

**Madison Central School
District
Core Values**

- ◆ **Order and Discipline**
- ◆ **High Expectations for Student Achievement**
- ◆ **Honesty and Integrity**
- ◆ **Compassion and Understanding**
- ◆ **Seriousness of Purpose**

Communication Chain of Command

- ◆ School Board
- ◆ Superintendent
- ◆ Principals
- ◆ Athletic Director and Head Bus Driver
- ◆ Teachers, Staff, and Coaches

The board of education acts as one body and not as individuals. Only the board as a whole has authority. Parents and community members are asked to follow the chain of command from the bottom to the top to resolve school related issues. We are here to serve the public and meet the needs of the learning community with a focus on our students and their growth.

If you have concerns you are free to write or email the Board of Education at:

BoardofEducation@madisoncentralny.org

or

Contact Linda Wood, Secretary to the Superintendent at 893-1878, ext. 201 or by email at lwood@madisoncentralny.org



The mission of Madison Central School's students, staff, faculty, administration, and the board of education, in cooperation with the community, is to provide a safe, healthy environment, commit to a high level of academic achievement, develop leadership and good citizenship, and promote a positive attitude toward success in life and life-long learning.



*Madison Central
School District*

2014-15

*Board of
Education*



**Madison Central School
District**

7303 State Route 20
Madison, NY 13402

Telephone: (315) 893-1878

Fax: (315) 893-7111

www.madisoncentralny.org

The Board of Education is committed to providing quality educational opportunities within the fiscal realities of the community. The strategic plans are key to decision-making throughout the district in areas such as curriculum development, professional development, program revisions and course offerings.

2013-14 Board Members

	<u>Term</u>
Jona Snyder, President Telephone: 315-750-8720	2012-2016
Stephanie Clark-Tanner, Vice President Telephone: 315-520-5701	2012-2016
Mary Bartlett-Linden Telephone: 315-982-8253	2014-2018
Beverly Biedermann Telephone: 315-269-4878	6/30/15
Kathy Bridge	2012-2016
William Langbein Telephone: 315-893-7264	2011-2015
Steve Yancey Telephone: 315-893-7262	2013-2017

2014-2015 Board of Education Meetings

Board of Education Meetings will be held on the dates listed below. Meetings will begin at 6:30 pm unless otherwise noted. Board of Education Meetings will be held in the Library unless otherwise noted.

<u>July</u> 8th (Reorg. Mtg.) 8th (Reg. Mtg.-7 pm)	<u>January</u> 6th (BW) 20th (R)
<u>August</u> 19th (R)	<u>February</u> 10th (R)
<u>September</u> 16th (R)	<u>March</u> 3rd (BW) 17th (R)
<u>October</u> 21st (R)	<u>April</u> 14th (BW) 21st (R & BOCES Vote)
<u>November</u> 18th (R)	<u>May</u> 5th(Budget Hearing)
<u>December</u> 16th-6 pm (R)	<u>June</u> 2nd (W) 16th (R)

**Annual Meeting and School Budget Vote
Tuesday, May 19, 2015
12 Noon — 8:00 p.m.—Main Foyer**

(R) - Regular Mtg. (W) - Workshop Mtg.
(BW) - Budget Workshop

There are two designated times at each meeting for Public Forum to address the Board of Education on any issue.

Public Forum Information / Guidelines

1. Please place your name, address, and email or phone number on the sign-up sheet. If you have not signed up before you speak, please introduce yourself before speaking and leave your contact information with Mrs. Lewis, the Board Clerk, after you speak.
2. The Board will listen to your words and bear them in mind, but generally not respond during public forum or take up the issue later in the meeting. Sometimes the issue or concern may come up during later Board discussion of future issues; more often the matter is referred to the appropriate staff. (If you haven't first spoken with that person or don't know who it would be, your most effective course of action is to go straight to that person or to that person's supervisor. You may contact the district office to identify who the appropriate person would be.)
3. By district policy, public forum is **not** the place to make derogatory comments about specific persons. Such comments can be made privately to the superintendent or board president who can follow up appropriately.
4. If you have concerns but would prefer not to speak during public forum, you are free to write or email the board.
BoardofEducation@madisoncentralny.org
5. Please use time efficiently. Knowing that others may wish to speak and that Board of Education meetings often last several hours, people generally speak for fewer than three minutes. Please be as brief as possible. On evenings when a time limit is announced, expect your speaking privileges to be revoked if you exceed the allotted time.

MADISON CENTRAL SCHOOL DISTRICT

School Board Operating Protocols

In the interest of effective governance and for the purpose of enhancing teamwork among members of the board and between the board and administration, we, the members of the Madison Central School Board, do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. **Mission comes first.** Advancing academic achievement and youth development for all students in the district. The board's work will reflect that highest priority.
2. **Clearly State Goals.** The board will set clear goals for themselves and the superintendent. The board and superintendent will set clear goals for the Madison Central School District. Such goals will cohere with the mission and strategic plans of the district.
3. **Practice the governance role.** The board will emphasize planning, policy-making, and communication rather than becoming involved in the management of the school. Toward that end, we will
 - 3.1. **Utilize CEO input.** The superintendent is the chief executive officer and should make recommendations, proposals or suggestions on most matters that come before the board
 - 3.2. **Act only as a body.** Individual board members do not have authority. Only the board as a whole has authority. We agree that an individual board member will not take unilateral action. The board president serves as the official spokesperson for the board and will communicate the position(s) of the board on controversial issues. When board members serve on various school committees their role shall be defined by the board as silent observer or active participant.
 - 3.3. **Monitor interactions with staff:** Except when functioning in ordinary roles as a parent or district resident, we will refrain from visiting schools or engaging in substantive contact with staff unless authorized by the board to do so. (*Appeal of Silanno, Matter of Bruno*).
 - 3.4. **Request information or action judiciously:** To avoid overstepping our authority or disrupting staff productivity, we will request information or action from staff through the superintendent and from the superintendent through the board president. ("Copy" the superintendent or BOE president for simple requests, but work through the superintendent or board president for others.) We agree that the more complicated or time consuming a request appears to be, the more that request should be scrutinized for its coherence with stated district or board priorities.
 - 3.5. **Follow the chain of command.** The last stop, not the first, will be the board. We agree to follow the chain of command and insist that others do so. While the board is eager to listen to its constituents and staff, we will refer constituents and staff to the person who can properly and expeditiously address the issue. The board will not be a ball carrier for others – but rather, will encourage others to present their own points, problems or proposals when discussing issues. All personnel complaints and criticisms as well as compliments received by the board or its individual members will be directed to the superintendent.

4. **Model the way:** The board will conduct its meetings with the same decorum we expect of staff, and we will follow the consensus better practices of effective school boards. Toward those ends we will
 - 4.1. **Debate the issues, not one another.** Conduct at a board meeting is very important. We agree to avoid words, actions, and expressions that create a negative impression on an individual, the board or the district. While we encourage debate and differing points of view, we will do it with care and respect to avoid an escalation of negative impressions or incidents.
 - 4.2. **Not spring surprises on other board members or the superintendent.** Surprises to the board or the superintendent will be the exception, not the rule. There should be no surprises at a board meeting. We agree to ask the board president or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.
 - 4.3. **Avoid marathon board meetings.** To be efficient and effective, long board meetings must be avoided. Points are to be made in as few words as possible; speeches at board meetings will be minimal. If a board member believes s/he doesn't have enough information or has questions, either the superintendent or board chair is to be called before the meeting.
 - 4.4. **Practice efficient decision-making.** Board meetings are for decision-making, action and votes, not endless discussion. We agree to move to the question when discussion is repetitive.
 - 4.5. **Speak to agenda issues.** The board will not play to the audience. We agree to speak to the issues on the agenda and attend to our fellow board members. Facts and information needed from the administration will be referred to the superintendent, not to individual members of the leadership team.
 - 4.6. **Executive/closed sessions will be held only for appropriate subjects.** Board members will be extremely sensitive to the legal ramifications of their meetings and comments.
 - 4.7. **Annually conduct a self-assessment/evaluation.** The board will address its behavior by yearly self-evaluation and by addressing itself to any individual problems, such as poor meeting attendance or leaks of confidential information

Adapted from model provided by the Washington State School Districts' Association

Approved and adopted by MCS June 19, 2012

DRAFT

The Regular Meeting of the Board of Education of Madison Central School was held on March 17, 2015 at 6:30 pm in the library.

MEMBERS PRESENT: Mrs. Mary Bartlett-Linden
Ms. Beverly Biedermann
Mrs. Kathy Bridge
Mr. William Langbein
Mr. Jona Snyder
Mrs. Stephanie Tanner
Mr. Steven Yancey

MEMBERS ABSENT: None

OTHERS PRESENT: Mr. Perry Dewey, Superintendent
Mr. Larry Nichols, Building Principal
Mr. Brian Latella, Elementary Principal
Mrs. Melanie Brouillette, Treasurer
Ms. Tracey Lewis, District Clerk

- I. Call to Order
 - a. Mr. Snyder, Board President, called the meeting to order at 6:30 pm.
- II. Agenda Additions
- III. Consent Agenda
 - a. Approval of Agenda for This Meeting

MOTION # 1 – APPROVAL OF AGENDA

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Bridge, the board moved to approve the agenda for this meeting. Motion carried 7 yes, 0 no.

- b. Approval of Minutes
 - 1. February 10, 2015 Regular Meeting Minutes

MOTION # 2 – APPROVAL OF FEBRUARY 10, 2015 MINUTES

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the February 10, 2015 Regular Meeting minutes. Motion carried 7 yes, 0 no.

