391-000-0822-02315-0030 5110 EL.PARED TEACHING S	250.00	96.09	46.25	130.93	72.82
11-1391-000-0822-02315-0030 6410 EL.PARED NEW EQUIP/	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - COMMUNITY SERVICES	86,561.11	4,345.85	46.25	56,031.03	30,483.83
11-1261-000-0000-00000-0031 1170 OPER SALARY SUPVR-I	34,437.50	2,572.12	.00	24,435.14	10,002.36

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11-1261-000-0000-00000-0031 1550 OPER SALARY - MAINT	74,407.92	4,644.00	.00	58,221.60	16,186.32
11-1261-000-0000-00000-0031 1640 OPER SALARY CUSTODI	249,732.81	12,778.51	.00	172,122.31	77,610.50
11-1261-000-0000-00000-0031 1960 OPER OVERTIME OPERA	10,710.23	377.12	.00	6,109.42	4,600.81
11-1261-000-0000-00000-0031 2130 OPER EMPLOYEE INSUR	107,870.18	.00	.00	69,372.58	38,497.60
11-1261-000-0000-00000-0031 2820 OPER EMPLOYEE RETIR	94,386.59	5,403.98	.00	66,935.92	27,450.67
11-1261-000-0000-00000-0031 2821 OPER RETIREMT STUDE	43,554.64	-7,922.59	.00	25,274.21	18,280.43
11-1261-000-0000-00000-0031 2830 OPER EMPLOYER SOCIA	28,462.93	1,433.68	.00	18,544.28	9,918.65
11-1261-000-0000-00000-0031 2840 OPER WORKMANS COMPE	7,980.00	.00	.00	6,704.00	1,276.00
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	3,071.00	244.04	.00	2,318.38	752.62
11-1261-000-0000-00000-0031 2990 OPER SICK DAY REIMB	2,175.00	.00	.00	.00	2,175.00
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	10,050.00	854.90	.00	7,103.74	2,946.26
11-1261-000-0000-00000-0031 3830 OPER WATER AND SEWA	11,700.00	.00	.00	10,458.58	1,241.42
11-1261-000-0000-00000-0031 3840 OPER WASTE AND TRAS	3,465.00	.00	.00	8,929.06	-5,464.06
11-1261-000-0000-00000-0031 3910 OPER INSURANCE LIAB	56,849.25	58,173.00	.00	58,413.00	-1,563.75
11-1261-000-0000-00000-0031 3911 OPER BOILER INSURAN	4,240.91	4,246.00	.00	4,246.00	-5.09
11-1261-000-0000-00000-0031 4110 OPER FURN EQPT REPA	20,500.00	.00	.00	1,239.80	19,260.20
11-1261-000-0000-00000-0031 4120 OPER REPAIRS/MAINT	10,000.00	612.60	.00	14,933.88	-4,933.88
11-1261-000-0000-00000-0031 4220 OPER CONTRACT SERV	15,000.00	195.00	.00	38,848.61	-23,848.61
11-1261-000-0000-00000-0031 5510 OPER HEATING GAS	65,000.00	12,773.11	.00	50,623.76	14,376.24
11-1261-000-0000-00000-0031 5520 OPER ELECTRICITY	150,000.00	17,950.06	.00	105,120.64	44,879.36
11-1261-000-0000-00000-0031 5910 OPER OFFICE SUPPLIE	40.00	8.82	.00	1,323.27	-1,283.27
11-1261-000-0000-00000-0031 5980 OPER MAINTENANCE SU	15,000.00	199.47	.00	12,597.97	2,402.03
11-1261-000-0000-00000-0031 5981 OPER BOILER TREATME	.00	.00	.00	.00	.00
11-1261-000-0000-00000-0031 5990 OPER MISC. SUPPLIES	27,000.00	1,664.64	.00	22,921.45	4,078.55
11-1455-000-0000-00000-0031 6220 AQUIS FURN/EQUIP BL	110,000.00	.00	.00	39,186.48	70,813.52
11-1455-000-0000-00000-0031 6221 AQUIS FURN/EQUIP GR	15,000.00	.00	.00	54,933.51	-39,933.51
TOTAL DEPARTMENT - OPERATION-MAINTENANCE	1,170,633.96	116,208.46	.00	880,917.59	289,716.37
11-1391-000-0000-02316-0032 1160 PAC SALARY SCH. DIR	5,000.00	500.00	.00	3,544.80	1,455.20
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	1,278.00	127.80	.00	904.50	373.50
11-1391-000-0000-02316-0032 2821 PAC RETIREMT STUDEN	3,673.28	-668.17	.00	422.54	3,250.74
11-1391-000-0000-02316-0032 2830 PAC EMPLOYER SOCIAL	382.50	37.12	.00	257.03	125.47
11-1391-000-0000-02316-0032 2920 PAC CASH IN LIEU OF	.00	.00	.00	.00	.00
11-1391-000-0000-02316-0032 3110 PAC PURCHASED SERVI	.00	.00	.00	1,905.10	-1,905.10
11-1391-000-0000-02316-0032 5110 PAC TEACHING SUPPLY	200.00	.00	.00	249.68	-49.68
11-1391-000-0000-02316-0032 5990 PAC MISC. SUPPLIES/	150.00	.00	.00	.00	150.00
11-1391-000-0000-02316-0032 6410 PAC NEW EQUIP/FURN	3,900.00	.00	.00	.00	3,900.00
TOTAL DEPARTMENT - PAC	14,583.78	-3.25	.00	7,283.65	7,300.13
11-1271-000-0000-00000-0033 1170 TRANS SALARY SUPVR-	33,437.50	2,572.12	.00	24,435.14	9,002.36
11-1271-000-0000-00000-0033 1550 TRANS SALARY - MAIN	10,062.00	.00	.00	.00	10,062.00

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MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

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TOTALLED ON: FUND,DEPARTMENT
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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1271-000-0000-00000-0033 1610 TRANS SALARY VEHICL	132,046.03	14,817.39	.00	102,636.95	29,409.08
11-1271-000-0000-00000-0033 1611 TRANS SALARY-EXTRA	23,226.62	1,997.66	.00	14,939.56	8,287.06
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	4,677.83	630.39	.00	4,342.46	335.37
11-1271-000-0000-00000-0033 2130 TRANS EMPLOYEE INSU	771.96	.00	.00	552.09	219.87
11-1271-000-0000-00000-0033 2820 TRANS EMPLOYEE RETI	53,441.11	5,314.09	.00	38,369.56	15,071.55
11-1271-000-0000-00000-0033 2821 TRANS RETIREMT STUD	24,243.67	-4,409.92	.00	14,727.91	9,515.76
11-1271-000-0000-00000-0033 2830 TRANS EMPLOYER SOCI	15,970.98	1,521.54	.00	11,047.25	4,923.73
11-1271-000-0000-00000-0033 2840 TRANS WORKMANS COMP	2,232.00	.00	.00	1,579.00	653.00
11-1271-000-0000-00000-0033 2850 TRANS UNEMPLOYMENT	.00	.00	.00	.00	.00
11-1271-000-0000-00000-0033 2920 TRANS CASH IN LIEU	3,071.00	244.02	.00	2,318.19	752.81
11-1271-000-0000-00000-0033 2990 TRANS SICK DAY REIM	600.00	.00	.00	.00	600.00
11-1271-000-0000-00000-0033 3192 TRANS PHYSICALS	1,100.00	.00	.00	869.00	231.00
11-1271-000-0000-00000-0033 3220 TRANS WKSHOPS/CONF	.00	.00	.00	.00	.00
11-1271-000-0000-00000-0033 3930 TRANS TRANSPORTATIO	8,680.00	8,886.00	.00	8,886.00	-206.00
11-1271-000-0000-00000-0033 4130 TRANS BUS MECHANIC	18,000.00	1,680.00	.00	13,943.95	4,056.05
11-1271-000-0000-00000-0033 4230 TRANS CONTRACTED SE	896.00	.00	.00	2,218.13	-1,322.13
11-1271-000-0000-00000-0033 5710 TRANS GASOLINE, OIL	33,000.00	1,870.61	.00	24,718.39	8,281.61
11-1271-000-0000-00000-0033 5720 TRANS TIRES,TUBES A	2,505.00	37.95	.00	3,475.51	-970.51
11-1271-000-0000-00000-0033 5730 TRANS VEHICLE REPAI	32,000.00	511.65	.00	15,470.65	16,529.35
11-1271-000-0000-00000-0033 5910 TRANS OFFICE SUPPLI	200.00	.00	.00	137.39	62.61
11-1271-000-0000-00000-0033 5990 TRANS MISC. SUPPLIE	5,700.00	.00	.00	530.15	5,169.85
11-1271-000-0000-00000-0033 6410 TRANS NEW EQUIP/FUR	.00	.00	.00	3,730.01	-3,730.01
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	92,000.00	.00	73,500.00	.00	18,500.00
11-1271-000-0000-00000-0033 7410 TRANS DUES/CHAUFFEU	400.00	70.00	.00	2,708.00	-2,308.00
TOTAL DEPARTMENT - TRANSPORTATION	499,911.70	35,743.50	73,500.00	291,635.29	134,776.41
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	16,527,245.61	-308,806.27	84,804.67	10,883,857.43	5,558,583.51
TOTAL REPORT	16,527,245.61	-308,806.27	84,804.67	10,883,857.43	5,558,583.51

