

MADISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
APRIL 15, 2019  
**6:00 PM – Board Room**

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MADISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
APRIL 15, 2019  
**6:00 PM – Board Room**

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

- 1) CONSENT AGENDA
  - A. APPROVAL OF MINUTES FROM THE MARCH 18, 2019, REGULAR MEETING AND CLOSED SESSION MEETING MINUTES
  - B. ACCEPTANCE OF REPORTS
  - C. APPROVAL OF BILLS/REIMBURSEMENT OF EXPENSES
- 2) SPRING ATHLETICS
- 3) FIFTH GRADE CAMP
- 4) SCHOOL OF CHOICE
- 5) RESOLUTION –BUS DRIVERS
- 6) NEGOTIATIONS WITH MADISON EA

Madison School District  
Board of Education  
Regular Meeting – Board Room  
March 18, 2019 – 6:00 p.m.

Members Present: Tina Claiborne, Natasha Manchester, Greg Choinski, Julie Ramos, Mark Swinehart, Ruben Villegas, Eric McDonald (6:05)

Members Absent: none

Other Guests: Ryan Rowe, Kristin Thomas, Brad Anschuetz, Nate Pechaitis, Jill Hogle, Deb Allen, Katie McGormley, Laurie Hedy

In board communication, Dr. Rowe shared with the Board the MASB Board of Directors election results.

Dr. Rowe extended congratulations to Eric McDonald for receiving the Level One Certification “Award of Merit” from the Michigan Association of School Boards (MASB).

Dr. Rowe extended an invitation to the board members to attend the LISD Budget Review Meeting Thursday, April 18, 2019 at the LISD TECH Center starting at 6:00 p.m.

In public participation, Katie McGormley, presented an oral report to the Board regarding the PLTW Biomedical program.

A motion was made by Mark Swinehart, and supported by Tina Claiborne, that the minutes of the February 25, 2019 regular meeting be approved, and the list of monthly statements totaling \$38,259.48 for the General Fund and \$1,009.00 for the Athletic Department be approved for payment.

Ayes 7

Nays 0

Motion Carried

A motion was made by Eric McDonald, and supported by Julie Ramos, that the Board of Education approve a resolution acknowledging the accomplishments of the winter sports teams, individuals, as well as members of the band and orchestra who recently represented Madison through the winter sports season, at various competitions.

Ayes 7

Nays 0

Motion Carried

A motion was made by Natasha Manchester, and supported by Greg Choinski, that the Board of Education approve participation with Cords Across America, recognizing Madison High School graduates who willingly volunteer to serve our country.

Ayes 7

Nays 0

Motion Carried

A motion was made by Tina Claiborne, and supported by Mark Swinehart, that the Board of Education approve the Amendment to the Health Plan A Purchasing Consortium Agreement and Amendment to the Health Plan B Purchasing Consortium Agreement.

Ayes 7

Nays 0

Motion Carried

A motion to adjourn the meeting at 6:35 p.m. was made by Greg Choinski, and supported by Tina Claiborne.

Ayes 7

Nays 0

**Motion Carried**

Respectfully submitted,

Secretary, Board of Education

SPI  
DATE: 04/12/2019  
TIME: 13:01:04

MADISON SCHOOL DISTRICT  
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA31

SELECTION CRITERIA: orgn.fund='11'  
ACCOUNTING PERIOD: 9/19

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	730,283.35	-57,899.77	.00	739,681.40	-9,398.05
11-0111-000-0000-00000-0001 0112 CURR TAX MADISON TW	1,097,220.79	-70,700.65	.00	1,098,097.62	-876.83
11-0111-000-0000-00000-0001 0113 CURR TAX PALMYRA TW	60,000.04	6,566.62	.00	61,084.14	-1,084.10
11-0111-000-0000-00000-0001 0114 CURR TAX ADRIAN TWP	19,602.25	2.74	.00	16,667.06	2,935.19
11-0111-000-0000-00000-0001 0116 CURR TAX OTHER TAXE	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - CURRENT TAX REVENUE	1,907,106.43	-122,031.06	.00	1,915,530.22	-8,423.79
11-0119-000-0000-00000-0002 0119 INT ON DELINQUENT T	36,925.00	57.30	.00	3,668.54	33,256.46
11-0131-000-0000-00000-0002 0131 TUITION PARENT PAY	21,000.00	6,809.00	.00	12,606.22	8,393.78
11-0151-000-0000-00000-0002 0151 INTEREST ON INVESTM	35,000.00	6,630.66	.00	43,933.59	-8,933.59
11-0171-000-0000-00000-0002 0171 ADMISSIONS ADMISSIO	96,000.00	.00	.00	.00	96,000.00
11-0173-000-0000-00000-0002 0173 EXTRA TRIP SURCHARG	858.00	.00	.00	200.00	658.00
11-0181-000-0000-00000-0002 0181 LATCH KEY PARENT PA	83,400.00	8,181.50	.00	52,710.50	30,689.50
11-0191-000-0000-00000-0002 0191 RENTAL SCHOOL RENTA	7,392.00	.00	.00	1,100.00	6,292.00
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	10,168.00	7,483.60	.00	114,246.77	-104,078.77
TOTAL DEPARTMENT - OTHER LOCAL REVENUE	290,743.00	29,162.06	.00	228,465.62	62,277.38
11-0311-000-0000-00000-0003 0010 STATE AID MEMBERSHI	10,987,937.00	999,921.23	.00	6,034,639.08	4,953,297.92
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	193,817.00	.00	.00	.00	193,817.00
11-0312-000-0000-00000-0003 0020 RESTRICTED STATE AT	634,299.00	75,939.23	.00	388,533.73	245,765.27
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	2,639.89	.00	15,839.37	-15,839.37
11-0312-000-0000-00000-0003 0120 RESTRICTED STATE SP	450,524.00	42,028.69	.00	283,191.78	167,332.22
11-0312-000-0000-00000-0003 0160 RESTRICTED STATE CA	.00	1,362.28	.00	8,173.65	-8,173.65
11-0312-000-0000-00000-0003 0208 RESTRICTED STATE UA	1,298,199.00	129,757.53	.00	789,435.72	508,763.28
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 0223 RESTRICTED STATE CT	.00	634.03	.00	3,804.17	-3,804.17
11-0312-000-0000-00000-0003 0313 RESTRICTED STATE ST	.00	.00	.00	.00	.00
11-0312-000-0000-00000-0003 0358 RESTRICTED STATE FI	.00	.00	.00	1,613.52	-1,613.52
11-0312-000-0000-00000-0003 0359 RESTRICTED STATE CO	.00	775.79	.00	4,654.76	-4,654.76
11-0312-000-0000-00000-0003 0367 RESTRICTED STATE EA	.00	2,386.47	.00	18,298.59	-18,298.59
11-0312-000-0000-00000-0003 0370 RESTRICTED STATE HE	.00	3,802.71	.00	18,951.44	-18,951.44
11-0317-000-0000-00000-0003 0210 REST ANOTHER SCHOOL	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - STATE REVENUE CATEGORICA	13,564,776.00	1,259,247.85	.00	7,567,135.81	5,997,640.19
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	265,779.00	.00	.00	.00	265,779.00
11-0414-000-0000-00000-0004 0141 SPS REV TITLE I CAR	.00	.00	.00	.00	.00
11-0414-000-0000-00000-0004 0150 SPS REV TITLE VA IN	.00	.00	.00	.00	.00
11-0414-000-0000-00000-0004 0210 SPS REV TECHNOLOGY	.00	.00	.00	.00	.00
11-0414-000-0000-00000-0004 0490 SPS REV TITLE II D	.00	.00	.00	.00	.00
11-0414-000-0000-00000-0004 0753 SPS REV TITLE IV SS	17,961.00	.00	.00	.00	17,961.00
11-0414-000-0000-00000-0004 0764 SPS REV II TEACHER	40,633.00	.00	.00	.00	40,633.00
11-0414-000-0000-00000-0004 0768 SPS REV RURAL	.00	.00	.00	.00	.00
11-0417-000-0000-00000-0004 0060 RESTR REV DRUG FREE	.00	.00	.00	.00	.00

SPI  
DATE: 04/12/2019  
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MADISON SCHOOL DISTRICT  
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 2  
REVSTA31

SELECTION CRITERIA: orgn.fund='11'  
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ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
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
11-0417-000-0000-00000-0004 0416 RESTR REV MEDICAID	2,600.00	.00	.00	3,467.27	-867.27
11-0419-000-0000-00000-0004 0419 MISC - FED SPEC ED	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - FEDERAL REVENUE	326,973.00	.00	.00	3,467.27	323,505.73
11-0511-000-0000-00000-0005 0511 SPEC ED TUITION	55,426.00	.00	.00	.00	55,426.00
11-0519-000-0000-00000-0005 0122 LISD SPEC ED LISD S	680,000.00	.00	.00	562,871.45	117,128.55
11-0519-000-0000-00000-0005 0196 LISD SPEC ED INNOVA	23,000.00	.00	.00	16,206.00	6,794.00
11-0519-000-0000-00000-0005 0197 LISD SPEC ED PLTW	84,500.00	31,042.62	.00	45,418.22	39,081.78
11-0519-000-0000-00000-0005 0198 LISD SPEC ED CAREER	9,400.00	.00	.00	.00	9,400.00
11-0519-000-0000-00000-0005 0199 LISD SPEC ED MISC	63,843.00	.00	.00	29,473.31	34,369.69
11-0519-000-0000-00000-0005 0220 LISD SPEC ED PARENT	9,600.00	.00	.00	1,327.68	8,272.32
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	245,000.00	.00	.00	.00	245,000.00
11-0519-000-0000-00000-0005 0416 LISD SPEC ED MEDICA	.00	.00	.00	.00	.00
11-0541-000-0000-00000-0005 0541 INSURANCE DIVIDENDS	14,000.00	11,204.00	.00	16,421.67	-2,421.67
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	1,208,769.00	42,246.62	.00	671,718.33	537,050.67
TOTAL FUND - GENERAL FUND	17,298,367.43	1,208,625.47	.00	10,386,317.25	6,912,050.18
TOTAL REPORT	17,298,367.43	1,208,625.47	.00	10,386,317.25	6,912,050.18

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MADISON SCHOOL DISTRICT  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

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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	24.60	.00	221.15	-221.15
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	24.60	.00	221.15	-221.15
11-1118-000-0340-02315-0010 1226 EL.PRE SUPERVISION	9,203.60	715.66	.00	6,798.77	2,404.83
11-1118-000-0340-02315-0010 1240 EL.PRE SALARY TEACH	113,980.00	9,782.10	.00	73,365.75	40,614.25
11-1118-000-0340-02315-0010 1630 EL.PRE SALARY AIDE	49,481.24	5,809.76	.00	35,999.84	13,481.40
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	29,982.30	2,680.42	.00	21,251.66	8,730.64
11-1118-000-0340-02315-0010 2820 EL.PRE EMPLOYEE RET	47,771.02	4,268.29	.00	30,171.86	17,599.16
11-1118-000-0340-02315-0010 2821 EL.PRE RETIREMT STU	27,262.18	2,283.47	.00	13,700.81	13,561.37
11-1118-000-0340-02315-0010 2830 EL.PRE EMPLOYER SOC	14,313.02	1,192.71	.00	8,419.20	5,893.82
11-1118-000-0340-02315-0010 2840 EL.PRE WORKMANS COM	86.00	.00	.00	86.00	.00
11-1118-000-0340-02315-0010 2920 EL.PRE CASH IN LIEU	984.15	50.46	.00	479.37	504.78
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	660.00	-410.00
11-1118-000-0340-02315-0010 4120 EL.PRE REPAIRS EQUI	.00	.00	.00	.00	.00
11-1118-000-0340-02315-0010 5110 EL.PRE TEACHING SUP	800.00	-10.33	.00	856.89	-56.89
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	.00	300.00
11-1118-000-0340-02315-0010 6410 EL.PRE NEW EQUIP/FU	.00	.00	.00	.00	.00
11-1118-000-0340-02315-0010 7410 EL.PRE DUES/FEES	100.00	.00	.00	1,284.75	-1,184.75
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	3,508.90	266.06	.00	1,995.44	1,513.46
11-1216-000-0340-02315-0010 2820 EL.SOCWRK EMPLOYEE	.00	69.66	.00	520.80	-520.80
11-1216-000-0340-02315-0010 2830 EL.SOCWRK EMPLOYER	.00	21.16	.00	157.12	-157.12
11-1216-000-0340-02315-0010 2920 EL.SOCWRK CASH IN L	.00	25.24	.00	189.29	-189.29
11-1271-000-0340-02315-0010 1610 EL.TRANS SALARY VEH	8,084.48	.00	.00	.00	8,084.48
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	307,519.89	27,154.66	.00	195,937.55	111,582.34
11-1111-000-0000-02315-0011 1240 EL.REG SALARY TEACH	2,676,798.58	205,551.84	.00	1,524,495.25	1,152,303.33
11-1111-000-0000-02315-0011 1242 EL.REG ISSI	.00	.00	.00	67.86	-67.86
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	.00	.00	.00	9,784.09	-9,784.09
11-1111-000-0000-02315-0011 1630 EL.REG SALARY AIDE	19,000.00	348.91	.00	1,408.91	17,591.09
11-1111-000-0000-02315-0011 1870 EL.REG SALARY-SUBST	3,598.10	.00	.00	4,151.73	-553.63
11-1111-000-0000-02315-0011 2130 EL.REG EMPLOYEE INS	473,737.14	43,209.25	.00	332,704.37	141,032.77
11-1111-000-0000-02315-0011 2210 EL.REG EARLY RETIRE	.00	.00	.00	.00	.00