- IV. Public Forum
 - a. Mr. Snyder reviewed the Public Forum expectations.
 - b. The BOCES Administrative Budget was presented to the board.
 - c. The Ag Issues Team did a presentation and the FFA competitors were recognized for their success at competition.
- V. Reports
 - a. Committee Reports
 - 1. Budget - **Met Feb. 26**, Mar. 26 (Yancey, Snyder) – will discuss during the budget presentation
 - 2. Building & Grounds - Mar. 25, May 27 (Yancey, Langbein, Snyder) – Renovations and upgrades of entire building were discussed.
 - 3. Curriculum, Sports, Music & Drama – **Met Feb. 24**, May 26 (Bridge, Biedermann, Bartlett-Linden) – did not meet
 - 4. Negotiations & Labor – no meeting (Langbein, Biedermann)

5. Policy – **Met Mar. 2**, Apr. 13, May 4, June 1 (Snyder, Biedermann) – First readings will be done later in the meeting.
6. Strategic Plan – No Meeting (Snyder, Tanner)
7. Technology - Apr. 7 (Langbein, Snyder)
8. Safety –May 18 (Langbein, Snyder)

b. Treasurer

1. Internal Claims Auditor Report

MOTION # 3 – APPROVAL OF INTERNAL CLAIM AUDITOR’S REPORT

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Bartlett-Linden, the board moved to approve the Internal Claim Auditor’s Report. Motion carried 7 yes, 0 no.

2. Treasurer’s Report dated January 31, 2015

MOTION # 4 – APPROVAL OF TREASURER’S REPORT DATED JANUARY 31, 2015

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Ms. Biedermann, the board moved to approve the January 31, 2015 Treasurer’s Report. Motion carried 7 yes, 0 no.

3. Detail Warrants

MOTION # 5 – APPROVAL OF DETAIL WARRANTS

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Bartlett-Linden, the board moved to approve the Detail Warrants as follow: Warrant Number 29 – Fund A – 1/9/15 – 4 pages, Warrant Number 30 – Fund A – 1/23/15 – 8 pages, Warrant Number 17 – Fund C – 1/9/15 – 2 pages, Warrant Number 18 – Fund C – 1/23/15 – 2 pages, Warrant Number 9 – Fund TA – 2/4/15 – 4 pages, Warrant Number 5 – Fund HBUS – 2/4/15 – 1 page, Warrant Number 9 – Fund FA15 – 1/9/15 – 1 page, Warrant Number 10 – Fund FA15 – 1/23/15 – 1 page. Motion carried 7 yes, 0 no.

4. Treasurer’s Report dated February 28, 2015

MOTION # 6 – APPROVAL OF TREASURER’S REPORT DATED FEBRUARY 28, 2015

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Bridge, the board moved to approve the February 28, 2015 Treasurer’s Report. Motion carried 7 yes, 0 no.

5. Detail Warrants

MOTION # 7 – APPROVAL OF DETAIL WARRANTS

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Bartlett-Linden, the board moved to approve the Detail Warrants as follow: Warrant Number 32 – Fund A – 2/9/15 – 8 pages, Warrant Number 33 – Fund A – 2/23/15 – 5 pages, Warrant Number 34 – Fund A – 3/4/15 – 1 page, Warrant Number 19 – Fund C – 2/9/15 – 2 pages, Warrant Number 20 – Fund C – 2/23/15 – 1 page, Warrant Number 10 – Fund TA – 3/3/15 – 4 pages, Warrant Number 6 – Fund HBUS – 3/3/15 – 1 page, Warrant Number 11 – Fund FA15 – 2/9/15 - 2 pages, Warrant Number 12 – Fund FA15 – 2/23/15 – 1 page. Motion carried 7 yes, 0 no.

6. The Financial Status Report was provided to the board.

c. Superintendent – Information Items

1. The 2015-16 Budget was discussed at this time.
2. Notice about the BOCES Annual Meeting RSVP for April 15, 2015 was given to the board.

d. Superintendent – Approval Items

1. Approval of Cross Participation with Waterville Central School for Track for the Spring 2015 for both Boys and Girls Varsity level Track and Field

MOTION # 8 – APPROVAL OF CROSS PARTICIPATION FOR BOYS AND GIRLS VARSITY TRACK WITH WATERVILLE CSD FOR THE SPRING OF 2015

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Bridge, the board moved to approve the cross participation for boys and girls varsity Track with Waterville CSD for the spring 2015 season. Motion carried 7 yes, 0 no.

MOTION # 9 – APPROVAL TO AMEND AGENDA WITH AN ADDITIONAL APPROVAL ITEM

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bartlett-Linden, the board moved to approve the addition of another approval item to the agenda. Motion carried 7 yes, 0 no.

A public thank you was given to the MTA for the MOU regarding the volunteer coach and a thank you to that volunteer at this time.

2. Approval and Acceptance of the Madison Central Board of Education Statement on Governor’s Proposal

MOTION # 10 – APPROVAL AND ACCEPTANCE OF THE MADISON CENTRAL SCHOOL BOARD OF EDUCATION STATEMENT AND RESOLUTION ON THE GOVERNOR’S BUDGET PROPOSAL

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Bridge, the board moved to approve and accept the statement and resolution on the Governor’s Budget Proposal. Motion carried 7 yes, 0 no.

3. Approval of Capital Project \$100,000 bid award

MOTION # 11 – APPROVAL OF CAPITAL PROJECT \$100,000 BID AWARD

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Tanner, the board moved to approve the Capital Project \$100,000 Bid Award to National Building and Restoration Corp for the General Construction in the amount of \$41,800 and to H.J. Brandeles Corp. for the Mechanical Construction in the amount of \$26,360. Motion carried 7 yes, 0 no.

4. Transportation Request for 2015-16
 - a. 1 student to St. Patrick’s School

MOTION # 12 – APPROVAL OF 2015-16 TRANSPORTATION REQUEST

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Bartlett-Linden, the board moved to approve the 2015-16 Transportation Request of a student to St. Patrick’s School. Motion carried 7 yes, 0 no.

5. Approval of 2015-16 Proposition to purchase bus

MOTION # 13 – APPROVAL OF PROPOSITION FOR 2015-16 BUS PURCHASE

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Bartlett-Linden, the board moved to approve the Proposition for the 2015-16 Bus Purchase. Motion carried 7 yes, 0 no.

e. Principal’s Reports

1. Mr. Latella discussed PARP, the SUNY Morrisville Athletes participation with our students and PARP, the Student of the Month recognition program, the Green Eggs and Ham breakfast in honor of reading month and the professional development opportunities for our faculty.
2. Mr. Nichols discussed the Academic Showcase, the grades 3-8 testing, the National Honor Society Induction ceremony, and the top 10 seniors from the Class of 2015.
3. A Mathletics Presentation was given by Ms. Planck and Mrs. Tackabury.

- VI. Policy – The first readings were done on a. through n. as listed below.
 - a. First Reading to Delete Policy # 6005, 6011, 6012, 6013, 6014, 6015, 6016, 6030, 6031, 6032, 6033, 6034, 6035, 6038, 6050, 6051, 8041
 - b. First Reading of Policy # 6000 Goals and Objectives of the Personnel System
 - c. First Reading of Policy # 6001 Recruitment, Selection and Appointment of Personnel
 - d. First Reading of Regulation # 6001.1 Staff Recruitment and Selection Procedures
 - e. First Reading of Policy # 6002 Orientation
 - f. First Reading of Policy # 6003 Loyalty Oath
 - g. First Reading of Policy # 6004 Evaluation, Resignation and Termination
 - h. First Reading of Policy # 6100 Certification and Incidental Teaching
 - i. First Reading of Policy # 6101 Probation and Tenure (Educational Positions)
 - j. First Reading of Policy # 6102 Assignment, Reassignment and Transfer
 - k. First Reading of Policy # 6103 Employment of Teacher Aides
 - l. First Reading of Policy # 6104 Substitute Teachers
 - m. First Reading of Policy # 6105 Appointment of Athletic Coaches
 - n. First Reading of Policy # 6200 Health Examination – Personnel

- VII. Old Business
 - a. None

- VIII. New Business
 - a. Personnel
 - 1. Appointments
 - a. Michael Strong – Volunteer Golf Coach for Spring 2015
 - b. Spencer Staring - Modified Baseball Coach for Spring 2015
 - c. Frank Eckrich – Volunteer Assistant Coach to Varsity Baseball for Spring 2015
 - d. Caitlyn Smith – Volunteer Assistant Coach to Varsity Softball for Spring 2015
 - e. Christopher Lott – Volunteer Assistant Coach to Modified Baseball for Spring 2015
 - f. Alyssa Johnson – Substitute Cleaner effective 3/16/15

MOTION # 13 – APPROVAL OF APPOINTMENTS

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Ms. Biedermann, the board moved to approve the following list of appointments:

- a. Michael Strong – Volunteer Golf Coach for Spring 2015
- b. Spencer Staring - Modified Baseball Coach for Spring 2015
- c. Frank Eckrich – Volunteer Assistant Coach to Varsity Baseball for Spring 2015
- d. Caitlyn Smith – Volunteer Assistant Coach to Varsity Softball for Spring 2015
- e. Christopher Lott – Volunteer Assistant Coach to Modified Baseball for Spring 2015
- f. Alyssa Johnson – Substitute Cleaner effective 3/16/15

Motion carried 7 yes, 0 no.

- 2. Resignations
 - a. Erika Newton – Teachers Assistant effective 3/27/15

MOTION # 14 – ACCEPTANCE OF RESIGNATION OF ERIKA NEWTON

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bartlett-Linden, the board moved to accept the resignation of Erika Newton as a Teacher’s Assistant effective 3/27/15. Motion carried 7 yes, 0 no.

- 3. Leave Requests

- a. Christine Buschor – Leave Without Pay March 2-13, 2015

MOTION #15 – APPROVAL OF LEAVE REQUEST FOR CHRISTINE BUSCHOR

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Bridge, the board moved to approve the unpaid leave request of Christine Buschor from March 2-13, 2015. Motion carried 7 yes, 0 no.

- b. CSE/CPSE Recommendations – In Official Packet

MOTION # 16 – APPROVAL OF CSE/CPSE RECOMMENDATIONS

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bartlett-Linden, the board moved to approve the CSE/CPSE Recommendations. Motion carried 7 yes, 0 no.

- IX. Correspondence
 - a. A thank you note from the Neff Family was provided to the board.
 - b. Richard Engelbrecht’s monthly BOCES newsletter for February 2015 was provided.
 - c. The Library Media Center monthly report for February 2015 was provided.
 - d. A notice regarding the upcoming workshop entitled “So You Want to be a School Board Member” to be held on April 25, 2015 was provided.
 - e. A list of dates for the 2015-16 General Membership Meetings was provided.
 - f. A thank you card from Lisa Decker was provided.