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FUND - 11 - GENERAL FUND

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28886	9101	04/16/18	1968 ADRIAN COLLEGE	3711	TUITION DUAL ENROLL	225.00
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5910	FIRE IN MY HEART, ICE IN	99.50
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	6410	HONEYWELL 1 HOUR FIRE SAF	193.42
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5110	600 PIECE BLACK COLORFUL	6.99
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5110	ABC MAGNETS IN TAKE ALONG	16.99
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5110	CRAYLOA WASHABLE PAINT, A	34.67
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5110	CREATIVITY STREET ROUND B	11.99
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5110	TOY BUBBLE BLASTER	11.95
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5210	NIGHT OF THE TWISTERS BY	71.28
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5990	10 MM 3/8" BLACK COIL BIN	11.38
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5990	ARCHIVAL DOCUMENT REPAIR	15.60
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5990	CREATIVE HOBBIES 4 PIECE	7.95
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5110	EXACT INDEX CARDSTOCK 8.5	18.24
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5990	GBL LAMINATING FILM, ROLL	184.22
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5990	LINECO SELF ADHESIVE LINE	21.99
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5990	MARSHMALLOW ROASTING STIC	31.98
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5990	TOMBOW MONO AQUA LIQUID G	3.19
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5990	XYRON 23675 ADHESIVE 2 IN	7.99
28887	9101	04/16/18	5575 AMAZON CAPITAL SERVICES I	5990	6MM (1/4") BLACK COIL BIN	14.05
			TOTAL CHECK			763.38
28888	9101	04/16/18	6870 AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	1.42
28888	9101	04/16/18	6870 AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	69.54
			TOTAL CHECK			70.96
28889	9101	04/16/18	18204 CAROLINA BIOLOGICAL SU	5121	ITEM #211377	228.00
28889	9101	04/16/18	18204 CAROLINA BIOLOGICAL SU	5121	PO 180041 S&H	31.23
			TOTAL CHECK			259.23
28890			16240 CDW GOVERNMENT, INC.		VOID: MULTI STUB CHECK	
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	TRIPP TRANSCEIVER	59.29
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	TRIPP TRANSCEIVER	59.29
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	TRIPP TRANSCEIVER	59.29
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	TRIPP TRANSCEIVER	4.38
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	1152417 - 25' AUDIO CABLE	72.88
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	3110348 - MICROSOFT KEYBO	62.87
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	5997	3139243 - PROJECTOR BULB	99.00
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	4751795 - EPSON PROJECTOR	649.00
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	4751795 - EPSON PROJECTOR	1,298.00
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	5997	2591149 - FLASH DRIVE	52.99
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	5997	2591149 - FLASH DRIVE	22.71
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	BATTERY	343.72
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	BATTERY	368.17
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	BATTERY	490.90
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	BATTERY	24.45
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	2355606 - EXCHANGE SERVER	7.74
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	2355606 - EXCHANGE SERVER	108.35
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	2355606 - EXCHANGE SERVER	116.09
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	2355606 - EXCHANGE SERVER	154.78
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	2670099 - SQL SERVER	11.73
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	2670099 - SQL SERVER	164.31
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	2670099 - SQL SERVER	176.05
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	2670099 - SQL SERVER	234.73
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4718923 - CORE SERVER DAT	29.74

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FUND - 11 - GENERAL FUND

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28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4718923 - CORE SERVER DAT	416.39
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4718923 - CORE SERVER DAT	446.13
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4718923 - CORE SERVER DAT	594.84
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4720893 - CORE SERVER STA	13.20
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4720893 - CORE SERVER STA	184.68
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4720893 - CORE SERVER STA	197.87
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4720893 - CORE SERVER STA	263.83
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4840200 MS EES M365 EDU A	174.34
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4840200 MS EES M365 EDU A	2,440.82
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4840200 MS EES M365 EDU A	2,615.17
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	3450	4840200 MS EES M365 EDU A	3,486.89
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	4010096 - DOCUMENT CAMERA	499.00
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	4751795 - EPSON PROJECTOR	649.00
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	107240 - UPS BATTERY	3.40
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	107240 - UPS BATTERY	47.49
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	107240 - UPS BATTERY	50.88
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	107240 - UPS BATTERY	67.84
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	1458743 - RARITAN KVM MOD	2.75
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	1458743 - RARITAN KVM MOD	38.54
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	1458743 - RARITAN KVM MOD	41.29
28891	9101	04/16/18	16240 CDW GOVERNMENT, INC.	6427	1458743 - RARITAN KVM MOD	55.06
TOTAL CHECK						16,959.87
28892	9101	04/16/18	18892 CENTER MEDICAL SUPPLY	5121	AAR6666 PENLIGHT HI INTE	1.59
28892	9101	04/16/18	18892 CENTER MEDICAL SUPPLY	5121	ADC396 TAPE MEASURE 60IN	12.20
28892	9101	04/16/18	18892 CENTER MEDICAL SUPPLY	5121	DUK1530IMC MASK BLUE PROC	5.50
28892	9101	04/16/18	18892 CENTER MEDICAL SUPPLY	5121	ESTIMATED SHIPPING/HANDLI	10.00
28892	9101	04/16/18	18892 CENTER MEDICAL SUPPLY	5121	KEN2600 COTTON BALLS PREP	2.22
TOTAL CHECK						31.51
28893	9101	04/16/18	22468 CONSUMERS ENERGY	5520	ELECTRIC	67.58
28893	9101	04/16/18	22468 CONSUMERS ENERGY	5520	ELECTRIC	27.67
TOTAL CHECK						95.25
28894	9101	04/16/18	35580 FRAME'S PEST CONTROL, INC	4220	MONTHLY PEST CONTROL	51.00
28895	9101	04/16/18	47396 IMPREST FUND	5910	CO POSTAGE	400.00
28895	9101	04/16/18	47396 IMPREST FUND	5910	EL POSTAGE	705.00
28895	9101	04/16/18	47396 IMPREST FUND	5110	HOBBY LOBBY LHOOKER	296.91
28895	9101	04/16/18	47396 IMPREST FUND	5110	HOBBY LOBBY LHOOKER	253.73
28895	9101	04/16/18	47396 IMPREST FUND	5910	HS COUN POSTAGE	100.00
28895	9101	04/16/18	47396 IMPREST FUND	5910	HS POSTAGE	450.00
28895	9101	04/16/18	47396 IMPREST FUND	3220	LCEF ANNUAL MTG	120.00
28895	9101	04/16/18	47396 IMPREST FUND	3220	MASB RUBEN VILLEGAS	90.00
28895	9101	04/16/18	47396 IMPREST FUND	5910	MS POSTAGE	600.00
28895	9101	04/16/18	47396 IMPREST FUND	6450	MSBOA	270.00
28895	9101	04/16/18	47396 IMPREST FUND	3220	RROWE CONFERENCE	158.60
TOTAL CHECK						3,444.24
28896	9101	04/16/18	71668 J W PEPPER OF DETROIT	5110	ALTERNATE TIME NUMBER 104	58.00
28896	9101	04/16/18	71668 J W PEPPER OF DETROIT	5110	COUNT ON ME 10309966 THRE	58.50
28896	9101	04/16/18	71668 J W PEPPER OF DETROIT	5110	ESTIMATED SHIPPING/HANDLI	14.99
28896	9101	04/16/18	71668 J W PEPPER OF DETROIT	5110	LULLABY SAB NUMBER 191353	64.50
TOTAL CHECK						195.99
28897	9101	04/16/18	55432 LENAWEE INTERMEDIATE SCHO	3711	JC/LISD 17.18	38,464.20