SPI  
DATE: 04/12/2019  
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MADISON SCHOOL DISTRICT  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'  
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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
11-1111-000-0000-02315-0011 2820 EL.REG EMPLOYEE RET	689,151.79	54,188.21	.00	405,279.76	283,872.03
11-1111-000-0000-02315-0011 2821 EL.REG RETIREMT STU	384,656.38	32,794.90	.00	196,769.38	187,887.00
11-1111-000-0000-02315-0011 2830 EL.REG EMPLOYER SOC	214,044.37	15,413.44	.00	113,282.35	100,762.02
11-1111-000-0000-02315-0011 2840 EL.REG WORKMANS COM	1,660.00	.00	.00	1,660.00	.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	110,241.00	7,810.22	.00	60,847.62	49,393.38
11-1111-000-0000-02315-0011 2990 EL.REG SICK DAY REI	7,328.00	.00	.00	.00	7,328.00
11-1111-000-0000-02315-0011 3110 EL.REG PURCHASED SE	42,073.00	7,537.25	.00	31,798.30	10,274.70
11-1111-000-0000-02315-0011 3112 EL.REG PURCH NWEA	3,585.00	.00	.00	3,022.80	562.20
11-1111-000-0000-02315-0011 3130 EL.REG NURSING	.00	.00	.00	2,943.00	-2,943.00
11-1111-000-0000-02315-0011 3220 EL.REG WKSHOPS/CONF	300.00	233.81	.00	1,746.61	-1,446.61
11-1111-000-0000-02315-0011 3450 EL.REG SOFTWARE	10,750.00	5,465.19	.00	12,893.40	-2,143.40
11-1111-000-0000-02315-0011 4120 EL.REG REPAIRS EQUI	500.00	.00	.00	.00	500.00
11-1111-000-0000-02315-0011 4190 EL.REG TECH REPAIRS	2,800.00	.00	.00	4,516.47	-1,716.47
11-1111-000-0000-02315-0011 4220 EL.REG RENTALS EQUI	8,545.00	900.48	.00	5,200.10	3,344.90
11-1111-000-0000-02315-0011 5110 EL.REG TEACHING SUP	42,000.00	-83.91	2,221.20	62,090.45	-22,311.65
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	25,873.99	8,126.01
11-1111-000-0000-02315-0011 5990 EL.REG MISC. SUPPLI	2,600.00	-58.43	31.98	3,126.80	-558.78
11-1111-000-0000-02315-0011 5997 EL.REG TECH SUPPLIE	500.00	26.52	.00	381.01	118.99
11-1111-000-0000-02315-0011 6410 EL.REG NEW EQUIP/FU	10,000.00	.00	.00	6,108.13	3,891.87
11-1111-000-0000-02315-0011 6427 EL.REG TECH EQUIPME	60,000.00	.00	1,939.07	61,212.91	-3,151.98
11-1111-000-0000-02315-0011 7410 EL.REG DUES/FEES	7,875.00	.00	.00	18,926.47	-11,051.47
11-1111-000-0000-02315-0011 8220 EL.REG PAYMT TO ANO	6,600.00	.00	.00	5,200.08	1,399.92
11-1213-000-0000-02315-0011 3130 EL.REG.NURSE NURSIN	.00	130.38	54.67	1,581.15	-1,635.82
11-1259-000-0000-02315-0011 3990 EL.BUS STUDENT INS	6,909.00	.00	.00	6,588.25	320.75
TOTAL DEPARTMENT - ELEMENTARY INSTRUCTION	4,820,794.86	373,468.06	4,246.92	2,903,661.24	1,912,886.70
11-1113-000-0000-02316-0012 1240 HS.REG SALARY TEACH	1,428,227.90	118,564.24	.00	845,229.03	582,998.87
11-1113-000-0000-02316-0012 1242 HS.REG ISSI	.00	.00	.00	3,195.09	-3,195.09
11-1113-000-0000-02316-0012 1243 HS.REG PLTW	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0012 1870 HS.REG SALARY-SUBST	3,335.00	35.00	.00	1,542.50	1,792.50
11-1113-000-0000-02316-0012 2130 HS.REG EMPLOYEE INS	322,137.09	26,659.67	.00	213,762.20	108,374.89
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	369,061.31	31,238.36	.00	218,264.58	150,796.73
11-1113-000-0000-02316-0012 2821 HS.REG RETIREMT STU	218,357.08	17,082.50	.00	102,494.98	115,862.10
11-1113-000-0000-02316-0012 2830 HS.REG EMPLOYER SOC	112,043.15	8,814.92	.00	61,412.35	50,630.80
11-1113-000-0000-02316-0012 2840 HS.REG WORKMANS COM	1,660.00	.00	.00	1,052.00	608.00
11-1113-000-0000-02316-0012 2850 HS.REG UNEMPLOYMENT	1,542.50	.00	.00	.00	1,542.50
11-1113-000-0000-02316-0012 2920 HS.REG CASH IN LIEU	26,244.00	2,848.60	.00	16,998.88	9,245.12
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	25,051.00	2,000.10	.00	9,347.06	15,703.94
11-1113-000-0000-02316-0012 3112 HS.REG PURCH NWEA	2,510.00	.00	.00	1,580.10	929.90
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 WKSHP/CONF	900.00	894.00	-336.00	1,442.39	-206.39
11-1113-000-0000-02316-0012 3450 HS.REG SOFTWARE	15,000.00	3,783.60	.00	12,883.29	2,116.71
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	45,001.00	.00	.00	5,645.00	39,356.00
11-1113-000-0000-02316-0012 4120 HS.REG REPAIRS EQUI	400.00	.00	.00	700.00	-300.00
11-1113-000-0000-02316-0012 4190 HS.REG TECH REPAIRS	1,700.00	.00	.00	924.18	775.82
11-1113-000-0000-02316-0012 4220 HS.REG RENTALS EQUI	12,800.00	565.53	.00	3,677.93	9,122.07
11-1113-000-0000-02316-0012 5110 HS.REG TEACHING SUP	15,000.00	242.26	603.40	17,768.46	-3,371.86
11-1113-000-0000-02316-0012 5121 HS.REG PLTW	10,000.00	.00	390.15	12,835.31	-3,225.46
11-1113-000-0000-02316-0012 5122 HS.REG CAREER PREP	3,000.00	.00	.00	6,500.79	-3,500.79
11-1113-000-0000-02316-0012 5123 HS.REG ISSI	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0012 5130 HS.REG GRADUATION E	2,700.00	.00	.00	38.00	2,662.00
11-1113-000-0000-02316-0012 5210 HS.REG TEXTBOOKS	7,000.00	28.86	16.00	13,419.07	-6,435.07
11-1113-000-0000-02316-0012 5211 HS.REG 20/20 VIRTUA	.00	.00	.00	1,950.00	-1,950.00
11-1113-000-0000-02316-0012 5990 HS.REG MISC. SUPPLI	3,200.00	.00	.00	3,468.00	-268.00
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	1,057.00	211.31	.00	1,811.61	-754.61
11-1113-000-0000-02316-0012 6410 HS.REG NEW EQUIP/FU	10,000.00	.00	.00	833.97	9,166.03
11-1113-000-0000-02316-0012 6427 HS.REG TECH EQUIPME	43,500.00	.00	.00	37,340.83	6,159.17
11-1113-000-0000-02316-0012 6450 HS.REG EQUIP DEPR	2,000.00	.00	496.14	9,393.31	-7,889.45
11-1113-000-0000-02316-0012 7410 HS.REG DUES/FEES	2,525.00	.00	.00	4,451.79	-1,926.79
11-1113-000-0000-02316-0012 8210 HS.REG PREP ACADEMY	11,000.00	.00	.00	8,404.00	2,596.00
11-1113-000-0000-02316-0012 8220 HS.REG PAYMT TO ANO	6,600.00	.00	.00	5,200.05	1,399.95
11-1213-000-0000-02316-0012 3130 HS.NURSE NURSING	.00	17.11	17.11	559.60	-576.71
11-1259-000-0000-02316-0012 3990 HS.BUS STUDENT INS	3,454.50	.00	.00	3,294.13	160.37
TOTAL DEPARTMENT - H.S. BASIC INSTRUCT	2,714,356.53	212,986.06	1,186.80	1,627,420.48	1,085,749.25
11-1112-000-0000-07262-0013 1240 MS.REG SALARY TEACH	1,022,361.76	80,077.20	.00	609,392.21	412,969.55
11-1112-000-0000-07262-0013 1242 MS.REG ISSI	.00	.00	.00	3,687.06	-3,687.06
11-1112-000-0000-07262-0013 1243 MS.REG PLTW	3,000.00	.00	.00	2,626.20	373.80
11-1112-000-0000-07262-0013 1870 MS.REG SALARY-SUBST	1,650.00	150.00	.00	3,282.50	-1,632.50
11-1112-000-0000-07262-0013 2130 MS.REG EMPLOYEE INS	206,815.58	17,296.32	.00	135,999.51	70,816.07
11-1112-000-0000-07262-0013 2820 MS.REG EMPLOYEE RET	263,389.15	21,140.04	.00	162,424.62	100,964.53
11-1112-000-0000-07262-0013 2821 MS.REG RETIREMT STU	157,082.09	12,950.51	.00	77,703.06	79,379.03
11-1112-000-0000-07262-0013 2830 MS.REG EMPLOYER SOC	82,074.86	6,052.85	.00	45,743.13	36,331.73
11-1112-000-0000-07262-0013 2840 MS.REG WORKMANS COM	793.00	.00	.00	793.00	.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	43,842.19	3,466.22	.00	25,867.97	17,974.22
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	21,688.00	1,079.70	.00	5,929.02	15,758.98
11-1112-000-0000-07262-0013 3112 MS.REG PURCH NWEA	5,500.00	.00	.00	2,267.10	3,232.90
11-1112-000-0000-07262-0013 3130 MS.REG NURSING	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 3220 MS.REG WKSHP/CONF	200.00	263.80	.00	1,125.16	-925.16
11-1112-000-0000-07262-0013 3228 MS.REG PLTW TRAVEL	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 3450 MS.REG SOFTWARE	8,450.00	4,484.26	.00	7,842.18	607.82

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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 4120 MS.REG REPAIRS EQUI	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 4190 MS.REG TECH REPAIRS	2,200.00	.00	.00	920.81	1,279.19
11-1112-000-0000-07262-0013 4220 MS.REG RENTALS EQUI	4,000.00	532.33	.00	2,965.58	1,034.42
11-1112-000-0000-07262-0013 5110 MS.REG TEACHING SUP	13,000.00	181.19	2,591.11	9,467.95	940.94
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	8,500.00	.00	.00	2,227.55	6,272.45
11-1112-000-0000-07262-0013 5122 MS.REG CAREER PREP	.00	.00	.00	1,419.95	-1,419.95
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	4,000.00	.00	.00	20,796.33	-16,796.33
11-1112-000-0000-07262-0013 5990 MS.REG MISC. SUPPLI	3,000.00	-1,700.00	.00	3,468.00	-468.00
11-1112-000-0000-07262-0013 5997 MS.REG TECH SUPPLIE	400.00	83.38	.00	686.21	-286.21
11-1112-000-0000-07262-0013 6410 MS.REG NEW EQUIP/FU	5,000.00	.00	.00	1,778.97	3,221.03
11-1112-000-0000-07262-0013 6427 MS.REG TECH EQUIPME	54,500.00	145.96	.00	44,074.27	10,425.73
11-1112-000-0000-07262-0013 6450 MS.REG EQUIP DEPR	1,600.00	.00	76.20	3,126.93	-1,603.13
11-1112-000-0000-07262-0013 7410 MS.REG DUES/FEES	2,485.00	.00	.00	3,565.78	-1,080.78
11-1112-000-0000-07262-0013 8220 MS.REG PAYMT TO ANO	6,600.00	.00	.00	5,200.07	1,399.93
11-1213-000-0000-07262-0013 3130 MS.NURSE NURSING	.00	17.12	17.12	576.39	-593.51
11-1259-000-0000-07262-0013 3990 MS. BUS STUDENT INS	3,454.50	.00	.00	3,294.12	160.38
TOTAL DEPARTMENT - M.S. BASIC INSTRUCT	1,928,736.13	146,220.88	2,684.43	1,188,251.63	737,800.07
11-1113-000-0375-02316-0015 1240 HS.REG.DRIVER SALAR	6,859.31	.00	.00	3,388.77	3,470.54
11-1113-000-0375-02316-0015 2820 HS.REG.DRIVER EMPLO	1,753.24	.00	.00	869.39	883.85
11-1113-000-0375-02316-0015 2821 HS.REG.DRIVER RETIR	908.74	86.99	.00	521.94	386.80
11-1113-000-0375-02316-0015 2830 HS.REG.DRIVER EMPLO	525.00	.00	.00	242.74	282.26
11-1113-000-0375-02316-0015 4120 HS.REG.DRIVER REPAI	.00	.00	.00	.00	.00
11-1113-000-0375-02316-0015 5110 HS.REG.DRIVER TEACH	200.00	.00	.00	.00	200.00
TOTAL DEPARTMENT - DRIVERS EDUCATION	10,246.29	86.99	.00	5,022.84	5,223.45
11-1122-194-0202-02315-0016 1240 EL.SPEC.RES SALARY	711,144.20	53,587.12	.00	402,290.68	308,853.52
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	30.00	-30.00
11-1122-193-0202-02315-0016 1632 EL.SPEC.AI AIDE-AI	119,275.56	17,986.48	.00	137,144.67	-17,869.11
11-1122-110-0202-02315-0016 1634 EL.SPEC.EMI AIDE-MC	29,724.30	1,196.92	.00	10,960.66	18,763.64
11-1122-110-0202-02316-0016 1636 HS.SPEC.EMI AIDE -	29,415.23	1,494.09	.00	10,267.11	19,148.12
11-1122-196-0202-02316-0016 1638 HS.SPEC.LRE LRE AID	119,237.85	13,102.36	.00	89,286.36	29,951.49
11-1122-194-0202-02315-0016 1870 EL.SPEC.RES SALARY-	205.00	.00	.00	2,242.58	-2,037.58
11-1122-194-0202-02315-0016 2130 EL.SPEC.RES EMPLOYE	168,634.28	14,169.31	.00	114,491.28	54,143.00
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	5,085.01	.00	38,519.95	-38,519.95
11-1122-110-0202-02315-0016 2820 EL.SPEC.EMI EMPLOYE	.00	303.90	.00	2,781.79	-2,781.79
11-1122-194-0202-02315-0016 2820 EL.SPEC.RES EMPLOYE	265,557.77	14,083.04	.00	106,225.18	159,332.59
11-1122-110-0202-02316-0016 2820 HS.SPEC.EMI EMPLOYE	.00	391.15	.00	2,683.10	-2,683.10
11-1122-196-0202-02316-0016 2820 HS.SPEC.LRE EMPLOYE	.00	3,708.47	.00	24,681.96	-24,681.96
11-1122-194-0202-02316-0016 2820 HS.SPEC.RES EMPLOYE	.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
11-1122-194-0202-07262-0016 2820 MS.SPEC.RES EMPLOYE	.00	.00	.00	7.85	-7.85
11-1122-194-0202-02315-0016 2821 EL.SPEC.RES RETIREM	143,191.36	12,493.82	.00	74,962.92	68,228.44
11-1122-193-0202-02315-0016 2830 EL.SPEC.AI EMPLOYER	.00	1,368.99	.00	10,403.81	-10,403.81
11-1122-110-0202-02315-0016 2830 EL.SPEC.EMI EMPLOYE	.00	88.83	.00	813.51	-813.51
11-1122-194-0202-02315-0016 2830 EL.SPEC.RES EMPLOYE	75,926.26	3,903.15	.00	28,850.65	47,075.61
11-1122-110-0202-02316-0016 2830 HS.SPEC.EMI EMPLOYE	.00	110.87	.00	761.88	-761.88
11-1122-196-0202-02316-0016 2830 HS.SPEC.LRE EMPLOYE	.00	993.56	.00	6,775.21	-6,775.21
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	2.23	-2.23
11-1122-194-0202-02315-0016 2840 EL.SPEC.RES WORKMAN	554.00	.00	.00	554.00	.00
11-1122-194-0202-02315-0016 2920 EL.SPEC.RES CASH IN	6,561.00	504.66	.00	3,784.95	2,776.05
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	106.20	.00	7,762.99	-2,462.99
11-1122-194-0202-02315-0016 3113 EL.SPEC.RES HAVILAN	35,264.00	7,696.00	.00	7,696.00	27,568.00
11-1122-194-0202-02316-0016 3221 HS.SPEC.RES TRAVEL	.00	.00	.00	484.99	-484.99
11-1122-194-0202-02315-0016 3222 EL.SPEC.RES TRAVEL	.00	50.00	.00	1,189.97	-1,189.97
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 RENTALS	375.00	43.48	.00	256.83	118.17
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	399.98	-399.98	526.64	523.34
11-1122-194-0202-02315-0016 5112 EL.SPEC.RES SUPPLIE	1,350.00	-11.41	.00	3,529.30	-2,179.30
11-1122-110-0202-02315-0016 5114 EL.SPEC.EMI SUPPLIE	500.00	-1.86	.00	617.26	-117.26
11-1122-110-0202-02316-0016 5116 HS.SPEC.EMI SUPPLIE	.00	.00	.00	802.93	-802.93
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	28.91	-28.91
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	47.98	-22.98
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
11-1122-194-0202-02315-0016 7410 EL.SPEC.RES DUES/FE	90.00	.00	.00	609.00	-519.00
TOTAL DEPARTMENT - SPECIAL EDUCATION	1,714,655.81	152,854.12	-399.98	1,092,075.13	622,980.66
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	3,136.00	.00	.00	.00	3,136.00
11-1125-000-0601-02315-0017 1241 EL.COMP.TTL 1 SALAR	.00	.00	.00	.00	.00
11-1125-000-0601-02315-0017 1250 EL.COMP.TTL 1 INSTR	.00	.00	.00	.00	.00
11-1125-000-0601-02315-0017 1290 EL.COMP.TTL 1 OTHER	8,679.90	675.00	.00	6,412.50	2,267.40
11-1125-000-0601-02315-0017 1630 EL.COMP.TTL 1 SALAR	78,406.02	10,038.75	.00	61,145.83	17,260.19
11-1125-000-0601-02315-0017 1635 EL.COMP.TTL 1 STUDE	.00	.00	.00	.00	.00
11-1125-000-0601-02315-0017 1637 EL.COMP.TTL 1 AIDE	44,223.60	3,452.32	.00	25,892.40	18,331.20
11-1125-000-0601-02315-0017 2130 EL.COMP.TTL 1 EMPLO	9,721.19	1,276.29	.00	12,131.06	-2,409.87
11-1125-000-0601-02315-0017 2820 EL.COMP.TTL 1 EMPLO	70,329.35	3,842.81	.00	25,337.82	44,991.53