- X. Public Forum
 - a. A question was raised regarding the cost savings the district has found in the previous decision to help limit maintenance expense by increasing the annual bus purchase to two buses per year. Data was not available at the meeting but will be collected.

- XI. Adjournment

MOTION # 17 – ADJOURNMENT

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Bartlett-Linden, the board moved to adjourn for the evening. Motion carried 7 yes, 0 no.

DRAFT

The Budget Workshop Meeting of the Board of Education of Madison Central School was held on April 14, 2015 at 6:30 pm in the library.

MEMBERS PRESENT: Mrs. Bartlett-Linden
Ms. Beverly Biedermann
Mr. William Langbein – 6:31 pm
Mr. Jona Snyder
Mrs. Stephanie Tanner
Mr. Steven Yancey – 6:38 pm

MEMBERS ABSENT: Mrs. Kathy Bridge

OTHERS PRESENT: Mr. Perry Dewey, Superintendent
Mr. Larry Nichols, Building Principal
Mr. Brian Latella, Elementary Principal
Mrs. Melanie Brouillette, Treasurer
Ms. Tracey Lewis, District Clerk

- I. Call to Order
 - a. Mr. Snyder called the meeting to order at 6:30 pm.
- II. Executive Session

MOTION # 1 – ENTER EXECUTIVE SESSION

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Tanner, seconded by Mrs. Bartlett-Linden, the board moved to enter into Executive Session at 6:30 pm to discuss the medical, financial, credit or employment history of a particular person or corporation or matters leading to the **appointment**, employment, promotion, demotion, discipline, suspension, **dismissal** or removal of a particular person or corporation. (particular person) Motion carried 4 yes, 0 no.

Mr. Langbein arrived at 6:31 pm.

Mr. Yancey arrived at 6:38 pm.

- III. Adjournment of Executive Session and Resume Regular Meeting

MOTION # 2 – ADJOURNMENT OF EXECUTIVE SESSION AND RESUME REGULAR MEETING

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Ms. Biedermann, the board moved to adjourn Executive Session and resume the Budget Workshop meeting at 6:47 pm. Motion carried 6 yes, 0 no.

- IV. Agenda Additions
- V. Consent Agenda
 - a. Approval of Agenda for This Meeting

MOTION # 3 – APPROVAL OF AGENDA

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Bartlett-Linden, the board moved to approve the agenda for this meeting. Motion carried 6 yes, 0 no.

- VI. Public Forum
 - a. Mr. Snyder reviewed the Public Forum Expectations.
 - b. A parent expressed her concerns over the length of the afternoon bus ride for her children.
 - c. A question was asked about the prom election procedures.

- VII. New Business
 - a. Approval of Budget Transfers

MOTION # 4 – APPROVAL OF BUDGET TRANSFERS

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Ms. Biedermann, the board moved to approve the Budget Transfers as provided. Motion carried 6 yes, 0 no.

- b. The 2015-16 Budget was discussed.

- IX. Adjournment

MOTION # 5 – ADJOURNMENT

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to adjourn for the evening at 7:23 pm. Motion carried 6 yes, 0 no.

Internal Claims Auditor Report

<u>Warrant Number</u>	<u>Warrant Date</u>	<u>Check # Sequence</u>	<u>Fund</u>	<u>Date of ICA Review</u>	<u>Amount of Warrant</u>	<u>Internal Claims Auditor Findings</u>
13	3/20/2015	2753-2760	FA15	3/25/2015	\$ 3,211.62	Good
22	3/20/2015	3211-3219	C	3/25/2015	\$ 11,269.86	Good
38	3/20/2015	16231-16273	A	3/25/2015	\$ 238,248.51	Good
39	4/3/2015	16274-16284	A	4/7/2015	\$ 1,930.76	Good
23	4/3/2015	3220-3224	C	4/7/2015	\$ 2,678.45	Good
14	4/3/2015	2761-2763	FA15	4/7/2015	\$ 11,137.56	Good

 4/14/15

Jessica L. Clark- Internal Claims Auditor

(Condensed Version)

MADISON CENTRAL SCHOOL DISTRICT

MADISON, NEW YORK

BUDGET STATUS REPORTS

March 31, 2015

FUND	CODE	REPORT	Page #
GENERAL FUND	A	TREASURER'S REPORTS - NBT TRIAL BALANCE REVENUE & EXPENDITURES	2 - 10
SCHOOL LUNCH	C	TREASURER'S REPORTS - NBT TRIAL BALANCE REVENUE & EXPENDITURES	11 - 16
TRUST & AGENCY	TA	TREASURER'S REPORT - NBT TRIAL BALANCE PAYROLL TREASURER'S REPORT - NBT	17 - 21
EXPENDABLE TRUSTS	TE	TRIAL BALANCE	22
CAPITAL FUND	H	TREASURER'S REPORT - NBT TRIAL BALANCE REVENUE & EXPENDITURES	23-27
DEBT SERVICE	V	TRIAL BALANCE REVENUE	28-29
FEDERAL FUND	F	TREASURER'S REPORTS - NBT TRIAL BALANCE REVENUE & EXPENDITURES	30-36

MADISON CENTRAL SCHOOL DISTRICT
GENERAL FUND CHECKING - NBT
 TREASURER'S MONTHLY REPORT
 ACCT # *****3251

March 1, 2015

through

March 31, 2015

Total available balance as reported at the end of preceding period: \$ 123,871.54

RECEIPTS during month

DATE	SOURCE	AMOUNT
MARCH 1-31	VARIOUS - COMPENSATION FOR LOSS	\$ 5.00
1-31	VARIOUS - REVIEW BOOKS	374.00
1-31	VARIOUS - TUITION	9,851.82
2	MADISON COUNTY TREASURER - 2012-13 CPSE ADMIN COST	4,563.00
4	TRUST AND AGENCY - NYSTRS	1,485.83
4	TRANS FROM GENERAL SAVINGS	200,000.00
4	SPECTATOR BUS PASSINGERS	120.00
6	NYS - 2010-11 SECT 4408	7,053.95
9	MADISON OPTIMIST - FUNDRAISER	600.00
9	UPSTATE CEREBRAL PALSY	801.00
11	VARIOUS DUE TO/ DUE FROM	14,485.79
13	NYS - EXCESS COST AID	281,495.25
18	NYS - VLT LOTTERY, GEN AID, TXTBK, SFTWR, HRDWR, LIB M	1,221,871.26
18	TRUST AND AGENCY - NYSTRS	1,560.71
24	MADISON SPORTS CLUB	8,746.75
24	MADISON FFA - REFUND	50.00
26	NYS - GEN AID	375,692.11
26	TRUST AND AGENCY - NYSTRS	1,515.22
31	INTEREST - NBT	11.58

\$ 2,130,283.27

Total Receipts, including balance:

\$ 2,254,154.81

DISBURSEMENTS made during month

BY CHECK	FROM: 16206	TO: 16230	\$ 15,551.22
	16231	TO: 16273	238,248.51
	14879	TO: 14882 MANUAL	1,866.00

BY DEBIT CHARGE

TRANSFER TO TRUST & AGENCY - PAYROLL	\$ 420,931.75
HEALTH/DENTAL INSURANCE	118,400.90
VARIOUS DUE TO/ DUE FROM	850,000.00
HASLER - POSTAGE REFILL	-

Total Disbursements: \$ 1,644,998.38

CASH BALANCE SHOWN BY RECORDS: \$ 609,156.43

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month:	\$ 798,237.07
Less total of outstanding checks:	<u>(189,080.64)</u>
Net balance in bank:	\$ 609,156.43
Transfers in transit:	-

TOTAL AVAILABLE BALANCE: \$ 609,156.43

Received by the Board of Education and entered as part of the minutes of the Board meeting held

April 21, 2015

Clerk of the Board of Education

Treasurer

Prepared

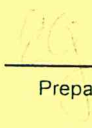
LIST OF OUTSTANDING CHECKS - NBT
GENERAL FUND

3/31/15

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
14872	10/2/2014	\$ 3.58	16238	3/20/2015	\$ 13.44
14880	3/4/2015	\$ 553.00	16241-16245	3/20/2015	\$ 1,100.66
14882	3/31/2015	\$ 205.00	16251-16257	3/20/2015	\$ 180,540.57
15733	10/3/2014	15.00	16259-16261	3/20/2015	331.97
15872	11/14/2014	174.72	16264	3/20/2015	20.00
16068	1/9/2015	103.70	16267-16268	3/20/2015	553.16
16128	2/6/2015	14.99	16271-16273	3/20/2015	3,031.52
16149	2/6/2015	67.50			
16161	2/6/2015	235.14			
16203	2/20/2015	62.50			
16226	3/6/2015	79.98			
16233	3/20/2015	1,892.50			
16235	3/20/2015	81.71			
TOTAL		\$ 3,489.32			\$ 185,591.32
			GRAND TOTAL		\$ 189,080.64

STATEMENT OF CASH ON HAND
NOT DEPOSITED AT END OF PERIOD.