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FUND - 11 - GENERAL FUND

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28897	9101	04/16/18	55432 LENAWE INTERMEDIATE SCHO	3110	BLACKBOARD 17.18	820.00
28897	9101	04/16/18	55432 LENAWE INTERMEDIATE SCHO	3110	BLACKBOARD 17.18	820.00
28897	9101	04/16/18	55432 LENAWE INTERMEDIATE SCHO	3110	BLACKBOARD 17.18	820.00
28897	9101	04/16/18	55432 LENAWE INTERMEDIATE SCHO	3120	CPI ABBY MILLER	50.00
28897	9101	04/16/18	55432 LENAWE INTERMEDIATE SCHO	3221	CPI CHRIS LOBKOVICH	35.00
28897	9101	04/16/18	55432 LENAWE INTERMEDIATE SCHO	3120	CPI ERIC FREDERICK	35.00
28897	9101	04/16/18	55432 LENAWE INTERMEDIATE SCHO	4220	ASL INSTRUCTION	4,272.02
28897	9101	04/16/18	55432 LENAWE INTERMEDIATE SCHO	4130	BUS 2 3 7 8 9 11	1,680.00
28897	9101	04/16/18	55432 LENAWE INTERMEDIATE SCHO	5730	BUS 2 3 7 8 9 11	19.05
28897	9101	04/16/18	55432 LENAWE INTERMEDIATE SCHO	5730	BUS 2 3 7 8 9 11	380.86
		TOTAL CHECK				47,396.13
28898	9101	04/16/18	2648 MEDCO SUPPLY COMPANY	5990	081595909 CRAMER HEEL & L	17.62
28898	9101	04/16/18	2648 MEDCO SUPPLY COMPANY	5990	081613959 CRAMER 950 POR	84.98
28898	9101	04/16/18	2648 MEDCO SUPPLY COMPANY	5990	081697382 BIOFREEZE PROF	22.56
		TOTAL CHECK				125.16
28899	9101	04/16/18	57355 MICHIGAN SIGNAL, INC.	4120	SIGNAL PANEL	612.60
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	5990	STAPLES	80.00
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	U3867 K WING COPIER	254.87
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	U3867 K WING COPIER	5.20
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 ELEM COPIER	11.38
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 ELEM COPIER	557.38
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS COPIER	130.80
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS COPIER	2.67
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO COPIER	2.89
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO COPIER	3.13
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO COPIER	3.33
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO COPIER	.13
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO COPIER	15.91
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO COPIER	23.18
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO COPIER	118.05
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8788 ELEM COPIER	410.71
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8788 ELEM COPIER	8.38
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8850 HS COPIES	7.77
28900	9101	04/16/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8850 HS COPIES	380.51
		TOTAL CHECK				2,016.29
28901	9101	04/16/18	65993 MUNETRIX	7410	PREMIUM EDITION RENEW	2,167.25
28902	9101	04/16/18	94650 NICHOLS	5990	TOWEL ROLLS, VAC BAGS	1,031.39
28903	9101	04/16/18	72336 PERRY PRO TECH	4220	I1825 I1826 MS COPY	8.05
28903	9101	04/16/18	72336 PERRY PRO TECH	4220	I1825 I1826 MS COPY	394.25
28903	9101	04/16/18	72336 PERRY PRO TECH	5990	STAPLES	103.59
		TOTAL CHECK				505.89
28904	9101	04/16/18	72652 PETTY CASH	7410	NOTARY- L HEDY	10.00
28904	9101	04/16/18	72652 PETTY CASH	5910	POSTAGE	6.70
28904	9101	04/16/18	72652 PETTY CASH	5910	POSTAGE	8.75
28904	9101	04/16/18	72652 PETTY CASH	5910	POSTAGE FOR TAXES	1.63
		TOTAL CHECK				27.08
28905	9101	04/16/18	68790 PRESIDIO NETWORKED SOLUTI	6427	DELL LATITUDE 3380 LAPTOP	13,950.00

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MADISON SCHOOL DISTRICT
CHECK REGISTER

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FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
28906	9101	04/16/18	74283 PUBLIC FINANCIAL MANAGEME	7410	2017 ANNUAL DISCLOSUR	1,000.00
28907	9101	04/16/18	74940 QUILL CORPORATION	5990	901-886716STP DIVERSITY P	58.46
28907	9101	04/16/18	74940 QUILL CORPORATION	5997	901-886716STP DIVERSITY P	58.46
28907	9101	04/16/18	74940 QUILL CORPORATION	5910	PC1500 REMC ITEM NUMBER	13.23
28907	9101	04/16/18	74940 QUILL CORPORATION	5910	PC1500 REMC ITEM NUMBER 1	8.82
28907	9101	04/16/18	74940 QUILL CORPORATION	5910	PC2400 REMC ITEM NUMBER 1	14.04
28907	9101	04/16/18	74940 QUILL CORPORATION	5110	DURACELL® PROCELL ALKALIN	8.82
28907	9101	04/16/18	74940 QUILL CORPORATION	5110	DURACELL® PROCELL ALKALIN	4.68
	TOTAL CHECK					166.51
28908	9101	04/16/18	77905 S.R. WIERCKZ	3190	APRIL UNEMPLOY.	240.00
28909	9101	04/16/18	78064 SAFETY SYSTEMS INC	4220	SERVICE ON CODE	72.00
28909	9101	04/16/18	78064 SAFETY SYSTEMS INC	4220	SERVICE CODE	72.00
	TOTAL CHECK					144.00
28910	9101	04/16/18	80193 SCHOOL NURSE SUPPLY INC	5990	50216 PRECISION NITRILE	33.96
28910	9101	04/16/18	80193 SCHOOL NURSE SUPPLY INC	5990	66115 SPENCO 2ND SKIN NO	34.50
28910	9101	04/16/18	80193 SCHOOL NURSE SUPPLY INC	5990	ESTIMATED SHIPPING/HANDLI	9.25
	TOTAL CHECK					77.71
28911	9101	04/16/18	80181 SCHOOL SPECIALTY	5121	084889 FOLDER 2PKT W/FAST	4.87
28911	9101	04/16/18	80181 SCHOOL SPECIALTY	5121	084890 FOLDER 2PKT W/FAST	4.87
28911	9101	04/16/18	80181 SCHOOL SPECIALTY	5121	084892 FOLDER 2PKT W/FAS	4.87
28911	9101	04/16/18	80181 SCHOOL SPECIALTY	5121	084902 FOLDER 2PKT W/FAS	4.87
28911	9101	04/16/18	80181 SCHOOL SPECIALTY	5121	ESTIMATED SHIPPING/HANDLI	9.95
	TOTAL CHECK					29.43
28912	9101	04/16/18	81745 SEHI COMPUTER PRODUCTS	9134	171177 HP TONER 80X, BLA	131.39
28912	9101	04/16/18	81745 SEHI COMPUTER PRODUCTS	9134	ESTIMATED SHIPPING/HANDLI	6.00
28912	9101	04/16/18	81745 SEHI COMPUTER PRODUCTS	5997	171140 HP TONER 64X BLACK	365.69
28912	9101	04/16/18	81745 SEHI COMPUTER PRODUCTS	5997	ESTIMATED SHIPPING/HANDLI	6.00
28912	9101	04/16/18	81745 SEHI COMPUTER PRODUCTS	6427	SWITCH	839.70
28912	9101	04/16/18	81745 SEHI COMPUTER PRODUCTS	6427	SWITCH	55.98
28912	9101	04/16/18	81745 SEHI COMPUTER PRODUCTS	6427	SWITCH	1,119.60
28912	9101	04/16/18	81745 SEHI COMPUTER PRODUCTS	6427	SWITCH	783.72
	TOTAL CHECK					3,308.08
28913	9101	04/16/18	82601 SHRADER TIRE & OIL	5720	NEW TIRE VALVE STEM	37.95
28914	9101	04/16/18	82982 SILVERBACK SUPPLY	5990	BATH TISSUE	633.25
28915	9101	04/16/18	86104 STRATOS MICROSYSTEMS	4190	LAPTOP REPAIR ML13278	77.97
28915	9101	04/16/18	86104 STRATOS MICROSYSTEMS	4190	LAPTOP REPAIR ML13286	77.97
28915	9101	04/16/18	86104 STRATOS MICROSYSTEMS	4190	LAPTOP REPAIR HL15190	72.93
28915	9101	04/16/18	86104 STRATOS MICROSYSTEMS	4190	LAPTOP REPAIR EL14194	72.93
28915	9101	04/16/18	86104 STRATOS MICROSYSTEMS	4190	LAPTOP REPAIR ML15220	72.93
	TOTAL CHECK					374.73
28916	9101	04/16/18	87489 TABITHA ERPELDING	7410	LICENSE RENEWAL	70.00
28917	9101	04/16/18	87772 TEACHER'S DISCOVERY	5210	DON QUIJOTE EL ULTIMO CAB	161.40
28917	9101	04/16/18	87772 TEACHER'S DISCOVERY	5210	ESTIMATED SHIPPING/HANDLI	16.14
	TOTAL CHECK					177.54