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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	.00	.00	.00	.00	.00
11-1125-000-0601-02315-0017 2830 EL.COMP.TTL 1 EMPLO	20,975.38	1,065.55	.00	7,017.60	13,957.78
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	8,988.57	.00	.00	.00	8,988.57
11-1125-000-0601-02315-0017 2990 EL.COMP.TTL 1 SICK	.00	.00	.00	.00	.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 RENTA	.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	275.00	.00	.00	.00	275.00
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	24,562.30	1,862.50	.00	13,968.75	10,593.55
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	487.60	.00	3,645.46	-3,645.46
11-1212-000-0601-02315-0017 2830 EL.COUN.TTL 1 EMPLO	.00	148.36	.00	1,101.05	-1,101.05
11-1212-000-0601-02315-0017 2920 EL.COUN.TTL 1 CASH	.00	176.64	.00	1,324.80	-1,324.80
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	89,683.40	6,813.14	.00	64,724.83	24,958.57
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	1,783.66	.00	16,818.05	-16,818.05
11-1221-000-0601-02315-0017 2830 EL.INST.TTL 1 EMPLO	.00	527.74	.00	5,037.00	-5,037.00
11-1221-000-0601-02315-0017 2920 EL.INST.TTL 1 CASH	.00	403.72	.00	3,835.34	-3,835.34
11-1226-000-0601-02315-0017 1160 EL.DIR.TTL 1 SALARY	20,247.92	1,574.46	.00	14,957.37	5,290.55
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	412.20	.00	3,886.62	-3,886.62
11-1226-000-0601-02315-0017 2830 EL.DIR.TTL 1 EMPLOY	.00	125.34	.00	1,190.73	-1,190.73
11-1226-000-0601-02315-0017 2920 EL.DIR.TTL 1 CASH I	.00	111.02	.00	1,054.69	-1,054.69
11-1231-000-0601-02315-0017 3180 EL.BOE.TTL 1 AUDIT	900.00	.00	.00	900.00	.00
TOTAL DEPARTMENT - TITLE I	380,928.63	34,777.10	.00	270,381.90	110,546.73
11-1125-000-0306-02315-0018 1220 EL.COMP.AR SALARY C	17,544.50	1,330.34	.00	9,977.54	7,566.96
11-1125-000-0306-07262-0018 1220 MS.COMP.AR SALARY C	67,222.80	8,290.34	.00	41,451.77	25,771.03
11-1125-000-0306-02315-0018 1240 EL.COMP.AR SALARY T	.00	-13.10	.00	-19.65	19.65
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	37,457.55	2,837.50	.00	21,281.25	16,176.30
11-1125-000-0306-02315-0018 1250 EL.COMP.AR INSTR SP	14,764.60	1,120.36	.00	10,643.42	4,121.18
11-1125-000-0306-02315-0018 1290 EL.COMP.AR OTHER PR	90,892.50	6,953.26	.00	66,055.97	24,836.53
11-1125-000-0306-02316-0018 1290 HS.COMP.AR OTHER PR	53,329.00	4,033.00	.00	38,313.50	15,015.50
11-1125-000-0306-02315-0018 1450 EL.COMP.AR SCHOOL N	20,000.00	.00	.00	.00	20,000.00
11-1125-000-0306-02315-0018 1630 EL.COMP.AR SALARY A	92,241.97	8,049.66	.00	57,157.99	35,083.98
11-1125-000-0306-02315-0018 1631 EL.COMP.AR TUTOR	6,356.96	.00	.00	2,242.43	4,114.53
11-1125-000-0306-02316-0018 1631 HS.COMP.AR TUTOR	4,008.96	763.61	.00	4,097.73	-88.77
11-1125-000-0306-07262-0018 1631 MS.COMP.AR TUTOR	9,373.00	870.37	.00	5,511.85	3,861.15

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FUND - 11 - GENERAL FUND

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11-1125-000-0306-02315-0018 1633 EL.COMP.AR EARLY LI	26,328.00	1,825.18	.00	13,688.85	12,639.15
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	27,296.10	3,043.51	.00	19,025.88	8,270.22
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	27,197.25	2,997.18	.00	20,765.78	6,431.47
11-1125-000-0306-02316-0018 2130 HS.COMP.AR EMPLOYEE	.00	.00	.00	2,000.00	-2,000.00
11-1125-000-0306-02315-0018 2210 EL.COMP.AR EARLY RE	.00	.00	.00	.00	.00
11-1125-000-0306-07262-0018 2210 MS.COMP.AR EARLY RE	.00	.00	.00	.00	.00
11-1125-000-0306-02315-0018 2820 EL.COMP.AR EMPLOYEE	122,806.49	5,183.96	.00	42,498.57	80,307.92
11-1125-000-0306-02316-0018 2820 HS.COMP.AR EMPLOYEE	.00	1,256.02	.00	11,031.09	-11,031.09
11-1125-000-0306-07262-0018 2820 MS.COMP.AR EMPLOYEE	.00	3,906.19	.00	22,567.33	-22,567.33
11-1125-000-0306-02315-0018 2821 EL.COMP.AR RETIREMT	65,818.69	5,773.91	.00	34,643.45	31,175.24
11-1125-000-0306-02315-0018 2830 EL.COMP.AR EMPLOYER	36,712.19	1,476.53	.00	12,226.02	24,486.17
11-1125-000-0306-02316-0018 2830 HS.COMP.AR EMPLOYER	.00	337.18	.00	3,327.66	-3,327.66
11-1125-000-0306-07262-0018 2830 MS.COMP.AR EMPLOYER	.00	1,116.07	.00	6,415.39	-6,415.39
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	12,793.95	479.44	.00	4,302.36	8,491.59
11-1125-000-0306-02316-0018 2920 HS.COMP.AR CASH IN	.00	.00	.00	3,280.29	-3,280.29
11-1125-000-0306-02315-0018 2990 EL.COMP.AR SICK DAY	288.00	.00	.00	.00	288.00
11-1125-000-0306-07262-0018 2990 MS.COMP.AR SICK DAY	.00	.00	.00	.00	.00
11-1125-000-0306-02315-0018 3110 EL.COMP.AR PURCHASE	.00	3,528.00	.00	6,228.00	-6,228.00
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	733,022.51	65,158.51	.00	459,064.47	273,958.04
11-1221-000-0764-02315-0019 1240 EL.TITLE II A SALAR	2,142.18	.00	.00	.00	2,142.18
11-1221-000-0764-02316-0019 1240 HS.TITLE II A SALAR	4,414.70	.00	.00	3,506.10	908.60
11-1221-000-0764-07262-0019 1240 MS.TITLE II A SALAR	3,864.96	.00	.00	3,144.18	720.78
11-1221-000-0764-02315-0019 2820 EL.TITLE II A EMPLO	2,646.56	.00	.00	.00	2,646.56
11-1221-000-0764-02316-0019 2820 HS.TITLE II A EMPLO	.00	.00	.00	809.58	-809.58
11-1221-000-0764-07262-0019 2820 MS.TITLE II A EMPLO	.00	.00	.00	822.33	-822.33
11-1221-000-0764-02315-0019 2830 EL.TITLE II A EMPLO	754.59	.00	.00	.00	754.59
11-1221-000-0764-02316-0019 2830 HS.TITLE II A EMPLO	.00	.00	.00	250.25	-250.25
11-1221-000-0764-07262-0019 2830 MS.TITLE II A EMPLO	.00	.00	.00	228.22	-228.22
11-1221-000-0764-02315-0019 3120 EL.TITLE II A EMPLO	12,217.51	.00	.00	16,852.24	-4,634.73
11-1221-000-0764-02316-0019 3120 HS.TITLE II A EMPLO	1,021.60	.00	.00	39.50	982.10
11-1221-000-0764-07262-0019 3120 MS.TITLE II A EMPLO	1,513.22	.00	.00	426.50	1,086.72

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
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	28,575.32	.00	.00	26,078.90	2,496.42
11-1125-000-0341-02315-0020 1240 EL.COMP.SS SALARY T	2,509.00	.00	.00	2,714.40	-205.40
11-1125-000-0341-02315-0020 1630 EL.COMP.SS SALARY A	283.00	.00	.00	158.40	124.60
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	994.00	.00	.00	734.29	259.71
11-1125-000-0341-02315-0020 2830 EL.COMP.SS EMPLOYER	295.48	.00	.00	206.63	88.85
11-1125-000-0341-02315-0020 2840 EL.COMP.SS WORKMANS	.00	.00	.00	.00	.00
11-1125-000-0341-02315-0020 3220 EL.COMP.SS WKSHOPS/	.00	.00	.00	.00	.00
11-1125-000-0341-02315-0020 5110 EL.COMP.SS TEACHING	.00	.00	.00	.00	.00
11-1125-000-0341-02315-0020 6410 EL.COMP.SS NEW EQUI	.00	.00	.00	.00	.00
11-1226-000-0341-02315-0020 1160 EL.DIR.SS SALARY SC	.00	.00	.00	.00	.00
11-1226-000-0341-02315-0020 2820 EL.DIR.SS EMPLOYEE	.00	.00	.00	.00	.00
11-1226-000-0341-02315-0020 2830 EL.DIR.SS EMPLOYER	.00	.00	.00	.00	.00
11-1261-000-0341-02315-0020 5790 EL.OPER.SS TRANSPOR	400.00	.00	.00	.00	400.00
11-1271-000-0341-02315-0020 1610 EL.TRANS.SS SALARY	1,175.00	.00	.00	899.62	275.38
11-1271-000-0341-02315-0020 2820 EL.TRANS.SS EMPLOYE	.00	.00	.00	227.43	-227.43
11-1271-000-0341-02315-0020 2830 EL.TRANS.SS EMPLOYE	.00	.00	.00	66.75	-66.75
TOTAL DEPARTMENT - SUMMER SCHOOL	5,656.48	.00	.00	5,007.52	648.96
11-1125-000-0307-02315-0021 1630 EL.COMP.BILING SALA	.00	.00	.00	.00	.00
11-1125-000-0307-02316-0021 1630 HS.COMP.BILING SALA	.00	.00	.00	.00	.00
11-1125-000-0307-07262-0021 1630 MS.COMP.BILING SALA	9,431.10	.00	.00	.00	9,431.10
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	2,825.56	.00	.00	.00	2,825.56
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	.00	.00	.00	.00
11-1125-000-0307-02315-0021 2830 EL.COMP.BILING EMPL	721.48	.00	.00	.00	721.48
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	.00	.00	.00	.00
11-1125-000-0307-02315-0021 3220 EL.COMP.BILING WKSH	.00	.00	.00	.00	.00
11-1125-000-0307-02315-0021 5110 EL.COMP.BILING TEAC	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - BILINGUAL	12,978.14	.00	.00	.00	12,978.14
11-1125-000-0768-02315-0022 1290 EL.TITLE.VI OTHER P	17,749.80	1,349.98	.00	12,824.81	4,924.99
11-1125-000-0768-02315-0022 2130 EL.TITLE.VI EMPLOYE	4,196.38	244.87	.00	2,620.83	1,575.55
11-1125-000-0768-02315-0022 2820 EL.TITLE.VI EMPLOYE	4,536.85	353.42	.00	3,332.41	1,204.44
11-1125-000-0768-02315-0022 2821 EL.TITLE.VI RETIREM	.00	.00	.00	.00	.00
11-1125-000-0768-02315-0022 2830 EL.TITLE.VI EMPLOYE	1,357.86	100.16	.00	951.52	406.34

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
TOTAL DEPARTMENT - TITLE VI RURAL	27,840.89	2,048.43	.00	19,729.57	8,111.32
11-1125-000-0753-02315-0023 1630 EL.TITLE IV SSAE SA	.00	.00	.00	.00	.00
11-1125-000-0753-02315-0023 2820 EL.TITLE IV SSAE EM	.00	.00	.00	.00	.00
11-1125-000-0753-02315-0023 2830 EL.TITLE IV SSAE EM	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - TITLE IV SSAE	.00	.00	.00	.00	.00
11-1212-000-0000-02315-0025 1220 EL.COUN SALARY COUN	24,562.30	1,862.48	.00	13,968.60	10,593.70
11-1212-000-0000-02316-0025 1220 HS.COUN SALARY COUN	68,898.00	5,319.08	.00	50,531.26	18,366.74
11-1212-000-0000-07262-0025 1220 MS.COUN SALARY COUN	7,469.20	921.16	.00	4,549.90	2,919.30
11-1212-000-0000-02316-0025 1620 HS.COUN SALARY-SECR	38,319.68	3,169.32	.00	22,486.47	15,833.21
11-1212-000-0000-02315-0025 2130 EL.COUN EMPLOYEE IN	663.66	142.52	.00	1,169.54	-505.88
11-1212-000-0000-02316-0025 2130 HS.COUN EMPLOYEE IN	8,840.84	445.12	.00	6,232.27	2,608.57
11-1212-000-0000-07262-0025 2130 MS.COUN EMPLOYEE IN	728.01	.00	.00	.00	728.01
11-1212-000-0000-02315-0025 2210 EL.COUN EARLY RETIR	.00	.00	.00	.00	.00
11-1212-000-0000-02315-0025 2820 EL.COUN EMPLOYEE RE	6,188.66	487.60	.00	3,645.47	2,543.19
11-1212-000-0000-02316-0025 2820 HS.COUN EMPLOYEE RE	25,425.30	2,008.28	.00	17,733.67	7,691.63
11-1212-000-0000-07262-0025 2820 MS.COUN EMPLOYEE RE	1,909.13	241.16	.00	1,200.81	708.32
11-1212-000-0000-02315-0025 2821 EL.COUN RETIREMT ST	24,535.96	2,163.86	.00	12,983.16	11,552.80
11-1212-000-0000-02315-0025 2830 EL.COUN EMPLOYER SO	2,203.58	148.38	.00	1,101.17	1,102.41
11-1212-000-0000-02316-0025 2830 HS.COUN EMPLOYER SO	9,205.99	648.45	.00	5,603.01	3,602.98
11-1212-000-0000-07262-0025 2830 MS.COUN EMPLOYER SO	617.29	68.02	.00	334.44	282.85
11-1212-000-0000-02315-0025 2920 EL.COUN CASH IN LIE	2,296.35	176.62	.00	1,324.65	971.70
11-1212-000-0000-02316-0025 2920 HS.COUN CASH IN LIE	6,561.00	504.66	.00	4,794.27	1,766.73
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	145.00	-145.00
11-1212-000-0000-02316-0025 3220 HS.COUN WKSHOPS/CON	130.00	.00	.00	574.00	-444.00
11-1212-000-0000-02315-0025 5120 EL.COUN TESTING SUP	960.00	-18.81	.00	1,130.19	-170.19
11-1212-000-0000-02316-0025 5120 HS.COUN TESTING SUP	1,652.00	.00	.00	800.00	852.00
11-1212-000-0000-02316-0025 5910 HS.COUN OFFICE SUPP	650.00	-30.00	.00	516.51	133.49
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	35,116.00	4,219.62	.00	33,779.35	1,336.65
11-1219-000-0000-02316-0025 1660 HS.NOON SAL SUPVR-I	1,738.50	1,130.50	.00	7,866.00	-6,127.50
11-1219-000-0000-02315-0025 2820 EL.NOON EMPLOYEE RE	9,172.00	1,190.07	.00	9,476.77	-304.77
11-1219-000-0000-02316-0025 2820 HS.NOON EMPLOYEE RE	435.00	296.05	.00	2,056.83	-1,621.83
11-1219-000-0000-02315-0025 2830 EL.NOON EMPLOYER SO	2,686.00	318.76	.00	2,549.94	136.06
11-1219-000-0000-02316-0025 2830 HS.NOON EMPLOYER SO	133.00	80.85	.00	554.75	-421.75
11-1221-000-0000-02315-0025 5110 EL.INSERT TEACHING S	.00	.00	.00	.00	.00
11-1221-000-0000-02316-0025 5110 HS.INSERT TEACHING S	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - SUPPORT SERVICES PUPIL	281,697.45	25,493.75	.00	207,108.03	74,589.42
11-1222-000-0000-02316-0026 1230 HS.LIB SALARY LIBRA	.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 1630 EL.LIB SALARY AIDE	16,022.98	1,760.46	.00	12,151.38	3,871.60
11-1222-000-0000-02316-0026 1630 HS.LIB SALARY AIDE	21,693.75	1,416.35	.00	16,012.80	5,680.95
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	4,237.88	514.44	.00	3,561.44	676.44
11-1222-000-0000-02316-0026 2820 HS.LIB EMPLOYEE RET	6,499.45	353.53	.00	4,635.57	1,863.88
11-1222-000-0000-02316-0026 2821 HS.LIB RETIREMT STU	7,919.01	467.57	.00	2,805.41	5,113.60
11-1222-000-0000-02315-0026 2830 EL.LIB EMPLOYER SOC	1,225.76	134.68	.00	929.54	296.22
11-1222-000-0000-02316-0026 2830 HS.LIB EMPLOYER SOC	2,011.97	108.36	.00	1,413.28	598.69
11-1222-000-0000-02316-0026 2920 HS.LIB CASH IN LIEU	4,606.50	.00	.00	2,460.25	2,146.25
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
11-1222-000-0000-02315-0026 4120 EL.LIB REPAIRS EQUI	.00	.00	.00	.00	.00
11-1222-000-0000-02316-0026 4120 HS.LIB REPAIRS EQUI	.00	.00	.00	.00	.00
11-1222-000-0000-02315-0026 5310 EL.LIB LIBRARY BOOK	530.00	-46.96	.00	.00	530.00
11-1222-000-0000-02316-0026 5310 HS.LIB LIBRARY BOOK	.00	46.96	.00	1,218.03	-1,218.03
11-1222-000-0000-02315-0026 5990 EL.LIB MISC. SUPPLI	1,400.00	.00	43.13	1,063.12	293.75
11-1222-000-0000-02316-0026 5990 HS.LIB MISC. SUPPLI	.00	.00	.00	.00	.00
11-1222-000-0000-02315-0026 6410 EL.LIB NEW EQUIP/FU	500.00	.00	.00	.00	500.00
11-1222-000-0000-02316-0026 6410 HS.LIB NEW EQUIP/FU	350.00	.00	.00	50.94	299.06
11-1222-000-0000-02316-0026 8220 HS.LIB PAYMT TO ANO	.00	.00	.00	34.25	-34.25
TOTAL DEPARTMENT - LIBRARY	66,997.30	4,755.39	43.13	46,336.01	20,618.16
11-1293-000-0000-02316-0027 1560 ATHLETIC COACH SALA	155,194.82	10,697.88	.00	101,698.38	53,496.44
11-1293-000-0000-02316-0027 2130 ATHLETIC EMPLOYEE I	5,000.00	.00	.00	1,964.57	3,035.43
11-1293-000-0000-02316-0027 2820 ATHLETIC EMPLOYEE R	41,347.80	2,826.01	.00	27,038.91	14,308.89
11-1293-000-0000-02316-0027 2821 ATHLETIC RETIREMT S	18,823.89	1,924.64	.00	11,547.83	7,276.06
11-1293-000-0000-02316-0027 2830 ATHLETIC EMPLOYER S	11,872.40	776.84	.00	7,299.83	4,572.57
11-1293-000-0000-02316-0027 3110 ATHLETIC PURCHASED	87,481.00	694.40	.00	38,129.54	49,351.46
11-1293-000-0000-02316-0027 3220 ATHLETIC WKSHOPS/CO	.00	.00	.00	.00	.00
11-1293-000-0000-02316-0027 5990 ATHLETIC MISC. SUPP	66,000.00	140.91	104.42	1,145.90	64,749.68
11-1293-000-0000-02316-0027 6410 ATHLETIC NEW EQUIP/	3,000.00	.00	.00	.00	3,000.00
11-1293-000-0000-02316-0027 6420 ATHLETIC FURN/EQUIP	.00	.00	.00	.00	.00
11-1293-000-0000-02316-0027 7410 ATHLETIC DUES/FEES	.00	299.00	.00	299.00	-299.00
TOTAL DEPARTMENT - ATHLETIC	388,719.91	17,359.68	104.42	189,123.96	199,491.53
11-1231-000-0000-00000-0028 3180 BUSINESS OFFICE AUD	13,000.00	.00	.00	21,710.00	-8,710.00
11-1232-000-0000-00000-0028 1110 SUPER SALARY SUPERI	111,505.80	8,500.44	.00	80,754.18	30,751.62
11-1232-000-0000-00000-0028 1390 SUPER SALARY-ADMIN.	41,944.00	3,172.60	.00	30,139.70	11,804.30
11-1232-000-0000-00000-0028 1490 SUPER STAKEHOLDER	7,231.25	472.12	.00	5,287.60	1,943.65
11-1232-000-0000-00000-0028 1620 SUPER SALARY-SECR	71,013.90	5,589.66	.00	48,018.45	22,995.45
11-1232-000-0000-00000-0028 1999 SUPER MISC	.00	.00	.00	-5.00	5.00
11-1232-000-0000-00000-0028 2130 SUPER EMPLOYEE INSU	103,559.60	8,267.91	.00	81,945.02	21,614.58