DATE	SOURCE	AMOUNT
TOTAL DEPOSITS IN TRANSIT		\$ -


Prepared

**MADISON CENTRAL SCHOOL DISTRICT
GENERAL FUND SAVINGS - NBT
TREASURER'S MONTHLY REPORT
ACCT # *****8801**

March 1, 2015

through

March 31, 2015

Total available balance as reported at the end of preceding period: \$ 924,026.33

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MARCH 26	TRANSFERRED FROM GENERAL CHECKING	\$ 850,000.00
31	INTEREST - NBT	15.42

Total Receipts: \$ 850,015.42

Total Receipts, including balance: \$ 1,774,041.75

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE:

TRANSFER TO GENERAL CHECKING \$ 200,000.00

Total Disbursements: \$ 200,000.00

CASH BALANCE SHOWN BY RECORDS: \$ 1,574,041.75

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month:	\$ 1,574,041.75
	\$ -
Net balance in bank:	\$ 1,574,041.75
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 1,574,041.75

Received by the Board of Education and entered as part of the minutes of the Board meeting held

April 21, 2015

Clerk of the Board of Education

Treasurer

Prepared

**MADISON CENTRAL SCHOOL DISTRICT
GENERAL FUND MONEY MARKET - NBT**

TREASURER'S MONTHLY REPORT
ACCT # *****6933

March 1, 2015

through

March 31, 2015

Total available balance as reported at the end of preceding period: \$1,267,071.72

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MARCH 31	INTEREST - NBT	\$ 161.37

Total Receipts: \$ 161.37
Total Receipts, including balance: \$ 1,267,233.09

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE:

\$ -

Total Disbursements: \$ -
CASH BALANCE SHOWN BY RECORDS: \$ 1,267,233.09

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 1,267,233.09
Net balance in bank:	<u>\$ 1,267,233.09</u>
Amount of deposits in transit:	<u>\$ -</u>

TOTAL AVAILABLE BALANCE: \$ 1,267,233.09

Received by the Board of Education and entered as part of the minutes of the Board meeting held

April 21, 2015

Clerk of the Board of Education

Treasurer

Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 3/31/2015



Account	Description	Debits	Credits
A 200	CASH IN CHECKING	609,156.43	0.00
A 201	CASH IN SAVINGS - NBT	1,574,041.75	0.00
A 201 04	CASH IN CHECKING - NBT	1,267,233.09	0.00
A 210	PETTY CASH	100.00	0.00
A 230	CASH-CAPITAL RESERVE	294,196.60	0.00
A 230 01	UNEMPLOYMENT RESERVE - NIAGARA	197,075.75	0.00
A 380	ACCOUNTS RECEIVABLE	0.00	0.00
A 391	DUE FROM OTHER FUNDS	102,895.53	0.00
A 410	STATE & FEDERAL AID RECEIVABLE	0.00	0.00
A 510	ESTIMATED REVENUE	9,118,083.00	0.00
A 521	ENCUMBRANCES	1,729,501.02	0.00
A 522	EXPENDITURES	5,984,624.23	0.00
A 599	APPROPRIATED FUND BALANCE	339,879.32	0.00
A 600 01	ACCOUNTS PAYABLE-YR END	0.00	0.00
A 601	ACCRUED LIABILITIES	0.00	0.00
A 630	DUE TO OTHER FUNDS	0.00	50.00
A 631	DUE TO OTHER GOVERNMENTS	0.00	10,269.00
A 632	DUE TO NYSTRS	0.00	24,207.59
A 632 01	DUE TO NYSTRS-ACCR 13-14	0.00	515,000.42
A 637	DUE TO NYSERS - ACCR 13-14	0.00	23,058.50
A 691	DEFERRED REVENUE	0.00	0.00
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	196,713.87
A 821	RESERVE FOR ENCUMBRANCES	0.00	1,919,380.34
A 827	ERS RESERVE	0.00	99,652.00
A 827 01	TRS RESERVE	0.00	230,000.00
A 862	RESERVE FOR LIABILITY	0.00	432,302.04
A 864	TAX CERTIORARI RESERVE	0.00	90,000.00
A 867	EBALR RESERVE	0.00	683,621.10
A 878	CAPITAL RESERVE	0.00	294,119.46
A 909	FUND BALANCE, UNRESERVED	0.00	0.00
A 910	APPROPRIATED FUND BALANCE	0.00	150,000.00
A 911	UNAPPROPRIATED FUND BALANCE	0.00	343,126.12
A 960	ESTIMATED APPROPRIATIONS	0.00	9,457,962.32
A 980	REVENUES	0.00	6,747,323.96
A Fund Totals:		21,216,786.72	21,216,786.72
Grand Totals:		21,216,786.72	21,216,786.72

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 3/31/2015



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	2,429,743.00	0.00	2,429,743.00	2,167,106.66	262,636.34
A 1083	E-ON - WINDMILLS	81,000.00	0.00	81,000.00	83,186.81	-2,186.81
A 1085	STAR REIMBURSEMENT	595,000.00	0.00	595,000.00	594,057.00	943.00
A 1090	INTEREST & PENALTIES	3,800.00	0.00	3,800.00	0.00	3,800.00
A 1311	TUITION FROM INDIVIDUALS	0.00	0.00	0.00	1,850.00	-1,850.00
A 1335	OTHER STUDENT FEES	0.00	0.00	0.00	4,429.00	-4,429.00
A 2230	TUITION - OTHER DISTRICTS	37,500.00	0.00	37,500.00	60,628.26	-23,128.26
A 2401	INTEREST & EARNINGS	5,000.00	0.00	5,000.00	1,747.52	3,252.48
A 2401.001	INTEREST-CAPITAL RSV-A878	0.00	0.00	0.00	77.14	-77.14
A 2401.002	INTEREST-UNEMPLOY-A815	0.00	0.00	0.00	29.59	-29.59
A 2666	SALE OF TRANS EQUIPMENT	0.00	0.00	0.00	3,050.00	-3,050.00
A 2690	COMPENSATION FOR LOSS	0.00	0.00	0.00	299.69	-299.69
A 2700	MEDICARE PART D	25,000.00	0.00	25,000.00	17,447.18	7,552.82
A 2701	REFUND PRIOR YEAR - BOCES	32,000.00	0.00	32,000.00	52,394.04	-20,394.04
A 2703	REFUND PRIOR YEAR - MISC	3,000.00	0.00	3,000.00	15,787.90	-12,787.90
A 2705	GIFTS & DONATIONS	0.00	0.00	0.00	185.88	-185.88
A 2770	UNCLASSIFIED REVENUE	4,000.00	0.00	4,000.00	721.03	3,278.97
A 2770.002	PRIOR YEAR E-RATE REFUND	3,000.00	0.00	3,000.00	3,389.99	-389.99
A 2801.827.01	NYSTRS RES - A82701	50,000.00	0.00	50,000.00	0.00	50,000.00
A 3101	NYS - GENERAL AID	3,835,259.00	0.00	3,835,259.00	2,462,146.93	1,373,112.07
A 3101.001	NYS - EXCESS COST AID	440,000.00	0.00	440,000.00	437,881.49	2,118.51
A 3102	LOTTERY AID	540,000.00	0.00	540,000.00	523,080.54	16,919.46
A 3102.001	VLT LOTTERY AID	202,000.00	0.00	202,000.00	249,601.94	-47,601.94
A 3103	BOCES AID	600,438.00	0.00	600,438.00	-2,649.00	603,087.00
A 3260	TEXTBOOK AID	28,000.00	0.00	28,000.00	28,019.00	-19.00
A 3262	COMPUTER SOFTWARE AID	6,206.00	0.00	6,206.00	7,041.00	-835.00
A 3262.001	COMPUTER HARDWARE AID	8,887.00	0.00	8,887.00	8,849.00	38.00
A 3263	LIBRARY MATERIALS AID	3,250.00	0.00	3,250.00	2,937.00	313.00
A 3289	OTHER STATE AID	0.00	0.00	0.00	24,028.37	-24,028.37
A 5050	INTERFUND TRANSFER - V	185,000.00	0.00	185,000.00	0.00	185,000.00
A Totals:		9,118,083.00	0.00	9,118,083.00	6,747,323.96	2,370,759.04
Grand Totals:		9,118,083.00	0.00	9,118,083.00	6,747,323.96	2,370,759.04

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MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2014 To 3/31/2015



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION	*	2,363.00	822.06	3,185.06	2,124.76	1,018.08	42.22
1040	DISTRICT CLERK	*	4,302.00	25.44	4,327.44	3,245.57	1,081.87	0.00
1060	DISTRICT MEETING	*	1,000.00	-25.44	974.56	0.00	0.00	974.56
1240	CHIEF SCHOOL ADMINISTRATOR	*	153,572.00	0.00	153,572.00	118,009.00	34,487.80	1,075.20
1310	BUSINESS ADMINISTRATION	*	96,397.00	9,873.75	106,270.75	80,272.80	24,499.95	1,498.00
1320	AUDITING	*	23,000.00	-13,873.78	9,126.22	9,000.00	0.00	126.22
1325	TREASURER	*	47,964.00	3,077.97	51,041.97	36,116.65	14,134.48	790.84
1330	TAX COLLECTOR	*	4,500.00	0.00	4,500.00	3,916.50	0.00	583.50
1345	PURCHASING	*	3,505.00	0.00	3,505.00	2,423.11	1,081.39	0.50
1420	LEGAL	*	15,100.00	0.00	15,100.00	14,383.46	0.00	716.54
1430	PERSONNEL	*	26,370.00	0.00	26,370.00	18,232.98	8,137.02	0.00
1620	OPERATION OF PLANT	*	489,060.00	-6,685.83	482,374.17	387,509.91	74,089.13	20,775.13
1621	MAINTENANCE OF PLANT	*	99,931.00	40,521.38	140,452.38	107,294.85	18,950.81	14,206.72
1670	CENTRAL PRINTING & MAILING	*	13,600.00	9,179.01	22,779.01	13,803.87	6,803.49	2,171.65
1680	CENTRAL DATA PROCESSING	*	27,760.00	17,354.40	45,114.40	34,999.40	10,115.00	0.00
1910	UNALLOCATED INSURANCE	*	36,000.00	-3,472.05	32,527.95	32,527.95	0.00	0.00
1964	REFUND ON REAL PROPERTY TAXES	*	2,500.00	-2,500.00	0.00	0.00	0.00	0.00
1981	BOCES ADMINISTRATIVE COSTS	*	33,980.00	0.00	33,980.00	23,494.76	10,485.24	0.00
1983	BOCES CAPITAL EXPENSES	*	45,927.00	0.00	45,927.00	31,755.24	14,171.76	0.00
2020	SUPERVISION-REGULAR SCHOOL	*	86,573.00	43,589.57	130,162.57	86,491.58	41,039.27	2,631.72
2060	RESEARCH, PLANNING & EVALUAT	*	1,538.00	7,500.00	9,038.00	4,813.43	474.57	3,750.00

MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2014 To 3/31/2015



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2070	INSERVICE TRAINING-INSTRUCTION *	88,617.00	-18,377.54	70,239.46	46,013.32	19,506.08	4,720.06
2110	TEACHING-REGULAR SCHOOL *	2,084,211.00	-75,323.65	2,008,887.35	1,208,927.76	726,079.87	73,879.72
2250	PROGRAMS-STUDENTS W/ DISABIL *	1,040,016.00	-35,670.89	1,004,345.11	653,322.41	332,308.78	18,713.92
2280	OCCUPATIONAL EDUCATION *	316,079.00	5,392.78	321,471.78	216,668.70	102,311.34	2,491.74
2330	TEACHING-SPECIAL SCHOOLS *	203,168.00	8,769.64	211,937.64	137,529.02	51,350.56	23,058.06
2610	SCHOOL LIBRARY & AUDIOVISUAL *	105,384.00	-199.85	105,184.15	62,112.71	36,181.25	6,890.19
2630	COMPUTER ASSISTED INSTRUCTION *	46,506.00	33,147.07	79,653.07	50,235.07	15,791.12	13,626.88
2805	ATTENDANCE-REGULAR SCHOOL *	8,473.00	0.00	8,473.00	5,853.26	2,612.17	7.57
2810	GUIDANCE-REGULAR SCHOOL *	84,540.00	444.00	84,984.00	54,879.23	29,758.89	345.88
2815	HEALTH SERVICES-REGULAR SCHOOL *	42,219.00	0.00	42,219.00	25,207.80	15,422.00	1,589.20
2825	SOCIAL WORK SRVC-REG SCHOOL *	45,917.00	-444.00	45,473.00	24,046.40	15,016.60	6,410.00
2850	CO-CURRICULAR ACTIV-REG SCHL *	15,518.00	0.00	15,518.00	7,590.40	676.60	7,251.00
2855	INTERSCHOL ATHLETICS-REG SCHL *	88,072.00	6,786.85	94,858.85	69,946.82	2,853.70	22,058.33
5510	DISTRICT TRANSPORT *	443,101.00	141,968.43	585,069.43	405,415.17	115,766.13	63,888.13
5530	GARAGE BUILDING *	19,625.00	0.00	19,625.00	13,107.42	1,706.67	4,810.91
9010	STATE RETIREMENT *	105,342.00	-13,202.59	92,139.41	92,139.41	0.00	0.00
9020	TEACHERS' RETIREMENT *	394,275.00	142,054.67	536,329.67	536,329.67	0.00	0.00
9030	SOCIAL SECURITY *	264,814.00	0.00	264,814.00	161,762.43	0.00	103,051.57
9040	WORKERS' COMPENSATION *	25,200.00	-4,158.00	21,042.00	21,042.00	0.00	0.00
9045	LIFE INSURANCE *	3,000.00	0.00	3,000.00	1,000.00	0.00	2,000.00
9050	UNEMPLOYMENT INSURANCE *	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00

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MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2014 To 3/31/2015



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9055	DISABILITY INSURANCE	*	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	1,653,044.00	-57,793.08	1,595,250.92	1,109,451.53	1,589.40	484,209.99
9089	OTHER	*	29,000.00	0.00	29,000.00	0.00	0.00	29,000.00
9711	SERIAL BOND CONSTRUCTION	*	802,919.00	0.00	802,919.00	68,921.88	0.00	733,997.12
9722	STATUTORY BONDS - BUS PURCHASES	*	36,401.00	-36,401.00	0.00	0.00	0.00	0.00
9770	REVENUE ANTICIPATION NOTES	*	12,500.00	-12,500.00	0.00	0.00	0.00	0.00
9901	TRANSFER TO SPECIAL AID	*	0.00	0.00	0.00	2,706.00	0.00	-2,706.00
9950	TRANSFER TO CAPITAL	*	88,700.00	0.00	88,700.00	0.00	0.00	88,700.00
Fund ATotals:			9,268,083.00	189,879.32	9,457,962.32	5,984,624.23	1,729,501.02	1,743,837.07
Grand Totals:			9,268,083.00	189,879.32	9,457,962.32	5,984,624.23	1,729,501.02	1,743,837.07

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MADISON CENTRAL SCHOOL DISTRICT
SCHOOL LUNCH FUND CHECKING - NBT
 TREASURER'S MONTHLY REPORT
 ACCT # *****3278

March 1, 2015

through

March 31, 2015

Total available balance as reported at the end of preceding period: \$ 9,142.38

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MARCH 1-31	VARIOUS - BRKFST/ LUNCH SALES	\$ 3,044.58
10	NYS - FEB 2015 FED/STATE BRKFST/LUNCH CLAIMS	8,093.00
26	MADISON COUNTY HEADSTART - INV 012,014	532.00
27	GENERAL FUND - BRKFST	25.00
27	FEDERAL FUND - ALL DAY PRE-K	1,382.75
31	INTEREST - NBT	0.22

Total Receipts: \$ 13,077.55

Total Receipts, including balance: \$ 22,219.93

DISBURSEMENTS made during month:

BY CHECK	FROM: 3207	TO: 3210	\$ 555.81
	3211	TO: 3219	11,269.86

BY DEBIT CHARGE:

PAYROLL TRANSFERS	\$ 4,719.96
HEALTH/DENTAL INSURANCE	1,733.79
2014-15 SALES TAX	96.67

\$ 18,376.09

CASH BALANCE SHOWN BY RECORDS:

\$ 3,843.84

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 8,362.14
Less total of outstanding checks:	(4,518.30)
Net balance in bank:	\$ 3,843.84
Amount of deposits in transit:	-

TOTAL AVAILABLE BALANCE

\$ 3,843.84

Received by the Board of Education and entered as part of the minutes of the Board meeting held on:

April 21, 2015

 Clerk of the Board of Education

 Treasurer

 Prepared

LIST OF OUTSTANDING CHECKS - NBT
SCHOOL LUNCH FUND

3/31/2015


CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
3214-3215	3/20/2015	\$ 4,086.30			
3218	3/20/2015	432.00			

TOTAL		\$ 4,518.30			\$ -
			GRAND TOTAL		\$ 4,518.30

STATEMENT OF CASH ON HAND
NOT DEPOSITED AT END OF PERIOD.

DATE	SOURCE	AMOUNT
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		\$ -
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Prepared

MADISON CENTRAL SCHOOL DISTRICT
SCHOOL LUNCH FUND SAVINGS - NBT
 TREASURER'S MONTHLY REPORT
 ACCT # *****8803

March 1, 2015

through

March 31, 2015

Total available balance as reported at the end of preceding period:

0

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MARCH 31	INTEREST - NBT	\$ -

Total Receipts:

\$ -

Total Receipts, including balance:

\$ -

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE:

\$ -

Total Disbursements:

\$ -

CASH BALANCE SHOWN BY RECORDS:

\$ -

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:

\$ -

Less total of outstanding checks:

Net balance in bank:

\$ -

Amount of transfers in transit:

TOTAL AVAILABLE BALANCE:

\$ -

Received by the Board of Education and entered as part of the minutes of the Board meeting held

April 21, 2015

 Clerk of the Board of Education

 Treasurer

 Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 3/31/2015



Account	Description	Debits	Credits
C 200	CASH IN CHECKING		
C 210	PETTY CASH	3,843.84	0.00
C 380	ACCOUNTS RECEIVABLE	25.00	0.00
C 410	STATE & FEDERAL AID RECEIVABLE	0.00	0.00
C 445	MAT & SUPP INVENTORY 13-14	0.00	0.00
C 446	FOOD INVENTORY 13-14	1,453.67	0.00
C 446 01	DONATED FOOD INV 13-14	6,310.38	0.00
C 510	ESTIMATED REVENUE	5,158.72	0.00
C 521	ENCUMBRANCES	201,000.00	0.00
C 522	EXPENDITURES	100,098.69	0.00
C 630	DUE TO OTHER FUNDS	130,351.43	0.00
C 631	DUE TO OTHER GOVERNMENTS	0.00	71,761.00
C 821	RESERVE FOR ENCUMBRANCES	0.00	12.10
C 911	UNAPPROPRIATED FUND BALANCE	0.00	100,098.69
C 960	ESTIMATED APPROPRIATIONS	23,093.74	0.00
C 980	REVENUES	0.00	201,000.00
		0.00	98,463.68
C Fund Totals:		471,335.47	471,335.47
Grand Totals:		471,335.47	471,335.47

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 3/31/2015



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1440	TYPE A - BRKFST/LUNCH	36,100.00				
C 1445	OTHER FOOD SALES	18,000.00	0.00	36,100.00	14,795.85	21,304.15
C 2401	INTEREST & EARNINGS	0.00	0.00	18,000.00	11,159.55	6,840.45
C 2701	REFUND PRIOR YEAR	300.00	0.00	0.00	1.39	-1.39
C 2701.001	REFUND OF PRIOR YEAR - BOCES	500.00	0.00	300.00	217.76	82.24
C 2770	UNCLASSIFIED REVENUE	100.00	0.00	500.00	0.00	500.00
C 2770.001	BOCES AID	30,000.00	0.00	100.00	30.09	69.91
C 3190	NYS AID - BREAKFAST/LUNCH	4,000.00	0.00	30,000.00	0.00	30,000.00
C 4190	NYS FED AID-BRKFST/LUNCH	108,000.00	0.00	4,000.00	2,643.00	1,357.00
C 4190.100	DONATED FOOD VALUE	4,000.00	0.00	108,000.00	68,170.00	39,830.00
				4,000.00	1,446.04	2,553.96
	C Totals:	201,000.00	0.00	201,000.00	98,463.68	102,536.32
	Grand Totals:	201,000.00	0.00	201,000.00	98,463.68	102,536.32

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MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2014 To 3/31/2015



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2860	SCHOOL LUNCH	*	175,000.00	0.00	175,000.00	112,684.59	100,098.69	-37,783.28
9030	SOCIAL SECURITY	*	3,500.00	0.00	3,500.00	1,797.85	0.00	1,702.15
9060	INSURANCE	*	22,500.00	0.00	22,500.00	15,868.99	0.00	6,631.01
Fund CTotals:			201,000.00	0.00	201,000.00	130,351.43	100,098.69	-29,450.12
Grand Totals:			201,000.00	0.00	201,000.00	130,351.43	100,098.69	-29,450.12