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MADISON SCHOOL DISTRICT
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FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
28918	9101	04/16/18	89052 THRUN LAW FIRM, P.C.	3170	LEGAL SERVICES	49.00
28919	9101	04/16/18	90470 TRANSPORTATION ACCESSORIE	5730	CIRCUIT BREAKERS	111.74
28920	9101	04/16/18	91183 UNDERWOOD DISTRIBUTING	5110	TI NSPIRE CX EZ SPOT YELL	4,125.00
TOTAL FUND						100,473.16
TOTAL REPORT						100,473.16

**Superintendent's Report
April 16, 2018**

I. LISD Budget Review and Legislative Breakfast (Information Items)

Julie and I have RSVP'd to attend the LISD Budget Review Thursday, April 19, 2017 at the LISD TECH Center. The meeting starts at 6:00 p.m.

The LCASB Legislative Breakfast is scheduled for Monday, May 18, 7:30 - 9:00 a.m. The breakfast will be held at Morenci High School (788 Coomer St., Morenci). Please feel free to join me for this event. If you would like to attend and/or if you have any questions for the Legislators, please notify Laurie or myself as soon as possible.

II. Spring Athletics – District-Sponsored Trips (Action Item)

In accordance with Madison Board Policy 2340 – Field and Other District-Sponsored Trips, the following trips are planned for students at Madison and require Board approval:

Boys Golf

MHSAA State Meet occurring Thursday, June 7 – Saturday, June 9 in Lansing, Michigan.

Boys and Girls Track

Team State Track Meet occurring Friday, May 25 – Saturday, May 26 in Clare (accommodations in Mount Pleasant).

Individual State Meet occurring Friday, June 1 – Saturday, June 2 in Comstock Park (accommodations in Grandville).

I recommend the Board approve these District-sponsored trips.

III. School of Choice (SOC) for 2018-19 (Action Item)

The Board is asked at this time each year to approve SOC openings per grade level for the upcoming school year. Based on current and projected student counts I recommend the Board approve SOC for 2018-19 as follows:

K-6th grade: (Limited) Minimum 2
7-12 grade: (Unlimited)

IV. Second Reading – NEOLA Procurement Policies (Action Item)

Last month you had an opportunity to conduct a first reading of modifications and updates to the NEOLA policies. This month you have an opportunity to again consider the proposed changes and updates to policies. Unless you have questions I can help clarify, I recommend the Board adopt the policies as presented.

V. First Reading – NEOLA Policies (Information Item)

This month you have an opportunity to conduct a first reading of modifications to the semi-annual regular updates to various NEOLA policies. Please review and consider the proposed changes questions or comments you may have. A second reading and consideration for adoption will occur at the May 21st Board of Education meeting.

VI. FMLA/Disability/Maternity Leave – Tricia Merritt (Action Item)

Tricia Merritt has requested an FMLA/Disability/maternity Leave for the dates of August 10 through October 23, 2018. Tricia communicated an expected delivery date of August 10, 2018. She plans to use 30 sick days throughout her absence and 4 weeks unpaid with a return date of October 23rd. I recommend the Board approve this FMLA/Disability leave request.

2017-18	July &Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Revenue								
Breakfast	\$0.00	\$585.00	\$1,212.27	\$929.05	\$445.65	\$1,151.15	\$744.15	\$840.70
Lunch & Ala Cart	\$30.55	\$11,887.80	\$13,396.72	\$5,511.96	\$7,965.55	\$12,467.26	\$11,025.24	\$12,266.38
Juice Machine	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest & Rebates	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lunch & Breakfast								
Reimb	\$15,248.00	\$62,525.67	\$71,319.74	\$76,329.43	\$43,291.08	\$63,228.09	\$56,507.97	\$66,685.74
Total	\$15,278.55	\$74,998.47	\$85,928.73	\$82,770.44	\$51,702.28	\$76,846.50	\$68,277.36	\$79,792.82
Expenses								
Payroll	\$6,498.41	\$11,979.92	\$17,603.29	\$18,195.49	\$24,207.06	\$14,053.10	\$14,053.10	\$11,979.92
Retirement	\$1,376.59	\$2,717.37	\$3,545.14	\$4,060.23	\$5,741.98	\$3,318.01	\$3,318.98	\$2,717.37
F.I.C.A.	\$497.13	\$916.46	\$1,346.65	\$1,307.21	\$1,851.84	\$1,075.06	\$1,075.06	\$1,346.65
Aids	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00
Food	\$8,620.23	\$19,654.74	\$48,260.49	\$45,005.54	\$39,247.99	\$24,271.53	\$38,711.13	\$38,938.74
Uniforms	\$1,355.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment/ Capital								
outlay	\$14,785.70	\$0.00	\$116.70	\$502.33	\$42.00	\$159.00	\$0.00	\$0.00
Supplies	\$1,511.87	\$3,242.52	\$4,527.71	\$5,133.37	\$4,030.37	\$1,895.03	\$3,781.22	\$2,833.15
Sales Tax	\$21.02	\$0.00	\$0.00	\$0.00	\$15.24	\$0.00	\$5.12	\$6.50
Repairs	\$371.00	\$436.69	\$1,024.00	\$0.00	\$157.65	\$4,319.00	\$0.00	\$0.00
Misc./Dues/Fees/Indirect	\$658.37	\$99.65	\$201.17	\$0.00	\$35.75	\$225.15	\$114.85	\$0.00
Juice	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$39,985.32	\$43,337.35	\$80,915.15	\$78,494.17	\$79,619.88	\$53,605.88	\$65,349.46	\$62,112.33
Monthly Loss/ Gain	(\$24,706.77)	\$31,661.12	\$5,013.58	\$4,276.27	(\$27,917.60)	\$23,240.62	\$2,927.90	\$17,680.49
Year To Date	(\$24,706.77)	\$6,954.35	\$11,967.93	\$16,244.20	(\$11,673.40)	\$11,567.22	\$14,495.12	\$32,175.61

REVISED POLICY - VOL. 30, NO. 2

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 applicable statutes, regulations and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives: ~~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.~~

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

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The District shall:

- A. comply with Federal statutes, regulations, and the terms and conditions of the Federal awards;
- A.B. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award;
- B.C. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- C.D. take reasonable measures to safeguard protected "personally identifiable information" ("PII") 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.

PII is defined at 2 C.F.R. 200.79 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. "

However, the definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

2 C.F.R. 200.61-.62
2 C.F.R. 200.79
2 C.F.R. 200.203303

Suggested resources:

- A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;
- B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. "Compliance Supplement" issued by the U.S. Office of Management and Budget; and
- D. Internal control guidance issued by the U.S. Department of Education.