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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1232-000-0000-00000-0028 2820 SUPER EMPLOYEE RETI	113,710.10	4,496.22	.00	41,514.46	72,195.64
11-1232-000-0000-00000-0028 2821 SUPER RETIREMT STUD	63,611.75	5,502.06	.00	33,012.38	30,599.37
11-1232-000-0000-00000-0028 2830 SUPER EMPLOYER SOCI	35,033.89	1,304.84	.00	11,032.25	24,001.64
11-1232-000-0000-00000-0028 2920 SUPER CASH IN LIEU	8,201.25	353.26	.00	4,176.01	4,025.24
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	8,000.00	.00	.00	8,962.17	-962.17
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	2,900.00	.00
11-1232-000-0000-00000-0028 3220 SUPER WKSHOPS/CONF	5,000.00	502.12	.00	6,451.30	-1,451.30
11-1232-000-0000-00000-0028 3450 SUPER SOFTWARE	1,000.00	280.26	.00	1,790.02	-790.02
11-1232-000-0000-00000-0028 4190 SUPER TECH REPAIRS	.00	.00	.00	.00	.00
11-1232-000-0000-00000-0028 4220 SUPER RENTALS EQUIP	3,400.00	-134.58	.00	1,936.96	1,463.04
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	49.85	49.85	2,729.21	-279.06
11-1232-000-0000-00000-0028 5990 SUPER MISC. SUPPLIE	3,000.00	274.37	12.98	1,741.92	1,245.10
11-1232-000-0000-00000-0028 5997 SUPER TECH SUPPLIES	400.00	21.70	.00	213.48	186.52
11-1232-000-0000-00000-0028 6410 SUPER NEW EQUIP/FUR	500.00	.00	.00	219.99	280.01
11-1232-000-0000-00000-0028 6427 SUPER TECH EQUIPMEN	1,700.00	.00	.00	20,531.39	-18,831.39
11-1232-000-0000-00000-0028 7410 SUPER DUES/FEES	9,590.00	1,000.00	.00	16,907.88	-7,317.88
11-1232-000-0000-00000-0028 8220 SUPER PAYMT TO ANOT	2,600.00	.00	.00	2,575.73	24.27
11-1252-000-0000-00000-0028 1310 ACCT SALARY-ACCOUNT	146,174.20	11,144.20	.00	105,869.90	40,304.30
11-1252-000-0000-00000-0028 2820 ACCT EMPLOYEE RETIR	.00	2,857.16	.00	26,939.94	-26,939.94
11-1252-000-0000-00000-0028 2830 ACCT EMPLOYER SOCIA	.00	821.54	.00	7,369.41	-7,369.41
11-1252-000-0000-00000-0028 2920 ACCT CASH IN LIEU O	.00	151.40	.00	1,438.30	-1,438.30
11-1257-000-0000-00000-0028 3610 PRINT PRINTING/BIND	8,000.00	.00	.00	1,237.32	6,762.68
11-1259-000-0000-00000-0028 7210 BUSINESS INTEREST S	.00	.00	.00	.00	.00
11-1259-000-0000-00000-0028 7410 BUSINESS DUES/FEES	12,000.00	476.45	.00	3,367.02	8,632.98
11-1259-000-0000-00000-0028 7610 BUSINESS TAXES ABAT	.00	.00	.00	18,930.09	-18,930.09
11-1289-000-0000-00000-0028 1590 TECH SALARY OTHER T	69,112.90	5,174.28	.00	48,455.18	20,657.72
11-1289-000-0000-00000-0028 2820 TECH EMPLOYEE RETIR	.00	1,363.75	.00	12,284.17	-12,284.17
11-1289-000-0000-00000-0028 2830 TECH EMPLOYER SOCIA	.00	361.44	.00	3,416.75	-3,416.75
11-1289-000-0000-00000-0028 2990 TECH SICK DAY REIMB	1,013.00	.00	.00	.00	1,013.00
11-1289-000-0000-00000-0028 3450 TECH SOFTWARE	1,000.00	815.61	.00	4,476.55	-3,476.55
11-1289-000-0000-00000-0028 4190 TECH TECH REPAIRS	550.00	.00	.00	.00	550.00
11-1289-000-0000-00000-0028 5997 TECH TECH SUPPLIES	900.00	16.14	.00	226.59	673.41
11-1289-000-0000-00000-0028 6427 TECH TECH EQUIPMENT	2,000.00	231.47	.00	2,911.79	-911.79
11-1511-000-0000-00000-0028 7140 DEBT REDEMPTION BON	102,000.00	.00	.00	102,000.00	.00
11-1511-000-0000-00000-0028 7240 DEBT INTEREST ON BO	45,508.93	.00	.00	14,685.34	30,823.59
TOTAL DEPARTMENT - GENERAL ADMIN/BUSINESS	1,002,303.57	63,306.27	62.83	780,553.45	221,687.29
11-1241-000-0000-02315-0029 1150 EL.PRIN SALARY SCH.	131,026.78	10,025.56	.00	95,242.82	35,783.96
11-1241-000-0000-02316-0029 1150 HS.PRIN SALARY SCH.	173,414.20	13,179.56	.00	125,205.82	48,208.38
11-1241-000-0000-07262-0029 1150 MS.PRIN SALARY SCH.	172,049.67	13,105.74	.00	124,504.53	47,545.14
11-1241-000-0000-02315-0029 1620 EL.PRIN SALARY-SECR	55,116.14	4,088.44	.00	33,104.38	22,011.76
11-1241-000-0000-02316-0029 1620 HS.PRIN SALARY-SECR	42,486.00	3,268.18	.00	24,511.35	17,974.65

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1241-000-0000-07262-0029 1620 MS.PRIN SALARY-SECR	30,575.00	2,648.85	.00	18,661.17	11,913.83
11-1241-000-0000-02315-0029 2130 EL.PRIN EMPLOYEE IN	24,506.22	3,689.52	.00	22,516.91	1,989.31
11-1241-000-0000-02316-0029 2130 HS.PRIN EMPLOYEE IN	17,545.06	1,263.05	.00	14,767.85	2,777.21
11-1241-000-0000-07262-0029 2130 MS.PRIN EMPLOYEE IN	42,449.83	3,003.83	.00	27,029.25	15,420.58
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	49,329.72	3,455.23	.00	33,490.64	15,839.08
11-1241-000-0000-02316-0029 2820 HS.PRIN EMPLOYEE RE	55,163.64	4,306.00	.00	38,930.43	16,233.21
11-1241-000-0000-07262-0029 2820 MS.PRIN EMPLOYEE RE	51,890.87	4,135.78	.00	37,147.22	14,743.65
11-1241-000-0000-02315-0029 2821 EL.PRIN RETIREMT ST	26,353.44	2,261.72	.00	13,570.32	12,783.12
11-1241-000-0000-02316-0029 2821 HS.PRIN RETIREMT ST	32,454.98	2,653.17	.00	15,919.02	16,535.96
11-1241-000-0000-07262-0029 2821 MS.PRIN RETIREMT ST	30,637.50	2,566.18	.00	15,397.08	15,240.42
11-1241-000-0000-02315-0029 2830 EL.PRIN EMPLOYER SO	14,959.64	1,118.69	.00	10,036.12	4,923.52
11-1241-000-0000-02316-0029 2830 HS.PRIN EMPLOYER SO	17,640.30	1,253.64	.00	11,322.01	6,318.29
11-1241-000-0000-07262-0029 2830 MS.PRIN EMPLOYER SO	16,186.30	1,176.70	.00	10,604.13	5,582.17
11-1241-000-0000-02315-0029 2840 EL.PRIN WORKMANS CO	120.00	.00	.00	120.00	.00
11-1241-000-0000-02316-0029 2840 HS.PRIN WORKMANS CO	120.00	.00	.00	120.00	.00
11-1241-000-0000-07262-0029 2840 MS.PRIN WORKMANS CO	.00	.00	.00	.00	.00
11-1241-000-0000-02315-0029 2850 EL.PRIN UNEMPLOYMEN	.00	.00	.00	.00	.00
11-1241-000-0000-07262-0029 2850 MS.PRIN UNEMPLOYMEN	.00	.00	.00	.00	.00
11-1241-000-0000-02315-0029 2920 EL.PRIN CASH IN LIE	7,741.98	1,100.16	.00	8,432.88	-690.90
11-1241-000-0000-02316-0029 2920 HS.PRIN CASH IN LIE	13,122.00	1,009.32	.00	8,579.22	4,542.78
11-1241-000-0000-07262-0029 2920 MS.PRIN CASH IN LIE	6,561.00	504.66	.00	3,784.95	2,776.05
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	3,828.92	-3,828.92
11-1241-000-0000-02316-0029 3220 HS.PRIN WKSHOPS/CON	500.00	.00	.00	-141.94	641.94
11-1241-000-0000-07262-0029 3220 MS.PRIN WKSHOPS/CON	.00	.00	.00	604.51	-604.51
11-1241-000-0000-02315-0029 4120 EL.PRIN REPAIRS EQU	.00	.00	.00	105.00	-105.00
11-1241-000-0000-02316-0029 4120 HS.PRIN REPAIRS EQU	.00	.00	.00	.00	.00
11-1241-000-0000-07262-0029 4120 MS.PRIN REPAIRS EQU	.00	.00	.00	.00	.00
11-1241-000-0000-02315-0029 5910 EL.PRIN OFFICE SUPP	2,500.00	27.65	.00	4,134.70	-1,634.70
11-1241-000-0000-02316-0029 5910 HS.PRIN OFFICE SUPP	1,200.00	.00	.00	2,265.73	-1,065.73
11-1241-000-0000-07262-0029 5910 MS.PRIN OFFICE SUPP	1,700.00	3.30	.00	1,785.30	-85.30
11-1241-000-0000-02315-0029 5990 EL.PRIN MISC. SUPPL	3,500.00	272.70	.00	2,027.84	1,472.16
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	104.91	.00	372.58	627.42
11-1241-000-0000-02315-0029 6410 EL.PRIN NEW EQUIP/F	300.00	.00	.00	1,881.62	-1,581.62
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	219.99	260.00	-279.99
11-1241-000-0000-02315-0029 7410 EL.PRIN DUES/FEES	.00	.00	.00	1,190.00	-1,190.00
11-1241-000-0000-02316-0029 7410 HS.PRIN DUES/FEES	.00	.00	.00	800.00	-800.00
11-1241-000-0000-07262-0029 7410 MS.PRIN DUES/FEES	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - SCHOOL ADMIN - PRINCIPAL	1,029,198.27	80,222.54	219.99	712,418.12	316,560.16

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1351-000-0822-02315-0030 1630 EL.LATCH SALARY AID	35,559.00	3,359.47	.00	24,993.01	10,565.99
11-1351-000-0822-02315-0030 2820 EL.LATCH EMPLOYEE R	9,754.97	742.70	.00	6,300.37	3,454.60
11-1351-000-0822-02315-0030 2821 EL.LATCH RETIREMT S	4,284.06	413.20	.00	2,479.20	1,804.86
11-1351-000-0822-02315-0030 2830 EL.LATCH EMPLOYER S	2,720.26	255.52	.00	1,901.20	819.06
11-1351-000-0822-02315-0030 5110 EL.LATCH TEACHING S	700.00	.00	43.44	515.38	141.18
11-1391-000-0822-02315-0030 1160 EL.PARED SALARY SCH	25,010.00	.00	.00	3,692.50	21,317.50
11-1391-000-0822-02315-0030 2820 EL.PARED EMPLOYEE R	6,136.96	.00	.00	952.92	5,184.04
11-1391-000-0822-02315-0030 2821 EL.PARED RETIREMT S	4,673.52	217.47	.00	1,304.83	3,368.69
11-1391-000-0822-02315-0030 2830 EL.PARED EMPLOYER S	1,836.77	.00	.00	274.01	1,562.76
11-1391-000-0822-02315-0030 3220 EL.PARED WKSHOPS/CO	500.00	.00	.00	147.80	352.20
11-1391-000-0822-02315-0030 5110 EL.PARED TEACHING S	185.00	.00	.00	278.70	-93.70
11-1391-000-0822-02315-0030 6410 EL.PARED NEW EQUIP/	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - COMMUNITY SERVICES	91,360.54	4,988.36	43.44	42,839.92	48,477.18
11-1261-000-0000-00000-0031 1170 OPER SALARY SUPVR-I	35,250.00	2,596.16	.00	24,663.52	10,586.48
11-1261-000-0000-00000-0031 1550 OPER SALARY - MAINT	72,015.60	6,259.20	.00	58,447.61	13,567.99
11-1261-000-0000-00000-0031 1640 OPER SALARY CUSTODI	243,950.36	18,233.33	.00	167,300.41	76,649.95
11-1261-000-0000-00000-0031 1960 OPER OVERTIME OPERA	10,815.39	315.66	.00	5,999.51	4,815.88
11-1261-000-0000-00000-0031 2130 OPER EMPLOYEE INSUR	116,957.68	4,993.23	.00	68,807.78	48,149.90
11-1261-000-0000-00000-0031 2820 OPER EMPLOYEE RETIR	94,312.74	7,225.20	.00	67,643.88	26,668.86
11-1261-000-0000-00000-0031 2821 OPER RETIREMT STUDE	54,784.00	4,392.95	.00	26,357.71	28,426.29
11-1261-000-0000-00000-0031 2830 OPER EMPLOYER SOCIA	27,951.42	2,026.70	.00	18,948.71	9,002.71
11-1261-000-0000-00000-0031 2840 OPER WORKMANS COMPE	6,620.00	.00	.00	3,599.00	3,021.00
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	3,280.50	773.02	.00	7,317.64	-4,037.14
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	15,075.00	1,272.00	.00	8,772.57	6,302.43
11-1261-000-0000-00000-0031 3830 OPER WATER AND SEWA	15,500.00	1,649.88	.00	11,727.17	3,772.83
11-1261-000-0000-00000-0031 3840 OPER WASTE AND TRAS	3,523.59	315.25	.00	3,021.11	502.48
11-1261-000-0000-00000-0031 3910 OPER INSURANCE LIAB	60,691.11	.00	.00	58,517.00	2,174.11
11-1261-000-0000-00000-0031 3911 OPER BOILER INSURAN	4,332.16	.00	.00	4,084.00	248.16
11-1261-000-0000-00000-0031 4110 OPER REPAIRS BLDG/L	2,650.00	.00	.00	37,187.00	-34,537.00
11-1261-000-0000-00000-0031 4120 OPER REPAIRS EQUIPM	18,300.00	417.78	110.00	10,521.36	7,668.64
11-1261-000-0000-00000-0031 4220 OPER RENTALS EQUIP	58,000.00	3,544.40	.00	13,615.65	44,384.35
11-1261-000-0000-00000-0031 5510 OPER HEATING GAS	75,000.00	25,979.88	.00	55,409.93	19,590.07
11-1261-000-0000-00000-0031 5520 OPER ELECTRICITY	162,000.00	28,708.22	.00	116,302.23	45,697.77
11-1261-000-0000-00000-0031 5910 OPER OFFICE SUPPLIE	1,325.00	.00	.00	97.84	1,227.16
11-1261-000-0000-00000-0031 5980 OPER MAINTENANCE SU	14,000.00	3,110.37	.00	10,800.93	3,199.07
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	3,141.31	-500.00	20,890.06	6,609.94
11-1455-000-0000-00000-0031 6220 AQUIS FURN/EQUIP BL	67,000.00	68.40	6,634.00	35,847.06	24,518.94
11-1455-000-0000-00000-0031 6221 AQUIS FURN/EQUIP GR	88,920.00	.00	.00	43,519.47	45,400.53
TOTAL DEPARTMENT - OPERATION-MAINTENANCE	1,281,429.55	115,022.94	6,244.00	879,399.15	395,786.40