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**MADISON CENTRAL SCHOOL DISTRICT
TRUST & AGENCY FUND CHECKING - NBT**

TREASURER'S MONTHLY REPORT

ACCT # *****3294

March 1, 2015

through

March 31, 2015

Total available balance as reported at the end of preceding period: \$ 25,015.87

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MARCH 4	MARCH 2015 HEALTH INSURANCE	\$ 118,580.76
4	MARCH 2015 DENTAL INSURANCE	1,553.93
4	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERA	143,401.03
4	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	10,615.25
5	GLENICE ROBERTS - HEALTH INSURANCE	531.00
9	MADISON OPTIMISTS - SCHOLARSHIP	300.00
18	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERA	152,467.48
18	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	11,308.79
26	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERA	142,592.02
26	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	10,556.94
31	INTEREST - NBT	1.03

Total Receipts: \$ 591,908.23

Total Receipts, including balance: \$ 616,924.10

DISBURSEMENTS made during month:

BY CHECK	FROM: 1201	TO: 1213	WIRES - SEE BELOW
	5902	TO: 5916	\$ 138,837.27
	5915	TO: 5915 VOID DURING PRINTING	

BY DEBIT CHARGE:

WIRE TRANSFER - NYS TAX	\$ 17,860.19
TRANSFER TO GENERAL - NYSTRS	4,561.76
ACH TRANSFER - DIRECT DEPOSIT	240,361.98
TRANSFER TO PAYROLL - NET PAYROLL	63,675.40
NYSERS	989.02
WIRE TRANSFER-FED TAX	109,973.70
OMNI WIRE TRANSFER	11,181.92
DUE TO/ DUE FROM - TO GENERAL	2.01

Total Disbursements: \$ 587,443.25

CASH BALANCE SHOWN BY RECORDS: \$ 29,480.85

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 32,495.38
Less total of outstanding checks:	(3,014.53)
Net balance in bank:	\$ 29,480.85
Amount of deposits in transit:	-

TOTAL AVAILABLE BALANCE: \$ 29,480.85

Received by the Board of Education and entered as part of the minutes of the Board meeting held

April 21, 2015

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
TRUST & AGENCY FUND

3/31/2015

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
5885	1/8/2015	\$ 287.40			
5911-5912	3/27/2015	2,090.13			
5916	3/27/2015	637.00			

TOTAL		\$ 3,014.53			\$ -
			GRAND TOTAL		\$ 3,014.53

STATEMENT OF CASH ON HAND
NOT DEPOSITED AT END OF PERIOD.

DATE	SOURCE	AMOUNT
TOTAL DEPOSITS IN TRANSIT		\$ -

Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 3/31/2015



Account	Description	Debits	Credits
TA 010 02	PAYROLL - NBT	0.33	0.00
TA 010 03	DIRECT DEPOSIT - NBT	0.00	0.00
TA 018	NYSERS	0.00	0.00
TA 020 01	HEALTH INSURANCE	0.00	27,313.74
TA 020 02	DENTAL INSURANCE	1,696.29	0.00
TA 020 24	FLEX (13-14)	0.00	0.00
TA 020 25	FLEX (14-15)	0.00	2,607.13
TA 021	NYS INCOME TAX	0.00	0.00
TA 022	FEDERAL INCOME TAX	0.00	0.00
TA 023 05	MADISON CO SHERIFF DEPT	0.00	0.00
TA 024 01	TEACHER UNION DUES	0.00	0.00
TA 024 02	EMPLOYEE ASSOCIATION DUES	0.00	0.00
TA 024 04	VOTE/COPE	0.00	0.00
TA 026	SOCIAL SECURITY (FICA)	0.00	0.00
TA 026 01	MEDICARE (FICM)	0.00	0.00
TA 027	NYSTRS LOANS	0.00	0.00
TA 027 01	NYSTRS CONTRIBUTIONS	0.00	0.00
TA 029	TAX SHELTERED ANNUITIES	0.00	0.00
TA 038	STUDENT DEPOSITS	0.00	474.00
TA 085	SCHOLARSHIP HOLDING ACCOUNT	0.00	330.00
TA 085 03	HONORS TRIP	0.00	530.21
TA 200	CASH IN CHECKING	29,480.85	0.00
TA 391	DUE FROM OTHER FUNDS	200.00	0.00
TA 630	DUE TO OTHER FUNDS	0.00	122.39
TA Fund Totals:		31,377.47	31,377.47
Grand Totals:		31,377.47	31,377.47

MADISON CENTRAL SCHOOL DISTRICT

PAYROLL ACCOUNT - NBT

TREASURER'S MONTHLY REPORT

ACCT # *****3421

March 1, 2015

through

March 31, 2015

Total available balance as reported at the end of preceding period: \$ 0.55

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MARCH 5	TRUST & AGENCY - NET PAYROLL	\$ 20,029.73
19	TRUST & AGENCY - NET PAYROLL	24,023.09
27	TRUST & AGENCY - NET PAYROLL	19,622.58
31	INTEREST - NBT	0.33

Total Receipts: \$ 63,675.73
 Total Receipts, including balance: \$ 63,676.28

DISBURSEMENTS made during month:

BY CHECK	FROM: 29102	TO: 29134	\$ 20,029.73
	29135	TO: 29169	24,023.09
	29170	TO: 29202	19,622.58

BY DEBIT CHARGE: DUE TO/ DUE FROM - TO GENERAL \$ 0.55

Total Disbursements: \$ 63,675.95
 CASH BALANCE SHOWN BY RECORDS: \$ 0.33

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 24,866.32
Less total of outstanding checks:	\$ (24,865.99)
Net balance in bank:	\$ 0.33
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 0.33

Received by the Board of Education and entered as part of the minutes of the Board meeting held

April 21, 2015

 Clerk of the Board of Education

 Treasurer

 Prepared


LIST OF OUTSTANDING CHECKS - NBT
PAYROLL ACCOUNT

3/31/15

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
28795	1/8/15	1,181.03	29168	3/19/15	1,535.84
28888	1/22/15	1,139.80	29172	3/27/2015	1,515.28
28989	2/5/15	1,217.91	29174	3/27/2015	1,010.20
29092	2/13/15	1,267.82	29176-29179	3/27/2015	902.84
29125	3/5/15	1,239.61	29183-29187	3/27/2015	3,085.37
29139	3/19/15	474.61	29189	3/27/2015	45.25
29142-29143	3/19/15	411.07	29192-29194	3/27/2015	2,184.27
29150	3/19/15	1,646.61	29197-29200	3/27/2015	\$ 2,781.70
29159	3/19/15	588.50	29202	3/27/2015	\$ 1,498.48
29161	3/19/15	1,139.80			
TOTAL		\$ 10,306.76			\$ 14,559.23
			GRAND TOTAL		\$ 24,865.99

STATEMENT OF CASH ON HAND
NOT DEPOSITED AT END OF PERIOD.

DATE	SOURCE	AMOUNT
TOTAL DEPOSITS IN TRANSIT		\$ -


Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 3/31/2015



Account	Description	Debits	Credits
TE 092	ENDOWMENTS & SCHOLARSHIPS	0.00	36,910.46
TE 201 02	CASH IN SAVINGS - NIAGARA	37,060.46	0.00
TE 630	DUE TO OTHER FUNDS	0.00	150.00
TE Fund Totals:		37,060.46	37,060.46
Grand Totals:		37,060.46	37,060.46

**MADISON CENTRAL SCHOOL DISTRICT
CAPITAL FUND CHECKING - NBT
TREASURER'S MONTHLY REPORT**

March 1, 2015

ACCT # *****0556
through

March 31, 2015

Total available balance as reported at the end of preceding period: \$ 49,422.88

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MARCH		

Total Receipts: \$ -
Total Receipts, including balance: \$ 49,422.88

DISBURSEMENTS made during month:

BY CHECK FROM: 1041 TO: 1051 \$ 29,190.05

BY DEBIT CHARGE:

Total Disbursements: \$ 29,190.05
CASH BALANCE SHOWN BY RECORDS: \$ 20,232.83

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 25,767.86
Less total of outstanding checks:	\$ (5,702.26)
Net balance in bank:	\$ 20,065.60
Amount of deposits in transit:	\$ 167.23
TOTAL AVAILABLE BALANCE:	\$ <u>20,232.83</u>

Received by the Board of Education and entered as part of the minutes of the Board meeting held

April 21, 2015

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
CAPTIAL FUND

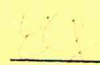
3/31/15

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
1040	2/12/2015	\$ 715.50	1051	3/30/2015	\$ 1,022.27
1044	3/11/2015	\$ 3,937.50			
1050	3/30/2015	\$ 26.99			
TOTAL		\$ 4,679.99			\$ 1,022.27
			GRAND TOTAL		\$ 5,702.26

STATEMENT OF CASH ON HAND
NOT DEPOSITED AT END OF PERIOD.