NEW POLICY - VOL. 30, NO. 2

CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payments methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the Michigan Department of Education (MDE) (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant funds payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.

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- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments will be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The District receives less than \$120,000 in Federal awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.

- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number ("PAN") if the payment originated from PMS, or Agency information if the payment originated from Automated Standard Application for Payment ("ASAP"), National Science Foundation ("NSF") or another Federal agency payment system.

Applicable Laws, Regulations, and Guidance:
2 C.F.R. 200.305

NEW POLICY - VOL. 30, NO. 2

COST PRINCIPLES - SPENDING FEDERAL FUNDS

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 all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and

5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

- a. the cost is needed for the proper and efficient performance of the grant program;
- b. the cost is identified in the approved budget or application;
- c. there is an educational benefit associated with the cost;
- d. the cost aligns with identified needs based on results and findings from a needs assessment;
- e. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

- B. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Public utility services - when the District receives the services.
- E. Travel - when the travel is taken.
- F. Rental of property - when the District uses the property.
- G. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is approved, unless an agreement exists with MDE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458
2 C.F.R 200.474(b)

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NEW POLICY - VOL. 30, NO. 2

TIME AND EFFORT REPORTING

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 C.F.R. 200.431 Compensation—fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- A. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
- B. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

Time and Effort Reports

The reports:

- A. are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. are incorporated into the official records of the District;

- C. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
- D. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
- E. comply with the District's established accounting policies and practices;
- F. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The Payroll Office is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data will be made available only to authorized auditors.

Reconciliations

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

Applicable Laws, Regulations, and Guidance:
2 C.F.R. 200.430, 200.431

REVISED POLICY - VOL. 30, NO. 2

DISPOSITION OF SURPLUS PROPERTY

The Board of Education requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria ~~will~~^{may} be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria ~~will~~^{may} be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining

3. obsolete and no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. ~~Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.~~

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses.

The District may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

2 C.F.R. 200.312, 200.313

MEMBERSHIP

0141 **Number**

The Board of Education shall consist of 7 members.

M.C.L. 380.11a

0141.1 **Student-Body Representatives**

The Board shall have ____ representative(s) from the high school student-body selected by

() the Board.

() the Superintendent.

() the Student Council.

[] Each representative shall be allowed to participate in all Board discussions and attend committee meetings to which they may be assigned or invited. The student-body representative(s) shall not be allowed to vote or participate in closed sessions.

[] The Superintendent shall arrange for a place on the agenda at which time the student-body representative(s) shall provide the Board with items of concern and/or interest to the student-body.

[] The Superintendent shall approve any such items to be presented to the Board in its agenda.

[] The student-body representative(s) shall be responsible for communicating Board questions or decisions pertaining to students to the student councils authorized by Policy 5820.

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0142 **Election/Appointment**

0142.1 **Electoral Process**

The number of members of the Board shall remain the same as before July 1, 1996 unless changed by the School electors at a regular or special School election. A ballot question for changing the number of Board members may be placed on the ballot by action of the Board or by petition submitted by School electors as provided under Michigan election law (M.C.L. 168.301 to 168.315).

Members of the Board shall be elected in the November even year general election (the first Tuesday after the first Monday) in a manner that is consistent with State law.

A special election may be called by the Board as provided under Michigan election law (M.C.L. 168.301 to 168.315).

M.C.L. 168.301 et seq.

0142.2 **Qualifications**

An individual is eligible for election as a School Board member if the individual is a citizen of the United States and is a qualified and registered elector of the School District by the filing deadline.

M.C.L. 168.302

0142.3 **Term**

Members of the Board shall be elected by the School electors for terms of ~~(1) four (4) years~~ or ☒ six (6) years.

At each regular School election, members of the Board shall be elected to fill the positions of those whose terms will expire. A term of office begins as provided by law (M.C.L. 168.302) and continues until a successor is elected and qualified.

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At least one (1) School Board member for a School District shall be elected at each of the School District's regular elections. A School Board member's term of office begins January 1st, immediately following the November election.

M.C.L. 168.301 et seq.

0142.4

Oath

Each newly-elected Board member shall file an acceptance of office as well as an affidavit of eligibility within ten (10) days after receiving a certificate of election and shall take an oath of office as prescribed by the Constitution of Michigan.

[] A ceremonial oath of office may be administered at the Organizational Meeting and may be administered by:

- () any Board member
- () the past President of the Board
- () the past Secretary of the Board
- () the Superintendent
- () a notary public

M.C.L. 168.309, 168.310

0142.5 Vacancies

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being adjudicated insane or being found to be mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an official bond required by law
- G. the failure of the District to elect a successor at the annual school meeting or election
- H. the incumbent's ceasing to possess the legal qualifications for holding office
- I. the incumbent's residence being removed from the School District

If less than a majority of the offices of the District becomes vacant, the remaining members of the Board shall fill the vacancy immediately.

If the vacancy is not filled within thirty (30) days after it occurs, the Board of the Intermediate School District shall fill the vacancy by appointment.

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A person elected or appointed to fill a vacancy on the Board shall file an acceptance of office and shall hold office until the next regular school election.

M.C.L. 168.310, 168.311

Filling a Board Vacancy

If the majority of the Board is still seated, the vacancy shall be filled by the Board using the following procedure:

- (✓) The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- (✓) All applicants are to submit a notice of their interest, in writing, to the SUPERINTENDENT.
- (✓) The Board shall interview all interested candidates to ascertain their qualifications, *UNLESS, IN THE OPINION OF THE BOARD, INTERVIEWS ARE UNNECESSARY.*
- (✓) Appointment by the Board to fill a vacancy shall be by majority vote of the full Board.

0142.6

Recall

Any member of the Board may be recalled pursuant to M.C.L. 168.951 et seq.

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0142.7 **Orientation**

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. Accordingly, the Board shall give to each new Board member

~~() no later than his/her first regular meeting as a Board member~~

for his/her use and possession during the term on the Board the following items:

- (✓) a copy of the Board policy manual
- (✓) a copy of each current negotiated agreement
- () ~~the current budget statement, audit report, and related fiscal materials~~

(Other Materials) _____

[] ~~The Board will provide and maintain a library of publications and reference materials for the use of Board members.~~

(✓) Each new Board member shall be invited to meet with:

~~() the Board President~~

(✓) the Superintendent

~~() the Business Manager~~

to discuss Board functions, policies, and procedures.

(✓) The Board shall encourage the attendance of each new Board member at orientation and training meetings.

0143

Authority

Individual members of the Board do not possess the powers that reside in the Board of Education. The Board speaks through its minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members elected to and serving on the Board. M.C.L. 380.1201

~~[] No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.~~

Access to District personnel records shall be subject to the following rules:

- A. Examination of school employee personnel records by the Board of Education shall be conducted in accordance with the Open Meetings Act.
- B. Personnel records shall, in their entirety, be returned to the custody of the Superintendent at the conclusion of the Board meeting.
- C. Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members in fulfilling their legal responsibilities in making decisions in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, and dismissal or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.

0143.1 **Public Expression of Board Members**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters:

- A. to local media;
- B. to local officials and/or State officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
 - 1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 - 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 - 3. routine "thank you" letters of the Board
 - 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 - 5. personal statements not intended for publication

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~~B. Copies of this bylaw shall be sent annually to local media by the Board President.~~

0144 **Operations**

0144.1 **Compensation**

Board members shall receive ~~not more than \$30 per meeting up to a total of not more than fifty-two (52) meetings (including committee meetings)~~ as compensation for their services. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered. *at 400.00 PER YEAR, EXCEPT FOR THE PRESIDENT WHO SHALL RECEIVE A \$500.00*

M.C.L. 380.11a, 380.1254

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

☒ Expenses will be reimbursed only for activities authorized by the Board.

☒ Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.

☐ Attendance at Board-approved conferences should be at the location closest to the District.

☒ When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed, *with* ~~The maximum reimbursable expenses are as follows:~~ *per*

~~Housing - \$_____ per night~~ *APPROX.*

~~Meals~~

~~Breakfast - \$_____~~

~~Lunch - \$_____~~

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Dinner - \$ _____

Telephone expenses will be reimbursed to a maximum of \$ _____ per fiscal year.