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MADISON SCHOOL DISTRICT  
DETAIL EXPENDITURE STATUS REPORT

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1391-000-0000-02316-0032 1160 PAC SALARY SCH. DIR	5,000.00	500.00	.00	3,750.00	1,250.00
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	130.90	.00	978.65	299.35
11-1391-000-0000-02316-0032 2821 PAC RETIREMT STUDEN	908.74	65.24	.00	391.44	517.30
11-1391-000-0000-02316-0032 2830 PAC EMPLOYER SOCIAL	382.50	37.12	.00	278.40	104.10
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	1,910.60	-1,910.60
11-1391-000-0000-02316-0032 5110 PAC TEACHING SUPPLY	200.00	.00	.00	.00	200.00
11-1391-000-0000-02316-0032 5990 PAC MISC. SUPPLIES/	150.00	.00	.00	6.20	143.80
11-1391-000-0000-02316-0032 6410 PAC NEW EQUIP/FURN	3,900.00	790.00	918.00	1,796.40	1,185.60
TOTAL DEPARTMENT - PAC	11,819.24	1,523.26	918.00	9,111.69	1,789.55
11-1271-000-0000-00000-0033 1170 TRANS SALARY SUPVR-	34,250.00	2,596.14	.00	24,663.33	9,586.67
11-1271-000-0000-00000-0033 1550 TRANS SALARY - MAIN	10,160.80	.00	.00	.00	10,160.80
11-1271-000-0000-00000-0033 1610 TRANS SALARY VEHICL	129,307.64	16,746.57	.00	108,109.76	21,197.88
11-1271-000-0000-00000-0033 1611 TRANS SALARY-EXTRA	22,270.59	3,064.76	.00	19,389.24	2,881.35
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	7,195.50	1,542.88	.00	10,697.98	-3,502.48
11-1271-000-0000-00000-0033 2130 TRANS EMPLOYEE INSU	771.96	19.28	.00	416.65	355.31
11-1271-000-0000-00000-0033 2820 TRANS EMPLOYEE RETI	54,189.24	6,495.00	.00	43,963.74	10,225.50
11-1271-000-0000-00000-0033 2821 TRANS RETIREMT STUD	31,935.70	2,642.30	.00	15,853.79	16,081.91
11-1271-000-0000-00000-0033 2830 TRANS EMPLOYER SOCI	15,966.86	1,820.66	.00	12,436.39	3,530.47
11-1271-000-0000-00000-0033 2840 TRANS WORKMANS COMP	1,402.00	.00	.00	1,402.00	.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	3,280.50	252.32	.00	2,397.04	883.46
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	1,023.00	77.00
11-1271-000-0000-00000-0033 3220 TRANS WKSHOPS/CONF	.00	.00	.00	500.00	-500.00
11-1271-000-0000-00000-0033 3930 TRANS TRANSPORTATIO	8,680.00	.00	.00	9,725.00	-1,045.00
11-1271-000-0000-00000-0033 4130 TRANS BUS MECHANIC	18,000.00	.00	.00	16,811.45	1,188.55
11-1271-000-0000-00000-0033 4230 TRANS CONTRACTED SE	896.00	.00	.00	537.50	358.50
11-1271-000-0000-00000-0033 5710 TRANS GASOLINE, OIL	33,000.00	3,791.62	.00	26,600.06	6,399.94
11-1271-000-0000-00000-0033 5720 TRANS TIRES,TUBES A	2,505.00	550.00	.00	6,413.22	-3,908.22
11-1271-000-0000-00000-0033 5730 TRANS VEHICLE REPAI	25,000.00	473.43	.00	21,974.88	3,025.12
11-1271-000-0000-00000-0033 5910 TRANS OFFICE SUPPLI	200.00	.00	.00	.00	200.00
11-1271-000-0000-00000-0033 5990 TRANS MISC. SUPPLIE	600.00	.00	.00	2,244.79	-1,644.79
11-1271-000-0000-00000-0033 6410 TRANS NEW EQUIP/FUR	.00	.00	.00	.00	.00
11-1271-000-0000-00000-0033 6510 TRANS NEW VEHICLES	.00	.00	.00	.00	.00
11-1271-000-0000-00000-0033 6610 TRANS SCHOOL BUS PU	73,500.00	.00	.00	.00	73,500.00
11-1271-000-0000-00000-0033 7410 TRANS DUES/FEES	500.00	.00	.00	915.91	-415.91
TOTAL DEPARTMENT - TRANSPORTATION	476,961.79	39,994.96	.00	326,075.73	150,886.06

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FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1621-000-0000-00000-0040 8110 MODFUND ATHLETIC	.00	.00	.00	.00	.00
11-1633-000-0000-00000-0040 8110 MODFUND DEBT ATHLET	.00	.00	.00	.00	.00
11-1641-000-0000-00000-0040 8110 MODFUND B&S ATHLETI	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - MODICATIONS	.00	.00	.00	.00	.00
TOTAL FUND - GENERAL FUND	17,315,799.10	1,367,446.56	15,353.98	10,985,818.44	6,314,626.68
TOTAL REPORT	17,315,799.10	1,367,446.56	15,353.98	10,985,818.44	6,314,626.68

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FUND - 11 - GENERAL FUND

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30200	9101	04/15/19	329 ACCELERATED LEARNING FOUN	5110	EQUATION BOARDS FOR THE E	162.30
30201	9101	04/15/19	3150 ADRIAN LOCKSMITH & CYCLER	5980	CORES	225.00
30202	9101	04/15/19	3250 ADRIAN MECHANICAL SERVICE	5980	REPLACE HEAT EXCHANGER PE	1,926.00
30202	9101	04/15/19	3250 ADRIAN MECHANICAL SERVICE	4120	RTU #20	417.78
		TOTAL CHECK				2,343.78
30203	9101	04/15/19	5575 AMAZON CAPITAL SERVICES I	5990	ESTIMATED SHIPPING/HANDLI	5.99
30203	9101	04/15/19	5575 AMAZON CAPITAL SERVICES I	5990	PACKSTASH 11 X 15 X 3" (1	18.73
30203	9101	04/15/19	5575 AMAZON CAPITAL SERVICES I	5990	PACKSTASH 11 X 15 X 3" (1	14.73
		TOTAL CHECK				39.45
30204	9101	04/15/19	6870 AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	86.93
30204	9101	04/15/19	6870 AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	1.77
		TOTAL CHECK				88.70
30205	9101	04/15/19	7065 AMERICAN TIME & SIGNAL CO	5980	MOTORS, LEVERS	225.01
30206	9101	04/15/19	72220 AUTO VALUE ADRIAN	5710	PRIME	89.34
30206	9101	04/15/19	72220 AUTO VALUE ADRIAN	5730	OIL FILTER, PRIME F/S	91.83
30206	9101	04/15/19	72220 AUTO VALUE ADRIAN	5730	OIL FILTER	10.89
		TOTAL CHECK				192.06
30207	9101	04/15/19	10715 BEAUBIEN	4220	2019 TURF CARE PROGRAM: B	752.00
30207	9101	04/15/19	10715 BEAUBIEN	4220	2019 TURF CARE PROGRAM: F	522.50
30207	9101	04/15/19	10715 BEAUBIEN	4220	2019 TURF CARE PROGRAM: M	1,474.40
30207	9101	04/15/19	10715 BEAUBIEN	4220	2019 TURF CARE PROGRAM: S	613.70
		TOTAL CHECK				3,362.60
30208	9101	04/15/19	10829 BELL FORD LINCOLN	5730	FORD TRANSIT VAN	37.05
30209	9101	04/15/19	21811 CCI SOUTH, INC	4220	REPAIR PHONE JACK	124.80
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	1028184 - CAT 6 CABLE	23.68
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4864745 - SMART IMAGE SWI	579.94
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	5997	2312504 - P-TOUCH TAPE	16.14
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	6427	3047231 - LIGHTNING USB 6	80.50
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	6427	3414994 - LIGHTNING TO US	67.80
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	6427	4686875 USB C CABLE	50.97
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	6410	VIVITEK PROJECTOR LAMP CD	790.00
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	2355606 - MS EXCHANGE SER	6.66
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	2355606 - MS EXCHANGE SER	90.01
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	2355606 - MS EXCHANGE SER	106.68
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	2355606 - MS EXCHANGE SER	130.01
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	2670099 - SQL SERVER STAN	17.61
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	2670099 - SQL SERVER STAN	237.66
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	2670099 - SQL SERVER STAN	281.67
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	2670099 - SQL SERVER STAN	343.29
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4325216 - SERVER SUITE DA	28.60
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4325216 - SERVER SUITE DA	386.21
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4325216 - SERVER SUITE DA	457.73
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4325216 - SERVER SUITE DA	557.86
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4718923 - MS CORE SERVER	28.61
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4718923 - MS CORE SERVER	386.23
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4718923 - MS CORE SERVER	457.76

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FUND - 11 - GENERAL FUND

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30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4718923 - MS CORE SERVER	557.89
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4720893 - SERVER CORE SUI	15.39
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4720893 - SERVER CORE SUI	207.77
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4720893 - SERVER CORE SUI	246.24
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4720893 - SERVER CORE SUI	300.11
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4840200 - MS 365 A3 (STAF	183.39
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4840200 - MS 365 A3 (STAF	2,475.72
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4840200 - MS 365 A3 (STAF	2,934.18
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	3450	4840200 - MS 365 A3 (STAF	3,576.03
30210	9101	04/15/19	16240 CDW GOVERNMENT, INC.	6427	5281124 - CHARGER	32.20
		TOTAL CHECK				15,654.54
30211	9101	04/15/19	18892 CENTER MEDICAL SUPPLY	5990	77352 GLOVE BOX DISPENSER	26.95
30211	9101	04/15/19	18892 CENTER MEDICAL SUPPLY	5990	AAR6666 PENLIGHT HI INTEN	9.54
30211	9101	04/15/19	18892 CENTER MEDICAL SUPPLY	3130	001446 LICE B GONE SHAMPO	58.50
30211	9101	04/15/19	18892 CENTER MEDICAL SUPPLY	3130	ESTIMATED SHIPPING/HANDLI	10.47
30211	9101	04/15/19	18892 CENTER MEDICAL SUPPLY	3130	TRXNMD400 GLOVE NITRILE P	18.20
		TOTAL CHECK				123.66
30212	9101	04/15/19	22468 CONSUMERS ENERGY	5520	ELECTRICITY	246.15
30212	9101	04/15/19	22468 CONSUMERS ENERGY	5520	CREDIT	- .02
30212	9101	04/15/19	22468 CONSUMERS ENERGY	5520	ELECTRIC	12.50
30212	9101	04/15/19	22468 CONSUMERS ENERGY	5520	CREDIT	-21.76
		TOTAL CHECK				236.87
30213	9101	04/15/19	25499 D & P COMMUNICATIONS	3410	TELEPHONE	486.77
30214	9101	04/15/19	26105 DAVE HEATON	5990	UNIFORM 18.19	15.98
30215	9101	04/15/19	26591 DECKER EQUIPMENT	5980	CUSTODIAL/MAIN. SUPPL	104.15
30216	9101	04/15/19	28975 DURAEDGE PRODUCTS INC	5990	DURAPITCH PREMIUM MC 50LB	500.00
30217	9101	04/15/19	29682 EAST INSTITUTES LLC	3220	GRAND BLANC APSI JUNE 25,	615.00
30218	9101	04/15/19	35580 FRAME'S PEST CONTROL, INC	4220	MONTHLY PEST CONTROL	57.00
30219	9101	04/15/19	60750 MELVIN D HOFFMAN	5990	UNIFORM 18.19	200.00
30220	9101	04/15/19	47396 IMPREST FUND	3220	MACUL LODGING JBRANDE	132.30
30220	9101	04/15/19	47396 IMPREST FUND	3220	MACUL LODGING JBRANDE	101.50
30220	9101	04/15/19	47396 IMPREST FUND	3220	MACUL LODGING JWONDER	101.50
30220	9101	04/15/19	47396 IMPREST FUND	3220	MACUL LODGING JWONDER	132.31
30220	9101	04/15/19	47396 IMPREST FUND	3220	MACUL REG BNORLOCK	279.00
30220	9101	04/15/19	47396 IMPREST FUND	5980	WILBUR ELLIS	122.00
		TOTAL CHECK				868.61
30221	9101	04/15/19	71668 J W PEPPER OF DETROIT	5110	DREAMSVILLE 10909012	40.00
30221	9101	04/15/19	71668 J W PEPPER OF DETROIT	5110	ESTIMATED SHIPPING/HANDLI	14.99
30221	9101	04/15/19	71668 J W PEPPER OF DETROIT	5110	MY FUNNY VALENTINE	62.00
30221	9101	04/15/19	71668 J W PEPPER OF DETROIT	5110	SING, SING, SING 2702806	48.00
30221	9101	04/15/19	71668 J W PEPPER OF DETROIT	5110	OPUS ONE 2423184	42.00
		TOTAL CHECK				206.99
30222	9101	04/15/19	86099 KATIE L STRAHAN	5990	UNIFORM 18.19 FINAL	50.00

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FUND - 11 - GENERAL FUND

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30223	9101	04/15/19	55432 LENAWEЕ INTERMEDIATE SCHO	3113	HAVILAND 18.19 10F2	7,696.00
30223	9101	04/15/19	55432 LENAWEЕ INTERMEDIATE SCHO	5990	YEAR END TAX FORMS	117.17
30223	9101	04/15/19	55432 LENAWEЕ INTERMEDIATE SCHO	3222	P BAILEY CPI TRAINING	50.00
TOTAL CHECK						7,863.17
30224	9101	04/15/19	58416 MADISON SCHOOL ACTIVITY F	5980	IAF DOORS/LOCKS	291.73
30225	9101	04/15/19	60035 MAPLE CITY GLASS INC.	5730	WINDSHIELD REPLACE	289.61
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 ELEM OFF. COPIE	372.76
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 ELEM OFF. COPIE	7.61
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CENTRAL OFFICE	-223.10
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO B/W	1.64
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO COLOR	86.88
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 COPIER	1.61
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 EL B/W	.21
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 EL COLOR	64.47
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 HS B/W	.11
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 HS COLOR	9.34
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 MERRITT B/W	.05
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 MERRITT COLOR	5.28
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 MS B/W	.78
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 MS COLOR	108.80
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 MYAC COLOR	24.20
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8850 HS OFFICE COPIE	340.53
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8850 HS OFFICE COPIE	6.95
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Z5880 K WING COPIER	3.06
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Z5880 K WING COPIER	150.16
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS ROOM 122	128.62
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS ROOM 122	2.63
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8788 ELEM OFFICE	5.89
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8788 ELEM OFFICE	288.68
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3042 ES STEM LAB	.25
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3043 MS 10	6.77
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3044 MS LAB 15	17.10
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3045 MS OFFICE	38.83
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3046 MEDIA CENTER	20.68
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3046 MEDIA CENTER	20.68
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3047 CENTRAL OFFICE	21.70
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3048 HS COUN OFFICE	46.70
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3049 HS OFFICE	53.75
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3050 HS CART 2	21.02
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3051 HS LAB 113	10.15
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3052 HS CART 3	20.10
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3053 HS CART 1	18.75
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3054 HS CART 4	20.16
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3158 ELEM OFFICE	10.37
30226	9101	04/15/19	65990 MT BUSINESS TECHNOLOGIES,	5997	Z3161 ES LAB 511	15.90
TOTAL CHECK						1,730.07
30227	9101	04/15/19	94650 NICHOLS	5990	VAC BRUSH	65.00
30227	9101	04/15/19	94650 NICHOLS	5990	SQ BLADE SET	168.00
30227	9101	04/15/19	94650 NICHOLS	5990	CUSTODIAL SUPPLIES	315.90
30227	9101	04/15/19	94650 NICHOLS	5990	CUSTODIAL SUPPLIES	153.49
30227	9101	04/15/19	94650 NICHOLS	5990	CUST. SUPPLIES	490.73
30227	9101	04/15/19	94650 NICHOLS	5990	CUST. SUPPLIES	1,164.23