DATE	SOURCE	AMOUNT
3/24/2015	BUSINESS CHECKS - WILL BE REFUNDED	\$ 167.23

TOTAL DEPOSITS IN TRANSIT	\$ 167.23
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Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 3/31/2015



Account	Description	Debits	Credits	Balance
HRP3 200	CASH - 2012-13 REPOINTING - 0001015	11,301.78	0.00	11,301.78
HRP4 200	CASH - 2013-14 REPOINTING - 0001016	25,964.27	20,990.00	4,974.27
HRP5 200	CASH - 2014-15 REPOINTING - 0001019	0.00	14,309.77	-14,309.77
HSAFE 200	CASH - SAFETY PROJECT - 0001017	294,852.17	276,585.62	18,266.55
200 Totals:		332,118.22	311,885.39	20,232.83
HSAFE 510	Estimated Revenue	320,000.00	0.00	320,000.00
510 Totals:		320,000.00	0.00	320,000.00
HSAFE 521	Encumbrances	64,119.95	52,559.50	11,560.45
521 Totals:		64,119.95	52,559.50	11,560.45
HRP5 522	Expenditures	6,849.77	0.00	6,849.77
HSAFE 522	Expenditures	272,773.12	100.00	272,673.12
522 Totals:		279,622.89	100.00	279,522.89
HRP4 630	DUE TO OTHER FUNDS	20,990.00	20,990.00	0.00
HSAFE 630	DUE TO OTHER FUNDS	3,812.50	3,812.50	0.00
630 Totals:		24,802.50	24,802.50	0.00
HSAFE 821	Reserve for Encumbrances	52,559.50	64,119.95	-11,560.45
821 Totals:		52,559.50	64,119.95	-11,560.45
HRP3 911	UNAPPROPRIATED FUND BALANCE	0.00	11,301.78	-11,301.78
HRP4 911	UNAPPROPRIATED FUND BALANCE	0.00	4,974.27	-4,974.27
HRP5 911	UNAPPROPRIATED FUND BALANCE -	7,460.00	0.00	7,460.00
HSAFE 911	UNAPPROPRIATED FUND BALANCE	0.00	290,939.67	-290,939.67
911 Totals:		7,460.00	307,215.72	-299,755.72
HSAFE 960	Appropriations	0.00	320,000.00	-320,000.00
960 Totals:		0.00	320,000.00	-320,000.00
Grand Totals:		1,080,683.06	1,080,683.06	0.00

MADISON CENTRAL SCHOOL
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Revenue Status Report From 7/1/2014 To 3/31/2015

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
HSAFE 5031	INTERFUND TRANSFER	320,000.00	0.00	320,000.00	0.00	320,000.00

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 3/31/2015



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>HRP5 2110.245</u>	ARCHITECT FEES	0.00	0.00	0.00	6,849.77	0.00	-6,849.77
	Fund HRP5Totals:	0.00	0.00	0.00	6,849.77	0.00	-6,849.77
<u>HSAFE 1620.292</u>	NON CONTRACT COSTS	58,217.15	0.00	58,217.15	61,726.23	11,560.45	-15,069.53
<u>HSAFE 1620.293</u>	CONTRACTUAL	206,700.00	0.00	206,700.00	186,943.90	0.00	19,756.10
<u>HSAFE 2110.245</u>	ARCHITECT FEES	55,082.85	0.00	55,082.85	24,002.99	0.00	31,079.86
	Fund HSAFETotals:	320,000.00	0.00	320,000.00	272,673.12	11,560.45	35,766.43
	Grand Totals:	320,000.00	0.00	320,000.00	279,522.89	11,560.45	28,916.66

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MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 3/31/2015



Account	Description	Debits	Credits
V 201 01	CASH IN SAVINGS - NIAGARA		
V 884	FUND BALANCE	957,298.76	0.00
V 884 01	PREMIUM REVENUE-A FUND	0.00	864,227.89
V 980	REVENUES	0.00	92,711.62
		0.00	359.25
V Fund Totals:		957,298.76	957,298.76
Grand Totals:		957,298.76	957,298.76

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 3/31/2015



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
V 2401.001	DEBT INTEREST - V884.01	0.00	0.00	0.00	359.25	-359.25
	V Totals:	0.00	0.00	0.00	359.25	-359.25
	Grand Totals:	0.00	0.00	0.00	359.25	-359.25

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**MADISON CENTRAL SCHOOL DISTRICT
FEDERAL FUND CHECKING - NBT**

TREASURER'S MONTHLY REPORT

ACCT # *****3405

March 1, 2015

through

March 31, 2015

Total available balance as reported at the end of preceding period: \$ 261,838.82

RECEIPTS during month:

DATE	SOURCE	AMOUNT	
MARCH 19	NYS - SECT 4408 2014-15	\$ 5,758.73	
31	INTEREST - NBT	3.91	
	Total Receipts:	\$ 5,762.64	
	Total Receipts, including balance:	\$ 267,601.46	

DISBURSEMENTS made during month:

BY CHECK	FROM: 2753	TO: 2760	\$ 3,211.62	
BY DEBIT CHARGE:				
	TRANSFER TO TRUST AND AGENCY - PAYROLL		\$ 45,289.80	
	DUE TO/ DUE FROM - TO GENERAL		14,483.23	
		Total Disbursements:	\$ 62,984.65	
		CASH BALANCE SHOWN BY RECORDS:	\$ 204,616.81	

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 205,138.33	
Less total of outstanding checks:	\$ (521.52)	
Net balance in bank:	\$ 204,616.81	
Amount of deposits in transit:	\$ -	
TOTAL AVAILABLE BALANCE:	\$ 204,616.81	

Received by the Board of Education and entered as part of the minutes of the Board meeting held

April 21, 2015

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
 FEDERAL FUND

3/31/15

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
2754	3/20/2015	\$ 226.50			
2758	3/20/2015	244.01			
2760	3/20/2015	\$ 51.01			
TOTAL		\$ 521.52	GRAND TOTAL		\$ -
					\$ 521.52

STATEMENT OF CASH ON HAND
 NOT DEPOSITED AT END OF PERIOD.

DATE	SOURCE	AMOUNT
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TOTAL DEPOSITS IN TRANSIT		\$ -
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 Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 3/31/2015



Account	Description	Debits	Credits	Balance
F181 200	CASH IN CHECKING - WIND POWER	297,838.67	0.00	297,838.67
FA14 200	CASH IN CHECKING - 13-14 TITLE I	9,035.27	9,034.88	0.39
FA15 200	CASH IN CHECKING - 14-15 TITLE I	63,774.39	70,426.61	-6,652.22 CR
FB14 200	CASH IN CHECKING - 13-14 SECTION 611	23,411.00	23,411.00	0.00
FB15 200	CASH IN CHECKING - 14-15 SECTION 611	75,483.00	86,807.76	-11,324.76 CR
FC14 200	CASH IN CHECKING - 13-14 SECTION 619	1,484.00	1,484.00	0.00
FC15 200	CASH IN CHECKING - 14-15 SECTION 619	2,675.00	2,825.05	-150.05 CR
FD14 200	CASH IN CHECKING - 13-14 TITLE IIA	2,586.00	2,586.00	0.00
FD15 200	CASH IN CHECKING - 14-15 TITLE IIA	22,095.00	20,827.50	1,267.50
FG14 200	CASH IN CHECKING - 13-14 UNIVERAL PRE-K	20,592.00	20,592.00	0.00
FG15 200	CASH IN CHECKING - 14-15 UNIVERSAL PRE-K	61,687.74	67,482.30	-5,794.56 CR
FH13 200	CASH IN CHECKING - SECTION 4408 12/13	6,858.98	0.00	6,858.98
FH14 200	CASH IN CHECKING - SECT 4408 (13-14)	0.00	305.75	-305.75 CR
FH15 200	CASH IN CHECKING - 14-15 SECTION 4408	8,464.73	17,226.40	-8,761.67 CR
FJ15 200	CASH IN 2014-15 UNIV PRE-K - ALL DAY	0.00	79,756.73	-79,756.73 CR
FO15 200	Cash in Checking	0.00	9,609.46	-9,609.46 CR
FP14 200	CASH IN CHECKING - 13-14 TEACH OF TOM	2,100.00	2,100.00	0.00
FP15 200	CASH IN CHECKING - 14-15 TEACH OF TOM	6,300.00	0.00	6,300.00
FQ15 200	CASH IN CHECKING - FOOD FOR ALL GRANT	2,500.00	423.05	2,076.95
FR14 200	CASH IN CHECKING - 13-14 MONSANTO GRANT	10,000.00	0.00	10,000.00
FT12 200	CASH IN CHECKING - LOWES GRANT 11/12	2,605.00	0.00	2,605.00
FV11 200	CASH IN CHECKING - 10-11 GRAMMY GRANT	144.12	119.60	24.52
FZ14 200	CASH IN CHECKING - 13-14 RACE TO THE TOP	9,094.00	9,094.00	0.00
200 Totals:		628,728.90	424,112.09	204,616.81
FH15 391	Due From Other Funds	2,706.00	2,706.00	0.00
391 Totals:		2,706.00	2,706.00	0.00
FA14 410	STATE & FEDERAL AID RECEIVABLE	8,798.33	8,798.33	0.00
FB14 410	STATE & FEDERAL AID RECEIVABLE	23,411.00	23,411.00	0.00
FC14 410	STATE & FEDERAL AID RECEIVABLE	1,484.00	1,484.00	0.00
FD14 410	STATE & FEDERAL AID RECEIVABLE	2,586.00	2,586.00	0.00
FG14 410	STATE & FEDERAL AID RECEIVABLE	20,592.00	20,592.00	0.00
FH14 410	STATE & FEDERAL AID RECEIVABLE	305.75	0.00	305.75
FZ14 410	STATE & FEDERAL AID RECEIVABLE	9,094.00	9,094.00	0.00
410 Totals:		66,271.08	65,965.33	305.75
FA14 510	ESTIMATED REVENUE	13,649.67	0.00	13,649.67
FA15 510	Estimated Revenue	105,021.00	0.00	105,021.00
FB15 510	Estimated Revenue	121,023.00	0.00	121,023.00
FC15 510	Estimated Revenue	3,513.00	0.00	3,513.00
FD15 510	Estimated Revenue	25,995.00	0.00	25,995.00
FG15 510	Estimated Revenue	81,520.00	0.00	81,520.00
FJ15 510	Estimated Revenue	190,065.00	0.00	190,065.00
FO15 510	Estimated Revenue	18,882.00	0.00	18,882.00
FP14 510	Estimated Revenue	6,300.00	0.00	6,300.00
FP15 510	Estimated Revenue	8,400.00	0.00	8,400.00
FQ15 510	Estimated Revenue	2,500.00	0.00	2,500.00
FT12 510	ESTIMATED REVENUE	2,605.00	0.00	2,605.00
FV11 510	ESTIMATED REVENUE	144.12	0.00	144.12
510 Totals:		579,617.79	0.00	579,617.79
FA14 521	ENCUMBRANCES	400.00	400.00	0.00
FA15 521	Encumbrances	36,540.23	27,742.21	8,798.02
FB15 521	Encumbrances	55,777.96	32,769.66	23,008.30
FC15 521	Encumbrances	402.00	150.05	251.95
FD15 521	Encumbrances	3,777.40	3,593.58	183.82
FG15 521	Encumbrances	46,118.69	24,500.83	21,617.86