- ☐ Purchase of any printed or other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$ _____.

☒ When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.

☒ No entertainment expenses or purchases of alcoholic beverages are reimbursable.

A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

Board members may use District credit or debit cards only in accordance with Board Policy 6423 and the accompanying administrative guidelines.

0144.2 **Board Member Ethics**

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;
- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

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- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

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.

“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.

- 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.

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.

- 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.

[SELECT ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]

OPTION #1

- ☐ 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

OPTION #2

- ☒ 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. A Board member may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve 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 \$- or less. **[PICK ONE (1) OF THE TWO (2) SUB-OPTIONS]** **[END OF OPTIONS]**

- ☐ \$ _____

OR

IN ACCORDANCE WITH
MCL
380.634

~~()~~ 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.]**

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Board members must disclose any potential conflict of interest which may lead to a violation of this policy to the full Board.



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

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

M.C.L. 15.183, 15.323, 380.1203

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

0145 **Discriminatory Harassment**

The Board of Education's intent is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to maintaining an environment free of harassment and intimidation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

The harassment of a student, staff member, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any person who is found to have violated this policy will be subject to discipline in accordance with law.

M.C.L. 380.1300a.

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CONFLICT OF INTEREST

Staff members, officers, and agents 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's Board members, employees, officers, and agents 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 which apply to all District employees, officers and agents, including members of the Board to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, and agents.

1. No employee, officer, or agent shall engage in or have a financial or other 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, officer, or agent 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.

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

The staff member, officer, or agent shall disclose the direct 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 staff member, officer, or agent shall make the disclosure in one (1) 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, officer, or agent must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
4. Employees, officers, and agents 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 or professional relationship 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, officer's, or agent's employment or professional relationship with the District through his/her access to School District records
 - 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, officer, or agent or any business or professional practitioner with whom any employee, officer, or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- 5. Employees, officers, and agents 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.

- C. Employees, officers, and agents can ~~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, officer, or agent, 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.

SELECT OPTION #1 OR OPTION #2

OPTION #1

- ☐ Employees, officers, and agents can not ~~No employee may~~ solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, ~~involved with Federal grant funds~~

OR

OPTION #2

- ☒ Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. Employees, officers, and agents may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$_____ or less. [END OF OPTIONS], 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 \$_____ or less. [END OF OPTIONAL LANGUAGE]

IN ACCORDANCE
WITH
MCL
380.634

~~[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.]~~

D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]

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

2 C.F.R. 200.112, 200.113, 200.318
M.C.L. 380.634, 380.1805(1)

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NEW POLICY - VOL. 30, NO. 2

PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration 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 the District's documented general purchasing Policy 6320 and AG 6320A.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;
- E. specification of only a "brand name" product instead of allowing for an "*or equal*" product to be offered and describing the performance or other relevant requirements of the procurement; and
- F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

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To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list, _____ ~~[insert frequency, see Drafting Note]~~.

[Drafting Note: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]

Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

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The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

() ~~Micro-purchases~~

~~Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$ _____ **[not to exceed \$3,500]**. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.~~

() ~~Small Purchases~~

~~Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$ _____. Small purchase procedures require that price or rate quotations shall be obtained from () _____ () an adequate number of qualified sources.~~

(4) Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from ~~()~~ ~~()~~ an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

(4) Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. **[Drafting Note: Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$150,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Michigan law stipulates a threshold for which sealed bids are required. (See Policy 6320.)]**

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an ~~()~~ ~~_____~~ ~~()~~ adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.

4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

(4) Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with 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.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Applicable laws and regulations:
2 C.F.R. 200.317 - .326

REVISED POLICY - VOL. 30, NO. 2**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 (X) in accordance with ~~(1) 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.

- [] Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

- [] Temporary dependent care costs (as dependent is defined in 26 U.S.C. 152) above and beyond regular dependent care that directly results from travel to conferences are allowable provided that (1) the costs are a direct result of the individual's travel for the Federal award; (2) the costs are consistent with the District's documented administrative guidelines for all entity travel; and (3) are only temporary during the travel period. Travel costs for dependents are unallowable, except for travel of a duration of six (6) months or more with prior approval of the Federal awarding agency.

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. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6114.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under Federal awards.

2 C.F.R. 200.474

BOARD OF EDUCATION

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REVISED POLICY - VOL. 30, NO. 2

DISPOSITION OF REAL PROPERTY

The Board of Education believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy 7310 - Disposition of Surplus Property.

() All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

() Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.

X All property considered for (sale) disposition

X may

() shall

be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

() All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

X The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent ~~and the Board Finance Committee~~. The Board shall give final approval of all contracts.

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- ✕ In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
- ✕ Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
- ✕ Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

M.C.L. 380.1260
2 C.F.R. 200.78, 200.85

BOARD OF EDUCATION
SCHOOL DISTRICT

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REVISED POLICY - VOL. 30, NO. 2

PROPERTY INVENTORY

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall

- ☒ conduct a complete inventory
- ☒ maintain a continuous inventory

of all District-owned equipment

- ☒ and supplies
 - ☒ annually.
 - ☒ every _____ years. [specify number]
 - ☒ at such intervals as will coincide with property insurance renewal.
- ☒ and Generally Accepted Accounting Principles ("G.A.A.P.") reporting requirements.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$ 5,000

- ☐ to replace
- ☒ as a single unit

and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$ 5,000. **[The Federal threshold for a supply designation is \$5,000 regardless of length of useful life, however, the District may set an early acquisition cost level for designation as supply.]**

BOARD OF EDUCATION
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It shall be the duty of the

- ☒ Superintendent
- ☐ Business Manager
- ☐ _____

to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

- ☐ Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.
- ☐ Property records of consumable supplies shall be maintained on a continuous inventory basis.
- ☐ The _____ shall maintain a system of property records which shall show, as appropriate to the item recorded, the
 - ☐ description and identification,
 - ☐ manufacturer,
 - ☐ year of purchase,
 - ☐ initial cost,
 - ☐ location,
 - ☐ condition and depreciation,
 - ☐ evaluation in conformity with insurance requirements.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310, and AG 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.

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SCHOOL DISTRICT

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REVISED POLICY - VOL. 31, NO. 2

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 Board 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. 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. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

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's school meal pattern requirements 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 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). 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).

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

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

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

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

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The operation and supervision of the food-service program shall be the responsibility of the Food Service Director and the SUPERINTENDENT. 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 Food Service Director. 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. ~~Bad debt incurred through the inability to collect lunch payment from~~

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

[] Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA for the total amount of the bad debt. The funds may come from the district general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

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 of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;

- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

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 and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA 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.

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. 1758, 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

REVISED POLICY - VOL. 30, NO. 2

CONFLICT OF INTEREST

Staff members, officers, and agents 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's Board members, employees, officers, and agents 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 which apply to all District employees, officers and agents, including members of the Board to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, and agents.

1. No employee, officer, or agent shall engage in or have a financial or other 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, officer, or agent 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.

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

The staff member, officer, or agent shall disclose the direct 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 staff member, officer, or agent shall make the disclosure in one (1) 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, officer, or agent must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.

4. Employees, officers, and agents 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 or professional relationship 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, officer's, or agent's employment or professional relationship with the District through his/her access to School District records
 - 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, officer, agent, or any business or professional practitioner with whom any employee, officer, or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- 5. Employees, officers, and agents 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, officer's or agent's supervisor and will be disclosed to the Superintendent before entering into any private relationship.

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
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- C. Employees, officers, and agents can ~~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, officer, or agent, 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.

SELECT OPTION #1 OR OPTION #2

OPTION #1

- ☐ Employees, officers, and agents can not ~~No employee may~~ solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, ~~involved with Federal grant funds~~

OR

OPTION #2

- ☒ Employees, officers, and agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. Employees, officers, and agents may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ _____ or less. **[END OF OPTIONS]**, ~~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 \$ _____ or less.~~ **[END OF OPTIONAL LANGUAGE]**

*In Accordance
with
Mel
380 634*

~~[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.]~~

D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]

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

2 C.F.R. 200.112, 200.113, 200.318
M.C.L. 380.634, 380.1805(1)

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REVISED POLICY - VOL. 30, NO. 2

CONFLICT OF INTEREST

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

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- a. the provision of any private lessons or services for a fee

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- b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, or agent's employment or professional relationship with the District through his/her access to School District records
 - 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, officer, agent, or any business or professional practitioner with whom any employee, officer, or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
5. Employees, officers, and agents 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, officer's, or agent's supervisor and will be disclosed to the Superintendent before entering into any private relationship.