SPI  
DATE: 04/12/2019  
TIME: 11:59:47

MADISON SCHOOL DISTRICT  
CHECK REGISTER

PAGE NUMBER: 4  
VENCHK11  
ACCOUNTING PERIOD: 10/19

FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
30227	9101	04/15/19	94650 NICHOLS	5980	SANITARY NAPKIN RECEP	216.48
	TOTAL CHECK					2,573.83
30228	9101	04/15/19	69401 OFFICE DEPOT,INC	6427	ITEM # 607890 LOGITECH H3	122.00
30228	9101	04/15/19	69401 OFFICE DEPOT,INC	6427	ITEM # 227882 TRIPP LITE	23.96
30228	9101	04/15/19	69401 OFFICE DEPOT,INC	5110	ESTIMATED SHIPPING/HANDLI	9.99
30228	9101	04/15/19	69401 OFFICE DEPOT,INC	5110	REMC 190037 ORDER # 74199	8.90
	TOTAL CHECK					164.85
30229	9101	04/15/19	70995 PEARSON EDUCATION	5210	STUDY GUIDE FOR AP BIOLOG	28.86
30230	9101	04/15/19	72336 PERRY PRO TECH	5990	I1825 STAPLES	104.91
30230	9101	04/15/19	72336 PERRY PRO TECH	4220	I1825 I1826 MS COPIER	8.63
30230	9101	04/15/19	72336 PERRY PRO TECH	4220	I1825 I1826 MS COPIER	422.75
	TOTAL CHECK					536.29
30231	9101	04/15/19	72348 PESI, INC.	5111	CONFERENCE REGISTRATION F	399.98
30232	9101	04/15/19	72652 PETTY CASH	5910	POSTAGE	3.30
30232	9101	04/15/19	72652 PETTY CASH	5910	POSTAGE	27.65
	TOTAL CHECK					30.95
30233	9101	04/15/19	72663 PFM FINANCIAL ADVISORS LL	7410	ANN. DISCL. REPORT	1,000.00
30234	9101	04/15/19	77905 S.R. WIERCKZ	3190	APRIL UNEMPLOY SERVIC	240.00
30235	9101	04/15/19	90470 TRANSPORTATION ACCESSORIE	5730	TELESCOPIC SQUEEGEE	44.05
30236	9101	04/15/19	94655 VULCAN TIRE	5720	TIRES FOR BLUE PICKUP	550.00
	TOTAL FUND					41,663.71
	TOTAL REPORT					41,663.71

SPI  
DATE: 04/12/2019  
TIME: 08:50:37

MADISON SCHOOL DISTRICT  
CHECK REGISTER

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 10/19

FUND - 21 - ATHLETIC

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
10030	9102	04/15/19	1798 ADDISON COMMUNITY SCHOOL	7410	VAR TRACK INVITE	175.00
10031	9102	04/15/19	4620 ALFREDO (FREDDIE) BURCIAG	3110	TICKET TAKER SPRING	200.00
10032	9102	04/15/19	19792 CHELSEA ATHLETIC DEPT	7410	VAR SOFTBALL TOURN	180.00
10033	9102	04/15/19	34640 FLOWERS & SUCH	5990	FLOWERS AND BALOONS	106.36
10034	9102	04/15/19	39693 GRASS LAKE HIGH SCHOOL	7410	VAR TRACK INVITE	175.00
10035	9102	04/15/19	41978 HANOVER-HORTON HIGH SCHOO	7410	VAR BASEBALL TOURN	150.00
10035	9102	04/15/19	41978 HANOVER-HORTON HIGH SCHOO	7410	VAR SB INVITE	150.00
			TOTAL CHECK			300.00
10036	9102	04/15/19	44115 HERFF JONES	5990	MITCA HALL OF FAME RING I	296.75
10037	9102	04/15/19	47396 IMPREST FUND	3220	K ISOM LODGING	498.00
10037	9102	04/15/19	47396 IMPREST FUND	3220	S ROBACK LODGING	249.00
			TOTAL CHECK			747.00
10038	9102	04/15/19	21488 LISA GENTRY	3110	TICKET TAKER SPRING	100.00
10039	9102	04/15/19	MADISON MADISON SCHOOL	7410	BWILHARMS CLINIC	299.00
10040	9102	04/15/19	60023 MANCHESTER HIGH SCHOOL	7410	VAR BOYS TRACK	90.00
10040	9102	04/15/19	60023 MANCHESTER HIGH SCHOOL	7410	VAR GIRLS TRACK	90.00
			TOTAL CHECK			180.00
10041	9102	04/15/19	64638 MIKE KNOBUSCH	3110	BB ASSIGNOR	650.00
10042	9102	04/15/19	68500 NEFF COMPANY	5990	CHAMPION PATCHES	241.05
10043	9102	04/15/19	69505 ONSTED COMMUNITY SCHOOLS	7410	VAR TRACK INVITE	175.00
10044	9102	04/15/19	72986 PITTSFORD HIGH SCHOOL	7410	VAR TRACK INVITE	140.00
10045	9102	04/15/19	76018 RECOGNITION INC	5990	GIRLS BASKETBALL AWARDS	58.00
10046	9102	04/15/19	78290 SAND CREEK SCHOOLS	7410	MS TRACK 7/8 INVITE	115.00
10047	9102	04/15/19	88400 TEAM SPORTS INC	5990	BASEBALL AND TRACK EQUIPM	2,302.78
10047	9102	04/15/19	88400 TEAM SPORTS INC	5990	SPRING EQUIPMENT #2	654.90
			TOTAL CHECK			2,957.68
10048	9102	04/15/19	89542 THAT'S GREAT NEWS	5990	6505566157 PER ATTACHED E	179.00
10048	9102	04/15/19	89542 THAT'S GREAT NEWS	5990	WOOD UPGRADE	20.00
			TOTAL CHECK			199.00
			TOTAL FUND			7,294.84
			TOTAL REPORT			7,294.84

## **Superintendent's Report April 15, 2018**

### **I. Oral Report – Trip to Costa Rica**

Mrs. Wallace and a couple students who participated with the trip to Costa Rica during spring break will present to the Board at the meeting Monday.

### **II. LISD Budget Review and Legislative Breakfast (Information Items)**

Julie and I have RSVP'd to attend the LISD Budget Review Thursday, April 18, 2019 at the LISD TECH Center. The meeting starts at 6:00 p.m.

The LCASB Legislative Breakfast is scheduled for Friday, May 17, 7:30 - 9:00 a.m. The breakfast will be held at LISD TECH Center.

Please feel free to join me for these events. If you would like to attend either/both please notify me or Laurie as soon as possible.

### **III. Spring Athletics – District-Sponsored Trips (Action Item)**

In accordance with Madison Board Policy 2340 – Field and Other District-Sponsored Trips, the following trips may occur for students at Madison - based on qualification - and require Board approval:

#### Boys Golf

MHSAA State Meet occurring Thursday, June 6 – Saturday, June 8 at Ferris State in Big Rapids.

#### Boys and Girls Track

Team State Track Meet occurring Friday, May 24 – Saturday, May 25 in Clare (accommodations in Mount Pleasant).

Individual State Meet occurring Friday, May 31 – Saturday, June 1 at Jenison High School (accommodations in Grandville).

#### Varsity Football

Team Camp occurring Wednesday, July 17 – Friday, July 19 at Hillsdale College.

I recommend the Board approve these three District-sponsored trips.

### **IV. Fifth Grade Camp – District-Sponsored Trip (Action Item)**

Nate provided information to me regarding the 2019-20 Fifth Grade Camp. Students will again return to Camp Michindoh. The proposed dates are January 27-31 with an approximate participant cost of \$175.00. I recommend the Board

approve the Fifth Grade Camp as presented so that planning, preparation, and fundraising can occur for this student opportunity.

#### **V. School of Choice (SOC) for 2019-20 (Action Item)**

At this time each year the Board is asked to approve SOC openings at each respective grade for the upcoming school year. Based on current and projected student counts I recommend the Board approve SOC for 2019-20 as follows:

Young 5s - 1<sup>st</sup> grade (Limited) Minimum 2

2<sup>nd</sup> – 6<sup>th</sup> (Unlimited)

7<sup>th</sup> and 8<sup>th</sup> grade (Limited) Minimum 2

9<sup>th</sup> – 12<sup>th</sup> grade (Unlimited)

#### **VI. First Reading – NEOLA Policies (Information Item)**

This month you have an opportunity to conduct a first reading of modifications to the semi-annual updates to various NEOLA policies. A master update sheet is included with the policies. Please review and consider the proposed changes and let me know of any questions or comments you may have. A second reading and consideration for adoption will occur at the May Board of Education meeting.

#### **VII. Resolution – Bus Drivers**

Mark Swinehart recently communicated with me and asked me to bring attention and recognition to our bus drivers and the wonderful work they do each and every day. Often, a bus driver is the first school employee a student will see in the morning prior to arriving to school. Each bus driver, like every employee at Madison, has a unique and vital role within the district, serving as an ambassador for the school. I recommend, on behalf of the Madison family, that the Board pass a resolution acknowledging the passionate work of our bus drivers at Madison School District.

#### **VIII. Negotiations with Madison EA – Closed Session (Action Item)**

I recommend that, pursuant to Section 8(c) of Michigan's Open Meetings Act, MCL 15.268(c), the Board of Education enter into closed session to discuss strategy and negotiation sessions associated with the negotiation of a collective bargaining agreement as requested by the Madison School District.

## REVENUE WINTER 2018.19

	Account	Income Memo	Amount
December 2018	21.0173	Tournament entry fees received	\$ 675.00
January 2019	21.0173	Tournament entry fees received	\$ 575.00
February 2019	21.0173	Tournament entry fees received	\$ 2,635.00
March 2019	21.0173	Tournament entry fees received	\$ 895.00
<b>Total</b>		<b>Tournament entry fees</b>	<b>\$ 4,780.00</b>
December 2018	21.0199	Popcorn Sales & Silent Auction	\$ 10,097.00
January 2019	21.0199		\$ -
February 2019	21.0199	Spirit Wear Sales	\$ 808.00
March 2019	21.0199	MS GBB Shoot-a-Thon Fundraiser	\$ 417.40
<b>Total</b>		<b>Misc. Income</b>	<b>\$ 11,322.40</b>
December 2018	21.0171	Gates	\$ 7,712.00
January 2019	21.0171	Gates	\$ 2,947.00
February 2019	21.0171	Gates	\$ 6,543.00
March 2019	21.0171	Gates	\$ 1,362.00
<b>Total</b>		<b>Gates Income</b>	<b>\$ 18,564.00</b>
<b>Total</b>		<b>Winter Revenue</b>	<b>\$ 34,666.40</b>

## EXPENSES WINTER 2018.19

December 2018	7410	Dues, Memberships, Entry fees pd	\$ 865.00
January 2019	7410	Dues, Memberships, Entry fees pd	\$ 1,040.00
February 2019	7410	Dues, Memberships, Entry fees pd	\$ 765.00
March 2019	7410	Dues, Memberships, Entry fees pd	\$ 99.00
April 2019 (partial)	7410	Dues, Memberships, Entry fees pd	\$ 299.00
<b>Total</b>		<b>Dues, Memberships, Entry fee Income</b>	<b>\$ 3,068.00</b>
December 2018	3110	Services & Officials	\$ 3,875.00
January 2019	3110	Services & Officials	\$ 1,800.00
February 2019	3110	Services & Officials	\$ 3,600.00
March 2019	3110	Services & Officials	\$ 2,000.00
April 2019 (partial)	3110	Services & Officials	\$ 650.00
<b>Total</b>		<b>Services &amp; Officials Expenses</b>	<b>\$ 11,925.00</b>

Athletic Board Report  
Winter 2018-19

Prepared by: Jill Myers

December 2018	5990	Supplies & Materials	\$ 7,152.03
January 2019	5990	Supplies & Materials	\$ 9,623.34
February 2019	5990	Supplies & Materials	\$ 1,457.88
March 2019	5990	Supplies & Materials	\$ 910.00
April 2019 (partial)	5990	Supplies & Materials	\$ 604.41
<b>Total</b>	5990	<b>Supplies &amp; Materials Expenses</b>	<u>\$ 19,747.66</u>
December 2018	6420	Equipment	\$ -
January 2019	6420	Equipment	\$ -
February 2019	6420	Equipment	\$ -
March 2019	6420	Equipment	\$ -
<b>Total</b>		<b>Equipment</b>	<u>\$ -</u>
December 2018	3220	Travel, professional development	\$ 136.74
January 2019	3220	Travel, professional development	\$ 220.00
February 2019	3220	Travel, professional development	\$ 301.28
March 2019	3220	Travel, professional development	\$ -
April 2019 (partial)	3220	Travel, professional development	\$ 747.00
<b>Total</b>		<b>Travel, Professional Development Expenses</b>	<u>\$ 1,405.02</u>
<b>Total</b>		<b>Winter Expenses</b>	<u><u>\$ 36,145.68</u></u>
<b>NET LOSS</b>			<u><u>\$ (1,479.28)</u></u>



# EOLA of MICHIGAN

## LOCAL TEMPLATES

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

**BYLAWS**  
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**REVISED BYLAW - VOL. 33, NO. 2 - FEBRUARY 2019**

### DEFINITIONS

Whenever the following items are used in these ( ) bylaws and policies ( ) bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

#### **Administrative Guideline**

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

#### **Agreement**

A collectively negotiated contract with a recognized bargaining unit.

#### **Apps and Services**

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.



# **EOLA of MICHIGAN**

## **LOCAL TEMPLATES**

### **BOARD OF EDUCATION** **SCHOOL DISTRICT**

**BYLAWS**  
0100/page 2 of 6

#### **Board**

The Board of Education.

#### **Bylaw**

Rule of the Board for its own governance.

#### **Classified or Support Employee**

An employee who provides support to the District's program and whose position does not require a professional certificate.

#### **District**

The School District.

#### **Due Process**

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

#### **Family Member**

"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. (See Bylaw 0144.3)

#### **Full Board**

Authorized number of voting members entitled to govern the District.





# **EOLA of MICHIGAN**

## **LOCAL TEMPLATES**

**BOARD OF EDUCATION**  
**SCHOOL DISTRICT**

**BYLAWS**  
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### **Information Resources**

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

### **May**

This word is used when an action by the Board or its designee is permitted but not required.

### **Meeting**

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

### **Parent**

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.



# EOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
**SCHOOL DISTRICT**

BYLAWS  
0100/page 4 of 6

### **Personal Communication Devices**

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, ( ) telephone paging devices (e.g., beepers or pagers), ( ) and/or other web-enabled devices of any type.

### **Policy**

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

### **President**

The chief executive officer of the Board of Education.  
(See Bylaw 0170)

### **Principal**

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

### **Professional Staff Member**

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

### **Relative**

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.



# **EOLA of MICHIGAN**

## **LOCAL TEMPLATES**

**BOARD OF EDUCATION**  
**SCHOOL DISTRICT**

**BYLAWS**  
0100/page 5 of 6

### **Secretary**

The chief clerk of the Board of Education. (See Bylaw 0170)

### **Shall**

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

### **Social Media**

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

### **Student**

A person who is officially enrolled in a school or program of the District.