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- C. Employees, officers, and agents can ~~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, officer, or agent, 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.

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IN
ACCORDANCE
WITH
MCL
380.634

~~[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.]~~

D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.

E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

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

2 C.F.R. 200.112, 200.113, 200.318
M.C.L. 380.634, 380.1805(1)

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REVISED POLICY - VOL. 30, NO. 2

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~~accordance with Federal regulations and 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.

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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, local, and grantor rules and regulations, including the terms and conditions of the Federal awards, 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 applicable statutes, regulations, and objectives, and the terms and conditions of the grant award.

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SCHOOL DISTRICT

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- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including 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 and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be 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 the Superintendent's 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 the Board and other appropriate parties.

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Fiscal-Financial Management

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

The ~~Superintendent~~ District 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.
- B. Accurate, current, and complete disclosure of the financial results of each ~~Federally-sponsored project~~ Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that adequately identify the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. ~~Effective control over and accountability for all funds, property, and other assets in their use solely for authorized purposes.~~

D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
2. comply with Federal statutes, regulations and the terms and conditions of the Federal award;
3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award;
4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

E. Comparison of expenditures with budget amounts for each Federal award.

D.F. Recordkeeping and written procedures ~~as may be required to the extent required~~ by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability, including but not limited to, the following areas:~~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.~~

1. cash management
2. allowability
3. conflict of interest
4. procurement
5. equipment management
6. conducting technical evaluations of proposals and selecting recipients
7. compensation and fringe benefits
8. travel

E.G. 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.

F.H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

Cost Principles

~~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.~~

34 C.F.R. 75.707, 76.563, 76.565, 76.707

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307

2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)

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



EOA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
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REVISED BYLAW 0143.1 - VOL. 32, NO. 2 - FEBRUARY 2018

0143.1 Public Expression of Board Members

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters:

- A. to local media;
- B. to local officials and/or State officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
 - 1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 - 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 - 3. routine "thank you" letters of the Board
 - 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 - 5. personal statements not intended for publication



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- B. Copies of this bylaw shall be sent annually to local media by the Board President.

[OPTIONAL LANGUAGE]

- ☒ A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations.

[END OPTIONAL LANGUAGE]

0144 **Operations**

0144.1 **Compensation**

Board members shall receive not more than \$30 per meeting up to a total of not more than fifty-two (52) meetings (including committee meetings) as compensation for their services. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

M.C.L. 380.11a, 380.1254

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- ☐ Expenses will be reimbursed only for activities authorized by the Board.
- ☐ Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.



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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CRIMINAL HISTORY RECORD CHECK

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

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

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

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



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

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

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

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

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



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~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

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

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

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



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

An applicant must

() submit, at no expense to the District,

or

() provide, at the District's expense,

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

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

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



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

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

¹ Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

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

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CRIMINAL HISTORY RECORD CHECK

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

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

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



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

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

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

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

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



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

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

~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

All CHRI received from the State Police, or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

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

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



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

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

An applicant must

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

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

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



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CHRI~~iminal history reports~~ may be released with the written authorization of the individual.

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

¹ Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

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

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CRIMINAL HISTORY RECORD CHECK

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

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

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

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



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

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

Such an inquiry shall also be made for regular substitutes who may be employed by the District. A substitute support staff person shall be required to submit to a criminal history records check if they work more than 0 **hours** per week in the schools, on a regular and consistent basis, even if such work is only as needed.

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

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

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



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~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy 8321.

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

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

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

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



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An applicant must

() submit, at no expense to the District,

or

() provide, at the District's expense,

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

Confidentiality

All information and records obtained from such inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

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

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



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

¹ Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy 8321.

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

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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR
COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS AND OTHER
EMPLOYEES WHO PERFORM SAFETY SENSITIVE FUNCTIONS

Purpose

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

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

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

Covered Employees

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

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



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Definitions

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

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



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

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

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

Procedures

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

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



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The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations a.) prior to employment (**Controlled Substances Only**), b.) reasonable suspicion, c.) upon return to duty after any alcohol or drug rehabilitation,

[] [OPTION #1]

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

[] [OPTION #2]

- d.) after any accident,

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

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

[] Candidates shall also be tested for the presence of alcohol in their system prior to employment.

Any staff member who tests positive as defined in the guidelines shall be **immediately prohibited from driving any District owned and/or operated vehicle or conducting a safety sensitive function:**

- (+) ~~immediately prohibited from driving any District vehicle or conducting a safety sensitive function;~~
- (✓) **and** evaluated by a substance abuse professional;
- (✓) **and** provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;



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- (4) and subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

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

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then:

- (1) the test will be considered positive and the employee shall be prohibited from driving any school vehicle and be referred to the District's Employee Assistance Program.
- () the employee ~~will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.~~

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Prior to the beginning of the testing program, the District shall provide a **drug-free awareness program which will inform** ~~training for all employees, including Drivers Covered Employees~~ and their supervisors, about:

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



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- D. the sanctions that may be imposed for violations of Policy 4122.01.

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

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

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

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



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Educational materials explaining the requirements of the Federal regulations and of the Board's policies and procedures to meet the Federal regulations shall be provided to all Covered Employees, including the following:

- A. the name of the person designated by the Board to answer questions about the materials**
- B. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations**
- C. information concerning what conduct is prohibited**
- D. the circumstances under which employees are subject to testing**
- E. the procedures for testing in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee**
- F. the requirement that staff members must submit to testing as required by the regulations**
- G. an explanation of what constitutes a refusal to be tested and the attendant consequences**
- H. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment**
- I. the consequences for a test indicating an alcohol concentration greater than 0.02, and**



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- J. information concerning the effects of alcohol and drug misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management).**

49 C.F.R. 382.101 et. seq.
34 C.F.R. Part 40

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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education establishes the following policy for determining eligibility to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are legal residents of the District, **regardless of their citizenship or immigration status. The Board shall meaningfully communicate material information about enrollment requirements and procedures with parents, including parents who have limited proficiency in English. Access to information regarding enrollment requirements and procedures shall be available on the District's web site.** Proof of residency will be required for registration in the District. Legal residency means a student is residing with his/her parents, legal guardians, or a resident relative with power of attorney over the student. A student may attend school in this District tuition-free if a parent or legal guardian is a legal resident of the District, regardless of whether the parent or legal guardian has actual custody of the student. Legal residency, when living with a relative, must be based on the need for a suitable home and not for educational purposes.

If the student temporarily resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for the student from the home of the nonresident, custodial parent.

- B. The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State established criteria.
- C. A student who is a resident within the District by order of a juvenile or probate court or placed in the District as a ward of the State by an authorized agency shall be admitted tuition-free.
- D. Any student who enrolls in the District under the District's schools of choice program.



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- E. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition-free, without regard to residency, to a school within the District, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
- () Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, will be admitted tuition-free.
- () Students whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time may enroll in the schools of this District as tuition students for the time not in residence.
- () Twelfth grade students who have begun their work toward graduation from the District's high school and whose parents no longer reside within the District may be permitted to complete their high school education as tuition students.
- () A resident student, otherwise eligible to attend school in the District, may be denied admission if s/he has a record of behavior that the Superintendent believes would constitute a threat to the safety and well-being of staff and other students.
- () A nonresident student placed with the District for educational reasons by a juvenile or probate court order shall be admitted tuition-free.
- () Students enrolled in the special education program of this District whose parents do not reside within the District may attend as tuition students.
- () Nonresidents may be accepted into the District's Adult Education Classes upon payment of the appropriate fees.
- () Nonresident students may be accepted into the District's Summer School Program.



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- () A student who is the child of a person who is employed by the District, including an adopted child or legal ward.

M.C.L. 380.1148, 1401 et seq., 388.1606

Emancipation of Minors Act, Section 4, Subsection 6

Public Law 100-77, Section 721, 42 U.S.C. 11431

Stewart McKinney Homeless Assistance Amendment Act of 1990

PA 203 of 1994, Sec. 163a (1) & (2)

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REPLACEMENT POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES

A. **Creation of Content for Web Pages/Sites, Apps and Services**

The Board of Education authorizes staff members

NY and students

to create content, apps and services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA) and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps and services must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

[NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.]

- ☐ Student-created content, apps and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.
- ☐ The creation of content, apps and services by students must be done under the supervision of a professional staff member.

[END OF OPTIONS]



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B. Purpose of Content of District Web Pages/Sites, Apps and Services

The purpose of content, apps and services hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps and services:

1. **Educate**

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

2. **Inform**

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

3. **Communicate**

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

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

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



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Under no circumstances is District-created content, apps and services, to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or
3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

[] Under no circumstances is staff member-created content, apps and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, app or service (e.g., _____ **[Progressbook]**) for the purpose of conveying information to students and/or parents.

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

[] If a staff member creates content, apps and services, related to his/her class, it must be hosted on the Board's server or a District-affiliated server.



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- [] Unless the content, apps and services contains student personally-identifiable information, Board websites, apps and web services that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps and web services.

Web content, apps and web services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/sites, apps and web services must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps and web services by staff () and students.

The Board retains all proprietary rights related to the design of web content, apps and web services that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

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

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



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C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131 and 28 C.F.R. Part 35 in all respects.

1. **Technical Standards**

The District will adhere to the technical standards of compliance identified at [INSERT link to District website]. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content. ~~() [insert another acceptable standard selected by the District]~~

[DRAFTING NOTE: OCR recommends WCAG 2.0 Level AA.]



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2. Web Accessibility Coordinator

The Board designates its ☒ Section 504/ADA Compliance Coordinator(s) ☒ Technology Director ☒ *STAKEHOLDER COMMUNICATION COORDINATOR* as the District's Web Accessibility Coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

[SELECT OPTION #1 OR #2]

[OPTION #1]

☒ See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.

[OPTION #2]

☐ The District's Web Accessibility Coordinator(s) can be reached at:

[INSERT NAME or TITLE, ADDRESS, E-MAIL, PHONE]

[END OF OPTIONS]



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3. Third Party Content

Links included on the Board's website(s) or web services and apps that pertain to its programs, benefits and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits and/or services for compliance with this criteria for all new content placed on the District's website after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.



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4. Regular Audits

The District, under the direction of the Web Accessibility Coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

[OPTION]

☐ This audit will occur no less than once every two years.

[END OF OPTION]

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. Reporting Concerns or Possible Violations

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policies 2260 and 2260.01 relating to Section 504 and Title II.



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D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and web services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

[SELECT OPTION #1 or #2]

[] [OPTION #1]

The Board requires the () Superintendent () _____ pre-approve each app and/or web service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or web service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

[END OF OPTION #1]

[] [OPTION #2]

A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the () Superintendent () _____ that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

[END OF OPTION #2]



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The Board further requires

- () the use of a Board-issued e-mail address in the login process.
- () prior written parental permission to use a student's personal e-mail address in the login process.

E. Training

The District will provide () annual () periodic training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

F. One-Way Communication Using District Web Content, Apps and Services

The District is authorized to use web pages/sites, apps and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/sites, apps and web services to be one-way communication, public comments are not solicited or desired, and the web site, app or web service is to be considered a nonpublic forum.

If the District uses an apps and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned-off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that apps and web service will be subject to Policy 7544 - Use of Social Media, unless the District is able to automatically withhold all public comments.



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If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such “hidden public comments” on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]

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REVISED POLICY - VOL. 32, NO. 2 - FEBRUARY 2018

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 ~~High School Principal~~ [insert designated administrator] shall be designated as the District's Security Officer ("LASO") 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;



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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;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identifying 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 the point of contract for the Michigan State Police and should be the person most knowledgeable about this policy. 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 required User Agreement for Release of CHRI ("User Agreement"), 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.



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D. Personnel Security

All individuals that require access to any criminal justice information shall be subject to the following standards prior to granting of access:

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. Background re-checks should be conducted every five (5) years.
 - a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.
 - 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.



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- c. If support personnel, contractors or custodial workers need to be in an area where CHRI is maintained or processed, they shall be escorted by or under the supervision of authorized personnel at all times while in those area. Information Technology contractors or vendors will be physically or virtually escorted by authorized personnel anytime said individual have access to facilities, areas, rooms, or an agency's CHRI information system.
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 WOM SCHOOL PRINCIPAL **[Insert Designated Administrator]**. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access indefinitely suspended.



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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.
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 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. This list shall be made available to Michigan State Police upon request.
5. Termination of Employment/Access - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as **requiring the individual to return any keys or access cards to buildings, offices, and/or files, or** closing the individual's account and/or blocking access to any systems containing such information at the District.
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 within the twenty-four (24) hour period immediately following the transfer or reassignment.



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7. Information Technology Contractors and Vendors¹ – Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) and national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contractor or vendor with a criminal record of any other kind 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.

E. Media Protection

Access to digital 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 District employees and volunteers shall be authorized to access digital and physical media containing CHRI.

1. Media Storage and Access – All digital 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 digital CHRI background data shall be encrypted. Digital 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 digital media must conform to the requirements in AG 8321.



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2. Media Transport – Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical ~~media~~ **media** shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital 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. The media 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.



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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 **during the individual's active employment plus an additional six (6) 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 based on the State of Michigan's background information retention schedule and as it will likely cover most statutes of limitation and can be retained in digital format.]**
 - a. Digital 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.)



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4. **Personal 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.

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 the "**Agency User Agreement**" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.



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G. Controlled Area/Physical Protection

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a physically secure and controlled area, which shall be a designated office, room, or area. 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 digital storage of criminal justice information. (See AG 8321)



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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)

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 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.) A record shall be kept current of all individuals who have completed the security awareness training.



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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, and name of the individual at 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.

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.



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K. Auditing and Accountability

~~The District's information system shall generate audit records for the events listed below. The District shall specify which information system components shall carry out auditing activities.~~

~~The District's information system shall produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. In the event the District does not use an automated system, manual recording of activities shall still take place.~~

~~The following events shall be logged:~~

- ~~1. Successful and unsuccessful system log on attempts.~~
- ~~2. Successful and unsuccessful attempts to:~~
 - ~~a. access permission on a user account, file, directory or other system resource;~~
 - ~~b. create permission on a user account, file, directory or other system resource;~~
 - ~~c. write permission on a user account, file, directory or other system resource;~~
 - ~~d. delete permission on a user account, file, directory or other system resource;~~
 - ~~e. change permission on a user account, file, directory or other system resource.~~
- ~~3. Successful and unsuccessful attempts to change account passwords.~~
- ~~4. Successful and unsuccessful actions by privileged accounts.~~



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5. ~~Successful and unsuccessful attempts for users to:~~
- a. ~~access the audit log file;~~
 - b. ~~modify the audit log file;~~
 - c. ~~destroy the audit log file.~~

~~The following content shall be included with every audited event: 1) date and time of the event; 2) the component of the information system (e.g., software component, hardware component) where the event occurred; 3) type of event; 4) user identity; and 5) outcome (success or failure) of the event.~~

~~The District's information system shall provide alerts to the appropriate District officials in the event of an audit processing failure. Audit processing failures include, for example software/hardware errors, failures in the audit capturing mechanisms, and audit storage capacity being reached or exceeded.~~

~~Audit Monitoring, Analysis and Reporting The District shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, to investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week, and should be increased if volume indicates an elevated need for audit review.~~

~~Time Stamps The District's information system shall provide time stamps for use in audit record generation. The time stamps shall include the date and time values generated by the internal system clocks in the audit records.~~



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~~Protection of Audit Information~~ — The District's information system shall protect audit information and audit tools from modification, deletion and unauthorized access.

~~Audit Record Retention~~ — The District shall retain audit records for at least one (1) year. Once the minimum retention time period has passed, the District may continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes.

¹Non-Information Technology contractors or vendors shall not have access to criminal justice information.

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

Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017),
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