### **Superintendent**

The chief executive officer of the School District responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. The Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
**SCHOOL DISTRICT**

BYLAWS  
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### **Technology Resources**

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

### **Treasurer**

The chief financial officer of the District. (See Bylaw 0170)

### **Vice-President**

The Vice-President of the Board of Education. (See Bylaw 0170)

### **Voting**

A vote at a meeting of the Board of Education. **Except to accommodate the absence of any member of the Board due to military duty**, Board members must be physically present to have their vote officially recorded in the Board minutes. ~~( ) [OPTIONAL LANGUAGE] unless the Board member has notified the Board President prior to the meeting that s/he must participate remotely and the Board President approves remote participation by the Board member.~~

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.



**EOLA of MICHIGAN**  
LOCAL TEMPLATES

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

**BYLAWS**  
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**REVISED BYLAW 0167.2 - VOL. 33, NO. 2 - FEBRUARY 2019**

All actions requiring a vote

( ) shall be conducted by roll call

( ) may be conducted by voice, show of hands, or roll call

provided that the vote of each member be recorded. Proxy voting shall not be permitted. If a vote is not conducted by roll call, any member may request a roll call vote.

0167.2

**Closed Session**

The Board may ( ) by means of a roll call vote **[END OF CHOICE]** meet in a closed session, one closed to the public, for the following purposes:

- A. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing **(a majority vote is required)**
- B. to consider the dismissal, suspension, or disciplining of a student only if the student or student's parents request a closed hearing **(a majority vote is required)** (Also see Bylaw 0169, Student Disciplinary Hearings)
- C. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party requests a closed hearing **(a majority vote is required)**
- D. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained **(a two-thirds (2/3's) vote is required)**



# EOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**

**SCHOOL DISTRICT**

BYLAWS

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- E. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body **(a two-thirds (2/3's) vote is required)**
- F. to consider materials exempt from discussion or disclosure under State or Federal statute, including by way of example only, written opinions of legal counsel, and school safety plans **(a two-thirds (2/3's) vote is required)**
- G. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential **(a two-thirds (2/3's) vote is required)**

However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.

- H. **to consider security planning to address existing threats or prevent potential threats to the safety of the students or staff (a majority vote is required)**

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. The only exceptions will be discussions with the District's legal counsel or as directed by an order of a court with proper jurisdiction.

It is expected that Board members shall not record nor communicate by any means, electronic or otherwise, with party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

M.C.L. 15.267, 15.268



# EOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**

**SCHOOL DISTRICT**

ADMINISTRATION

1422.01/page 1 of 2

**NEW POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### DRUG-FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which

**[ ] [OPTION #1 (needed only if Federal funds come directly from Washington)]**

- ( ) meets the requirements in the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements.

**[✓] [OPTION #2 (applies to most schools)]**

- ( ) is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.



# **NEOLA of MICHIGAN**

## **LOCAL TEMPLATES**

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The Superintendent shall establish guidelines that ensure compliance with this policy and that each administrator is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed.

P.L. 101-126

Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.

20 U.S.C. 3224A

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# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**

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**NEW POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### LEAVES OF ABSENCE

All administrative staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to the leave benefits which are not less than those provided in the master agreements with \_\_\_\_\_.

All requests for unpaid leaves of absence by administrative staff members shall be presented to the Board of Education for approval.

Any administrative staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

**[DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE PMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE]**

#### ☒ **Paid Medical Leave (PML)**

This policy provision applies to all District employees who are eligible to accrue paid medical leave under the Paid Medical Leave Act (PMLA). "Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO).



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The District adopts **[CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]**

**[ ] [OPTION #1]**

**The Accrual Method**

Each eligible employee will accrue one (1) hour of Paid Medical Leave for every thirty-five (35) hours worked, but not more than one hour of paid medical leave in a calendar week ( ) limited to a maximum of forty (40) hours per benefit year. Eligible employees may carry over ( ) forty (40) hours ( ) **[some number higher than forty (40)]** of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on ( ) March 29, 2019, or upon a new hire's start date ( ) however, new employees must wait ninety (90) days after the commencement of employment to use accrued time. ( ) The District will prorate paid leave for eligible employees hired during a benefit year.

**[X] [OPTION #2]**

**The Frontload Method**

~~The District will frontload forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019, which will be prorated for the first year if the benefit year tracks the calendar year. ( ) No carryover of paid medical leave is permitted. In subsequent benefit years, the District will provide an eligible employee with forty (40) hours of paid medical leave on ( ) March 29 ( ) **[INSERT THE START DATE OF THE NEW BENEFIT YEAR]**. An employee cannot carry over unused paid medical leave to the next benefit year.~~

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

**[END OF OPTIONS]**



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

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An employee may use Paid Medical Leave under the PMLA for:

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.
- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
  - 1. for medical, psychological or other counseling for physical or psychological injury or disability;
  - 2. to obtain services from a victim services organization;
  - 3. to relocate due to domestic violence or sexual assault;
  - 4. to obtain legal services; and/or
  - 5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- C. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
- D. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether employee or family member has actually contracted the communicable disease.



## NEOLA of MICHIGAN LOCAL TEMPLATES

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### Definitions

A "family member" includes:

- A. a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child;
- C. an individual to whom the employee is "legally married under the laws of any state; "
- D. a grandparent or grandchild; and
- E. a biological, foster, or adopted sibling.

**[DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.]**

**[ ] PMLA leave must be used in ~~( ) one (1) hour increments ( )~~**

**DRAFTING NOTE: MAY INSERT A LONGER INCREMENT. [END OF OPTIONS]**

An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.

Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.



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Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. PMLA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities.

Employee ( ) **will not** ( ) **will be** paid for unused, accrued PMLA leave time at the end of the benefit year or upon separation, voluntary or involuntary.

~~To the extent that any~~ Current collective bargaining agreements already provide all of the requirements of the PMLA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

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# EOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### CURRICULUM DEVELOPMENT

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- ( ) the courses of study, subjects, classes, and organized activities provided by the school;
- ( ) all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- ( ) learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- ( ) the plan for learning necessary to accomplish the educational goals of the District;
- ( ) all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum of this District:

- A. **provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th; [DRAFTING NOTE: THIS LANGUAGE IS NOT OPTIONAL AND MUST BE ADOPTED TO COMPLY WITH CURRENT LAW.]**
- ( ) provides instruction in courses required by statute and State Department of Education regulations;



# **EOLA of MICHIGAN**

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- ( ) ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- ( ) be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- ( ) incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for each area of the District's core curriculum;
- ( ) at the high school level, consider alternatives to the Carnegie Unit as a method for determining student progress toward receiving course credit;
- ( ) allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- ( ) provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- ( ) utilizes a variety of learning resources to accomplish the educational goals;
- ( ) encourages students to utilize guidance and counseling services in their academic and career planning;
- ( ) provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

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The Superintendent shall make progress reports to the Board

( ) annually ( ) periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs.

( ) before it is initiated.

Unless the Board disapproves, the Superintendent may proceed to conduct the program.

- [ ] The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.
- [ ] The Board directs the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities.

| M.C.L. 380.1282, **380.1166a**

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# **EOLA of MICHIGAN**

## **LOCAL TEMPLATES**

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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### **REPRODUCTIVE HEALTH AND FAMILY PLANNING**

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

~~The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.~~

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.



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The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

M.C.L. 380.1169, 380.1507, 388.1766  
A.C. Rule 388.273 et seq.

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# **EOLA of MICHIGAN**

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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

**EMPLOYMENT OF PROFESSIONAL STAFF**

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. Further, pursuant to the Administrative Rules Governing the Certification of Michigan Teachers, the Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned, and that the individual meets the established criteria to be highly qualified in his/her assignment.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

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All professional staff are subject to a criminal history record check. See Policy 3121.

- ☐ Such approval shall be given only to those candidates for employment recommended by the Superintendent.
- ☐ Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.



# EOLA of MICHIGAN

## LOCAL TEMPLATES

### **BOARD OF EDUCATION** **SCHOOL DISTRICT**

PROFESSIONAL STAFF  
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- [ ]** When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.
- [ ]** All applications for employment shall be referred to the \_\_\_\_\_.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

- [ ]** Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.
- [ ]** The Board will not employ (but may reemploy) the
  - ( )** children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.
  - ( )** children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time professional staff member.
- [ ]** Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.
- [ ]** Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.
- [ ]** The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.



# EOLA of MICHIGAN

## LOCAL TEMPLATES

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- [ ] No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except under the following circumstances:
- A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
  - B. The Superintendent may also employ a teacher without a valid teaching certificate as a substitute teacher, on a day-to-day basis, if the person has at least sixty (60) semester hours of college credit or an associate degree from a college, university or community college and, for substitute teaching in grades 9 to 12, is ~~at least twenty-two (22) years of age,~~ or for a full school year if the person has met all other conditions established by law and by the Superintendent.
  - C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.
  - D. The Superintendent may employ noncertificated, ~~substitutes~~ **teachers** to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.



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## LOCAL TEMPLATES

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Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

### **REQUIREMENTS FOR HIGHLY QUALIFIED STATUS**

Pursuant to State law, "Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
  - 1. at least a bachelor's degree;
  - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
  - 1. at least a bachelor's degree, and
  - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
  - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;



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- D. for elementary, middle, or secondary school teachers with prior experience, this also requires:
1. at least a bachelor's degree, and
  2. meets standards for new teachers (above), or
  3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

### **REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING**

All teachers hired for a Title I supported program or a core subject area must be "highly qualified."

As a condition of employment, all newly-hired teachers in a Title I supported program or in core subject areas shall be required to submit documentation that they are "highly qualified" as described above.

As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography.

The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.

M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623  
20 U.S.C. 6319 & 7801  
R 390.1105



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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

Substitute personnel are subject to a criminal history record check. See Policy 3121.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required. A substitute, however, who is employed directly by the District for 150 days or more during a school year of not less than 180 days, except under circumstances identified in statute, shall be given, during the balance of that year as well as during the succeeding school year, the first opportunity to accept or reject a contract for which the person is certified and qualified, provided that all other District teachers have been reemployed in accordance with the negotiated, collectively-bargained agreement.

Substitutes must possess a valid Michigan professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed substitutes to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a substitute without a valid teaching certificate if the person has at least sixty (60) semester hours of college credit or an associate degree from a college or university or community college. **The sixty (60) semester hours do not need to be from the same college, university or community college.** ~~and, for substitute teaching in grades 9 to 12, is at least twenty-two (22) years of age.~~





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- C. The Superintendent may employ noncertificated, substitutes to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute, employed directly by the District in one (1) specific teaching position, shall, after sixty (60) consecutive days in that assignment, be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

A substitute shall be paid:

- ( ) actual hours worked.
  - ( ) a minimum of \_\_\_\_\_ hours once the substitute is called.
- [ ] The Board may enter into a contract with a person or entity (a partnership, nonprofit or business corporation, labor organization, limited liability company, or any other association, corporation, trust, or other legal entity) to furnish substitute teachers to the District as necessary to carry out the operations of the District. A contract entered into under this section shall include the following provisions:
- A. Assurance that the person or entity will furnish the School District with qualified teachers in accordance with the School Code and any implementing rules and regulations.
  - B. Assurance that the person or entity will not furnish to the School District any teacher who, if employed directly by the School District, would be ineligible for employment by the District as a substitute teacher under the School Code.
  - C. A description of the level of compensation and fringe benefits to be provided for the employees of the person or entity who are to be assigned to the District as substitute teachers.



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- D. A description of the type and amounts of insurance coverage to be secured and maintained by the person or entity and the School District.
- E. Assurance that the person or entity, before assigning an individual to serve as a substitute teacher in the District, will comply with and provide to the Board the criminal history record information obtained under section 1230 and with the results of the criminal record check under section 1230a of the School Code.

[ ] A school district that contracts with a person or entity to furnish substitute teachers under this section may purchase liability insurance to indemnify and protect the school district and the person or entity against losses or liabilities incurred by the district and person or entity arising out of any claim for personal injury or property damage caused by the district, its officers, employees, or agents. A district may pay premiums for the insurance out of its operating funds.

M.C.L. 380.1230, 380.1230a, 380.1230g, 380.1233, 380.1233b, 380.1531

M.C.L. 380.1236, 380.1236a

A.C. Rule 390.1105(1), 390.1141(2), 390.1146



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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

**LEAVES OF ABSENCE**

All professional staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to the leave benefits ~~which are not less than those provided in the master agreement with~~

All requests for unpaid leaves of absence by professional staff members shall be presented to the Board of Education for approval.

Any professional staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

**[DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE PMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE]**

**[ ] Paid Medical Leave (PML)**

This policy provision applies to all District employees who are eligible to accrue paid medical leave under the Paid Medical Leave Act (PMLA). "Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO).



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The District adopts [CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]

[ ] [OPTION #1]

The Accrual Method

Each eligible employee will accrue one (1) hour of Paid Medical Leave for every thirty-five (35) hours worked, but not more than one hour of paid medical leave in a calendar week ( ) limited to a maximum of forty (40) hours per benefit year. Eligible employees may carry over ( ) forty (40) hours ( ) \_\_\_\_ [some number higher than forty (40)] \_\_\_\_ of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on ( ) March 29, 2019, or upon a new hire's start date ( ) however, new employees must wait ninety (90) days after the commencement of employment to use accrued time. ( ) The District will prorate paid leave for eligible employees hired during a benefit year.

[X] [OPTION #2]

The Frontload Method

~~The District will frontload forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019, which will be prorated for the first year if the benefit year tracks the calendar year. ( ) No carryover of paid medical leave is permitted. In subsequent benefit years, the District will provide an eligible employee with forty (40) hours of paid medical leave on ( ) March 29 ( ) [INSERT THE START DATE OF THE NEW BENEFIT YEAR]. An employee cannot carry over unused paid medical leave to the next benefit year.~~

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

[END OF OPTIONS]



# **NEOLA of MICHIGAN**

## **LOCAL TEMPLATES**

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**3430/page 3 of 5**

**An employee may use Paid Medical Leave under the FMLA for:**

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.**
- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:**
  - 1. for medical, psychological or other counseling for physical or psychological injury or disability;**
  - 2. to obtain services from a victim services organization;**
  - 3. to relocate due to domestic violence or sexual assault;**
  - 4. to obtain legal services; and/or**
  - 5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.**
- C. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.**
- D. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether employee or family member has actually contracted the communicable disease.**



# EOLA of MICHIGAN

## LOCAL TEMPLATES

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

**PROFESSIONAL STAFF**  
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### Definitions

A "family member" includes:

- A. a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child;
- C. an individual to whom the employee is "legally married under the laws of any state; "
- D. a grandparent or grandchild; and
- E. a biological, foster, or adopted sibling.

[DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.]

[ ] PMLA leave must be used in ~~( ) one (1) hour increments ( )~~  
DRAFTING NOTE: MAY INSERT A LONGER INCREMENT. [END OF OPTIONS]

An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.

Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.



# NEOLA of MICHIGAN

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Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. PMLA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities.

Employee ( ) will not ( ) will be paid for unused, accrued PMLA leave time at the end of the benefit year or upon separation, voluntary or involuntary.

To the extent that any current collective bargaining agreements already provide all of the requirements of the PMLA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

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# EOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
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**SCHOOL DISTRICT**

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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

**LEAVES OF ABSENCE**

All support staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to the leave benefits which are not less than those provided in the master agreement with \_\_\_\_\_.

**All requests for unpaid leaves of absence by support staff members shall be presented to the Board of Education for approval.**

Any support staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

**[DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE PMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE]**

**[ ] Paid Medical Leave (PML)**

**This policy provision applies to all District employees who are eligible to accrue paid medical leave under the Paid Medical Leave Act (PMLA). "Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO).**





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**| The District adopts [CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]**

**| [ ] [OPTION #1]**

**| The Accrual Method**

Each eligible employee will accrue one (1) hour of Paid Medical Leave for every thirty-five (35) hours worked, but not more than one hour of paid medical leave in a calendar week ( ) limited to a maximum of forty (40) hours per benefit year. Eligible employees may carry over ( ) forty (40) hours ( ) \_\_\_\_ [some number higher than forty (40)] \_\_\_\_ of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on ( ) March 29, 2019, or upon a new hire's start date ( ) however, new employees must wait ninety (90) days after the commencement of employment to use accrued time. ( ) The District will prorate paid leave for eligible employees hired during a benefit year.

**| [ ] [OPTION #2]**

**| The Frontload Method**

~~The District will frontload forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019, which will be prorated for the first year if the benefit year tracks the calendar year. ( ) No carryover of paid medical leave is permitted. In subsequent benefit years, the District will provide an eligible employee with forty (40) hours of paid medical leave on ( ) March 29 ( ) [INSERT THE START DATE OF THE NEW BENEFIT YEAR]. An employee cannot carry over unused paid medical leave to the next benefit year.~~

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

**| [END OF OPTIONS]**



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**An employee may use Paid Medical Leave under the PMLA for:**

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.**
- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:**
  - 1. for medical, psychological or other counseling for physical or psychological injury or disability;**
  - 2. to obtain services from a victim services organization;**
  - 3. to relocate due to domestic violence or sexual assault;**
  - 4. to obtain legal services; and/or**
  - 5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.**
- C. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.**
- D. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether employee or family member has actually contracted the communicable disease.**



# NEOLA of MICHIGAN

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### Definitions

A "family member" includes:

- A. a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child;
- C. an individual to whom the employee is "legally married under the laws of any state";
- D. a grandparent or grandchild; and
- E. a biological, foster, or adopted sibling.

[DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.]

[ ] PMLA leave must be used in ~~( ) one (1) hour increments ( )~~  
DRAFTING NOTE: MAY INSERT A LONGER INCREMENT. [END OF OPTIONS]

An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.

Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.



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Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. PMLA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities.

Employee ( ) will not ( ) will be paid for unused, accrued PMLA leave time at the end of the benefit year or upon separation, voluntary or involuntary.

To the extent that any current collective bargaining agreements already provide all of the requirements of the PMLA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

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## **Madison School District Proposed Board Policy Addition Paid Medical Leave Act – 4430.2**

Pursuant to Michigan's Paid Medical Leave Act, the Board of Education shall provide paid medical leave to eligible employees for personal or family health needs, purposes related to domestic violence and sexual assault, and school meetings needed as the result of a child's disability.

### **Eligible Employees**

District employees are eligible to earn paid medical leave time if the employee is employed by the District in a position that is not exempt from overtime requirements under section 13(a)(1) of the Fair Labor Standards Act, 29 USC 213(a)(1), and the employee is employed by the District for more than 25 weeks in a calendar year for a job that is scheduled for more than 25 weeks, and the employee worked, on average, 25 or more hours per week during the immediately preceding calendar year, or, if the employee did not work for the District during the immediately preceding calendar year, the individual who worked in the position held by the employee worked, on average, 25 or more hours per week during the immediately preceding calendar year.

District employees that receive paid leave from the District in the form of paid sick, paid vacation, paid personal, or other paid time off that satisfies the requirements of the Paid Medical Leave Act are not eligible to earn paid medical leave time from the District unless such is required to comply with the Paid Medical Leave Act.

### **Earning Paid Medical Leave**

Eligible District employees who do not otherwise receive paid leave from the District that complies with the requirements of the Paid Medical Leave Act will earn one hour of paid medical leave for every 35 hours that the employee works for the District.

Alternatively, the District may provide (frontload) an eligible employee with 40 hours of paid medical leave at the beginning of the District's fiscal year, or, for those eligible employees hired by the District during the fiscal year, the District may prorate the amount of paid medical leave provided to the eligible employee.

The District shall have the discretion to determine as to whether an eligible employee will earn paid medical leave for actual time worked or if the District will provide (frontload) paid medical leave at the beginning of the fiscal year or the employee's employment with the District.

### **Paid Medical Leave Accrual**

Paid medical leave will accrue as it is earned. Accrued paid medical leave that is not used by the eligible employee during the fiscal year will rollover into the next fiscal year. Paid medical leave will not be paid by the District upon an employee's termination of employment with the District.

### **Employee Use of Paid Medical Leave**

Eligible employees may request to use paid medical leave as it is accrued by the employee. Eligible employees may use paid medical leave for any of the following:

- a. The eligible employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee.
- b. The eligible employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the eligible employee.
- c. If the eligible employee or the eligible employee's family member is a victim of domestic violence or sexual assault, the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- d. For closure of the eligible employee's primary workplace by order of a public official due to a public health emergency; for an eligible employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the eligible employee's or eligible employee's family member's presence in the community would jeopardize the health of others because of the eligible employee's or family member's exposure to a communicable disease, whether or not the eligible employee or family member has actually contracted the communicable disease.

To request use of paid medical leave, the eligible employee shall, to the extent practicable given the circumstances, request approval of the paid medical leave from the eligible employee's supervisor using the District's standard absence management request process.

Paid medical leave may be used in increments of one half-day or one full-day provided that use is approved in advance by the eligible employee's supervisor.

If an eligible employee is using paid medical leave because of domestic violence or sexual assault, the District may require the eligible employee to provide documentation that the paid medical leave was used for that purpose. Acceptable types of documentation include:

- a. A police report indicating that the eligible employee or the eligible employee's family member was a victim of domestic violence or sexual assault.
- b. A signed statement from a victim and witness advocate affirming that the eligible employee or eligible employee's family member is receiving services from a victim services organization.
- c. A court document indicating that the eligible employee or eligible employee's family member is involved in legal action related to domestic violence or sexual assault.

## **Complaints**

If the District violates the requirements of the Paid Medical Leave Act, the eligible employee affected by the violation may, at any time within six months after the violation, file a claim with the Michigan Department of Licensing and Regulatory Affairs.

## **Records**

The District shall retain for not less than one year records documenting the hours worked and paid medical leave taken by eligible employees.

DRAFT



**NEOLA of MICHIGAN**  
LOCAL TEMPLATES

**BOARD OF EDUCATION**  
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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

**SCHOOLS OF CHOICE**  
(Intra-District)

The Board of Education supports the concept of providing parents with the choice of which ( ) elementary ( ) middle ( ) high school their child may attend in the District.

The Superintendent shall, in cooperation with the appropriate committee, submit a plan to the Board each year for its review and approval. The plan is to specify the conditions under which a student may enroll in a school other than the one in his/her attendance area as well as the arrangements for transportation.

| See also, Policy 5113.02 - School Choice Options Provided by **Federal Law** ~~the No~~  
~~Child Left Behind Act~~

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# EDOLA of MICHIGAN

## LOCAL TEMPLATES

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

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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

**SCHOOL CHOICE OPTIONS PROVIDED BY FEDERAL LAW**  
**THE NO CHILD LEFT BEHIND ACT**

The Board of Education acknowledges that the Federal ~~No Child Left Behind Act of 2001 ("NCLBA")~~ **Elementary and Secondary Education Act (ESEA), as amended**, provides that the parents/guardians of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not a qualifying school in the District, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer. The Superintendent shall also offer Supplemental Educational Services (SES) if a transfer within the District is not possible.

Students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level if the parent/guardian requests a transfer.

The Board of Education authorizes such transfers in accordance with AG 5113.02.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**

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**STUDENTS**

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Children who transfer within the District in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

Title I, Section 1116(b)(1)(E) of the ~~No Child Left Behind Act of 2001~~ **Elementary and Secondary Education Act, as amended**

Title I, Section 1116(e) of the **Elementary and Secondary Education Act, as amended** ~~No Child Left Behind Act of 2001~~

Title IX, Section 9532 of the **Elementary and Secondary Education Act, as amended** ~~No Child Left Behind Act of 2001~~

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# EOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
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**SCHOOL DISTRICT**

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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

( ) or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a ( ) written statement ( ) and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- ( ) single absence;
- ( ) prolonged absence;
- ( ) absence of more than \_\_\_\_\_ days duration;
- ( ) repeated unexplained absence and tardiness.
- ( ) \_\_\_\_\_

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of ~~sixteen (16)~~ **eighteen (18)**. Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
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- []** The Board considers the following factors to be reasonable excuses for time missed at school:
- ( )** illness
  - ( )** recovery from accident
  - ( )** required court attendance
  - ( )** professional appointments
  - ( )** death in the immediate family
  - ( )** observation or celebration of a bona fide religious holiday
  - ( )** such other good cause as may be acceptable to the Superintendent
- []** Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.
- []** The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports
- ( )** daily
  - ( )** weekly
- to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.
- []** The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
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**STUDENTS**  
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The Superintendent shall develop procedures for the attendance of students which:

- ( ) ensure a school session which is in conformity with the requirements of the law;
- ( ) ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- ( ) ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
- ( ) govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- ( ) identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- ( ) ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

M.C.L. 380.1561, 380.1561(3a-3c), 380.1586(3)



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**

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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### **NEW SCHOOL CONSTRUCTION, RENOVATION**

**Before commencing construction of any new school building or the major renovation of an existing school building, the Board shall consult on the plans for construction or major renovation regarding school safety issues with the law enforcement agency that is the first responder for the school building at issue. For purposes of this paragraph, school building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.**

Before beginning construction of a new school building, or an addition, repair or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit (\$20,959 for 2009).

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.



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- C. The advertisement for bids shall do all of the following:
1. specify the date and time by which all bids must be received by the Board at a designated location;
  2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
  3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in advertisement;
  4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.
- D. The Board shall require each bidder for a contract under this policy, to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.



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F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.

- [ ]** The Board may consider and provide a preference to bidders:
- ( )** which use a Michigan-based business as the primary contractor.
  - ( )** which use one (1) or more Michigan-based business(es) as subcontractors.

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

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

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





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- G. The competitive bid threshold amount specified in this policy (\$20,959 for 2009) is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31<sup>st</sup> of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31<sup>st</sup> of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

M.C.L. 380.1267  
| **M.C.L. 380.1264**

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# EOLA of MICHIGAN

## LOCAL TEMPLATES

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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### **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 C.F.R. 200.317-.326), **including affirmative steps for small and minority businesses and women's business enterprises**, 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.



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### **Competition**

All procurement transactions paid for from Federal funds or District matching funds 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 that are subject to this policy, 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 made pursuant to this policy 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.

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



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### **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 \$10,000]**. 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. [Drafting Note: The District may define in policy how many quotations are adequate. The number must be greater than one (1).]

**( ) 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 more than 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. [DRAFTING NOTE: The fiscal year 2017-2018 base pertaining to construction, renovation, repair, or remodeling and the base pertaining to procurement of supplies, materials, and equipment is \$23,881.]



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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 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.



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5. The Board reserves the right to reject any or all bids for sound documented reason.

**( ) 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 \$250,000. 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.



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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.

**( ) 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 \$250,000, 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.





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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 C.F.R. Part 180.



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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 C.F.R. 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 C.F.R. 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 C.F.R. chapter 1). A person so excluded is debarred. (2 C.F.R. 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](http://www.sam.gov); collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. 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.



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### **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

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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

**CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. ~~“Crowdfunding” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet-based resources, funds are solicited or raised to support a specific campaign or project.~~

**“Crowdfunding” is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.**

**[DRAFTING NOTE: SELECT OPTION #1 or OPTION #2]**

**[ ] [OPTION #1]**

The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.

**[END OF OPTION #1; END OF POLICY]**

**OR**



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**[ ] [OPTION #2]**

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

( ) of the Superintendent.

**OR**

( ) of the Board upon the recommendation of the Superintendent.

**All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.**

**Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the District or school. Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.**

All crowdfunding activities are subject to AG 6605.

**[END OF OPTION #2; END OF POLICY]**



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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

**[NOTE: Include this paragraph if adopting optional revisions of Policy 7217 only.]**

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, and Policy 5772. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

**[NOTE: END OF OPTION]**

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.



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The District will work with local officials in arranging signage defining the 1,000 foot boundary.

[ ] The Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who is a registered sex offender, and resides, works, or loiters in violation of the Student Safety Zone, is prosecuted to the fullest extent of the law.

Annually, ~~the~~ SUPERINTENDENT shall convene a meeting for the purpose of reviewing the provisions of **conferring regarding** the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper; discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or his/her designee, and representatives from the local law enforcement **( ) agency ( ) agencies**. The following may also be invited to participate in the meeting:

- ( ) Chief Judge of Circuit and/or District Courts or his/her designee, including a representative of the family division;
- ( ) representative from the Intermediate School District (ISD);
- ( ) representative(s) from the local child protection agency;
- ( ) building administrators;
- ( ) teachers;
- ( ) parents;
- ( ) students **( ) in grades \_\_\_\_ through \_\_\_\_**;
- ( ) Fire Marshal or his/her designee;
- ( ) representative(s) from emergency medical services;



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- ( ) representative(s) from county emergency management service agency;
- ( ) School Resource Officer;
- ( ) representatives from other school districts within \_\_\_\_\_ [county/ISD];
- ( ) \_\_\_\_\_ [other].

The Superintendent shall make a report to the Board about this annual review ~~all such reviews~~ and recommend the approval and adoption of any proposed revisions or additions.

### District Contact Person

Furthermore, in accordance with State law, the Board hereby designates the \_\_\_\_\_ as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, **including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say").** The current contact information for MAISON SCHOOL DISTRICT shall be provided to the Michigan State Police in the manner and frequency required by law. **[DRAFTING NOTE: THIS INFORMATION MUST BE PROVIDED TWICE A YEAR. IF A DISTRICT DESIGNATES MORE THAN ONE PERSON AS CONTACT FOR THE MSP, IT MUST SPECIFY WHEN EACH PERSON IS AVAILABLE BY DAY AND TIME WHEN IT REPORTS TO THE MSP.]** ~~The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.~~





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The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *School Safety Information Policy Agreement*, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

### **Required Reporting**

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.



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The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

**Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.**

### **Law Enforcement Information Network (LEIN)**

The Board authorizes the (☒ **Superintendent** ( ) **principal** ( ) **assistant principal(s)**) to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).



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### **[ ] Threat Assessment**

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and **Department of Homeland Security publication, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence** U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board of Education authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet ( ) **on a regular basis** and ( ) \_\_\_\_\_ **[insert level of frequency]** \_\_\_\_\_ **and [END OF OPTIONS]** when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.



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The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining that types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.



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Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

**[END OF OPTION]**

### **Persistently Dangerous Schools**

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered “persistently dangerous” as defined by State policy.

Pursuant to the Board’s stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall

- ( ) discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.
- ( ) convene a meeting of the building administrator, representative(s) of the local law enforcement ( ) **agency** ( ) **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.



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The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall

- ( ) discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.
  - ( ) convene a meeting of the building administrator, representative(s) of the local law enforcement ( ) **agency** ( ) **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.
- [ ] If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.



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### **Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

Title IX, Section 9532 of the No Child Left Behind Act of 2001 **Elementary and Secondary Education Act, as amended**  
M.C.L. **380.1241**, 380.1308, **380.1308a**, and 380.1310a, **752.913**, 771.2a

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# **EOLA of MICHIGAN**

## **LOCAL TEMPLATES**

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**NEW POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### **EMERGENCY OPERATIONS PLAN**

By no later than January 1, 2020, for each school building the District shall 1) develop an emergency operations plan or 2) adapt its statewide school information policy (referred to as the "Plan" throughout the remainder of this Policy) to comply with the requirements of this Policy. This action shall be taken with input from the public. School building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Beginning in the 2019-2020 school year, and at least biennially thereafter, the District shall conduct a review of its Plan, including a review of the vulnerability assessment, with at least one law enforcement agency that has jurisdiction over the District.

The Plan must include guidelines and procedures that address all of the following:

- A. school violence and attacks
- B. threats of school violence and attacks
- C. bomb threats
- D. fire
- E. weather-related emergencies
- F. intruders
- G. parent and pupil reunification
- H. threats to a school-sponsored activity or event whether or not it is held on school premises
- I. a plan to train teachers on mental health and pupil and teacher safety





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- J. a plan to improve school building security
- K. an active violence protocol
- L. continuity of operations after an incident
- M. a vulnerability assessment

The District shall notify the Michigan Department of Education not later than thirty (30) days after it adopts its Plan and after each biennial review in the form and manner prescribed by the Department.

M.C.L.380.1308a

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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### 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.



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### **Substitutions**

**If determined appropriate by a student's Section 504 team**, 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 C.F.R. 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 student's 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~~**If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, Director of Food Services, ( ) \_\_\_\_\_**, substitutions to the standard meal requirements may be made, at no additional charge, for ~~students who are not "disabled persons", but have a~~ **student who is not a "disabled person" but has** 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 \_\_\_\_\_ and the \_\_\_\_\_. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

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

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 NSFSA 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 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).



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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;



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- 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



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**REVISED POLICY - VOL. 33, NO. 2 - FEBRUARY 2019**

### TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

- [ ] The District shall assume transportation costs for
- ( ) all field trips.
  - ( ) a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

~~It will also assume the transportation costs for~~ For all other trips including co-curricular, athletic, and other extra-curricular trips, **the District:-**

- ( ) **will assume the transportation costs.**
- ( ) **will assume the vehicle cost but the cost of the driver shall be paid**
- ( ) **by the sponsoring organization.**
- ( ) **from the designated fund.**
- ( ) **will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel.**

**This charge is to be paid**

- ( ) **by the sponsoring organization.**
- ( ) **from the designated fund.**



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~~It will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid~~

~~(+) by the sponsoring organization.~~

~~(+) from the designated fund.~~

~~It will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid~~

~~(+) by the sponsoring organization.~~

~~(+) from a designated fund.~~

- [ ] Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.
- [ ] All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.
- [ ] All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.
- [ ] District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.
  - ( ) without the approval of the principal.





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**[]** No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

**()** and does not transport any other student.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.

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