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 3/31/2015



Account	Description	Debits	Credits	Balance
FJ15 521	Encumbrances	70,325.66	47,035.94	23,289.72
FO15 521	Encumbrances	9,925.03	723.49	9,201.54
FQ15 521	Encumbrances	409.10	409.10	0.00
521 Totals:		223,676.07	137,324.86	86,351.21
FA14 522	EXPENDITURES	228.28	0.00	228.28
FA15 522	Expenditures	81,050.53	0.00	81,050.53
FB15 522	Expenditures	88,220.85	0.00	88,220.85
FC15 522	Expenditures	2,825.05	0.00	2,825.05
FD15 522	Expenditures	25,721.50	0.00	25,721.50
FG15 522	Expenditures	50,009.54	335.74	49,673.80
FH15 522	Expenditures	17,226.40	0.00	17,226.40
FJ15 522	Expenditures	90,691.23	0.00	90,691.23
FO15 522	Expenditures	9,609.46	0.00	9,609.46
FQ15 522	Expenditures	423.05	0.00	423.05
FV11 522	EXPENDITURES	119.60	0.00	119.60
522 Totals:		366,125.49	335.74	365,789.75
FA14 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FC15 599	Appropriated Fund Balance	28.00	28.00	0.00
FP14 599	Appropriated Fund Balance	0.00	0.00	0.00
FT12 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FV11 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
599 Totals:		28.00	28.00	0.00
FA14 630	DUE TO OTHER FUNDS	11.54	11.54	0.00
FA15 630	DUE TO OTHER FUNDS	3,168.48	13,819.79	-10,651.31 CR
FB15 630	DUE TO DUE FROM	4,403.58	5,816.67	-1,413.09 CR
FC15 630	DUE TO DUE FROM	66.00	66.00	0.00
FD15 630	DUE TO OTHER FUNDS	0.00	4,894.00	-4,894.00 CR
FG15 630	DUE TO DUE FROM	6,862.35	9,981.59	-3,119.24 CR
FH15 630	DUE TO OTHER FUNDS	802.94	802.94	0.00
FJ15 630	DUE TO OTHER FUNDS	15,259.43	26,193.93	-10,934.50 CR
630 Totals:		30,574.32	61,586.46	-31,012.14
F181 631	DUE TO OTHER GOVERNMENTS	267,838.67	267,838.67	0.00
FH13 631	DUE TO OTHER GOVERNMENTS	6,858.98	6,858.98	0.00
FP14 631	DUE TO OTHER GOVERNMENTS	2,100.00	2,100.00	0.00
FR14 631	DUE TO OTHER GOVERNMENTS	10,000.00	10,000.00	0.00
FT12 631	DUE TO OTHER GOVERNMENTS	2,605.00	2,605.00	0.00
FV11 631	DUE TO OTHER GOVERNMENTS	144.12	144.12	0.00
631 Totals:		289,546.77	289,546.77	0.00
FA14 821	RESERVE FOR ENCUMBRANCES	400.00	400.00	0.00
FA15 821	Reserve for Encumbrances	27,742.21	36,540.23	-8,798.02 CR
FB15 821	Reserve for Encumbrances	32,769.66	55,777.96	-23,008.30 CR
FC15 821	Reserve for Encumbrances	150.05	402.00	-251.95 CR
FD15 821	Reserve for Encumbrances	3,593.58	3,777.40	-183.82 CR
FG15 821	Reserve for Encumbrances	24,500.83	46,118.69	-21,617.86 CR
FJ15 821	Reserve for Encumbrances	47,035.94	70,325.66	-23,289.72 CR
FO15 821	Reserve for Encumbrances	723.49	9,925.03	-9,201.54 CR
FQ15 821	Reserve for Encumbrances	409.10	409.10	0.00
821 Totals:		137,324.86	223,676.07	-86,351.21
FA14 960	APPROPRIATIONS	0.00	13,649.67	-13,649.67 CR
FA15 960	Appropriations	0.00	105,021.00	-105,021.00 CR
FB15 960	Appropriations	0.00	121,023.00	-121,023.00 CR
FC15 960	Appropriations	0.00	3,513.00	-3,513.00 CR

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 3/31/2015



Account	Description	Debits	Credits	Balance	
FD15 960	Appropriations	0.00	25,995.00	-25,995.00	CR
FG15 960	Appropriations	0.00	81,520.00	-81,520.00	CR
FJ15 960	Appropriations	0.00	190,065.00	-190,065.00	CR
FO15 960	Appropriations	0.00	18,882.00	-18,882.00	CR
FP14 960	Appropriations	0.00	6,300.00	-6,300.00	CR
FP15 960	Appropriations	0.00	8,400.00	-8,400.00	CR
FQ15 960	Appropriations	0.00	2,500.00	-2,500.00	CR
FT12 960	APPROPRIATIONS	0.00	2,605.00	-2,605.00	CR
FV11 960	APPROPRIATIONS	0.00	144.12	-144.12	CR
960 Totals:		0.00	579,617.79	-579,617.79	
F181 980	REVENUES	0.00	297,838.67	-297,838.67	CR
FA14 980	REVENUES	0.00	228.67	-228.67	CR
FA15 980	Revenues	0.00	63,747.00	-63,747.00	CR
FB15 980	Revenues	0.00	75,483.00	-75,483.00	CR
FC15 980	Revenues	0.00	2,675.00	-2,675.00	CR
FD15 980	Revenues	0.00	22,095.00	-22,095.00	CR
FG15 980	Revenues	20,592.00	61,352.00	-40,760.00	CR
FH13 980	REVENUES	0.00	6,858.98	-6,858.98	CR
FH15 980	Revenues	0.00	8,464.73	-8,464.73	CR
FP14 980	Revenues	2,100.00	2,100.00	0.00	
FP15 980	Revenues	0.00	6,300.00	-6,300.00	CR
FQ15 980	Revenues	0.00	2,500.00	-2,500.00	CR
FR14 980	REVENUES	0.00	10,000.00	-10,000.00	CR
FT12 980	REVENUES	0.00	2,605.00	-2,605.00	CR
FV11 980	REVENUES	0.00	144.12	-144.12	CR
980 Totals:		22,692.00	562,392.17	-539,700.17	
Grand Totals:		2,347,291.28	2,347,291.28	0.00	

Revenue Status Report From 7/1/2014 To 3/31/2015

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
F181 2770	WINDPOWER	0.00	0.00	0.00	297,838.67	-297,838.67
FA14 4126	TITLE I - 0021141310	13,649.67	0.00	13,649.67	228.67	13,421.00
FA15 4126	TITLE I - 0021151310	105,021.00	0.00	105,021.00	63,747.00	41,274.00
FB15 4256	SECTION 611 - 0032150349	121,023.00	0.00	121,023.00	75,483.00	45,540.00
FC15 4256	SECTION 619 - 0033150349	3,485.00	28.00	3,513.00	2,675.00	838.00
FD15 4289	TITLE IIA - 0147151310	25,995.00	0.00	25,995.00	22,095.00	3,900.00
FG15 3289	UNIVERSAL PRE-K (14-15)	81,520.00	0.00	81,520.00	40,760.00	40,760.00
FH13 3289	SECTION 4408	0.00	0.00	0.00	6,858.98	-6,858.98
FH15 3289	SECT 4408 (14-15)	0.00	0.00	0.00	5,758.73	-5,758.73
FH15 5031	INTERFUND TRANSFER	0.00	0.00	0.00	2,706.00	-2,706.00
FJ15 3289	UNIVERSAL PRE-K (14-15) ALL DAY	190,065.00	0.00	190,065.00	0.00	190,065.00
FO15 4289	REAP (14-15)	18,882.00	0.00	18,882.00	0.00	18,882.00
FP14 3289	TEACHERS OF TOMORROW	6,300.00	0.00	6,300.00	0.00	6,300.00
FP15 3289	TEACHERS OF TOMORROW	8,400.00	0.00	8,400.00	6,300.00	2,100.00
FQ15 2770	FOOD FOR ALL GRANT - FFA	2,500.00	0.00	2,500.00	2,500.00	0.00
FR14 2770	MONSANTO GRANT - FFA	0.00	0.00	0.00	10,000.00	-10,000.00
FT12 2770	LOWE'S GRANT	2,605.00	0.00	2,605.00	2,605.00	0.00
FV11 2770	GRAMMY GRANT	144.12	0.00	144.12	144.12	0.00
		579,589.79	28.00	579,617.79	539,700.17	39,917.62

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 3/31/2015



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
FA14 2110.150	INSTRUCTIONAL SALARIES	11,860.85	0.00	11,860.85	0.00	0.00	11,860.85
FA14 2110.400	CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
FA14 2110.450	MATERIALS & SUPPLIES	1,288.82	0.00	1,288.82	228.28	0.00	1,060.54
Fund FA14Totals:		13,649.67	0.00	13,649.67	228.28	0.00	13,421.39
FA15 2110.150	INSTRUCTIONAL SALARIES	99,540.00	0.00	99,540.00	77,760.56	8,194.84	13,584.60
FA15 2110.400	CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
FA15 2110.450	MATERIALS AND SUPPLIES	1,836.00	0.00	1,836.00	144.97	603.18	1,087.85
FA15 2110.800	TEACHER RETIREMENT	1,565.00	0.00	1,565.00	1,565.00	0.00	0.00
FA15 2110.801	FICA/MEDICARE	1,580.00	0.00	1,580.00	1,580.00	0.00	0.00
Fund FA15Totals:		105,021.00	0.00	105,021.00	81,050.53	8,798.02	15,172.45
FB15 2250.150	INSTRUCTIONAL SALARIES	97,829.00	0.00	97,829.00	76,036.18	21,792.82	0.00
FB15 2250.160	NON INSTRUCTIONAL SALARIES	5,393.00	0.00	5,393.00	0.00	0.00	5,393.00
FB15 2250.400	CONTRACTUAL	1,592.00	0.00	1,592.00	0.00	0.00	1,592.00
FB15 2250.450	MATERIALS AND SUPPLIES	2,038.00	0.00	2,038.00	0.00	1,215.48	822.52
FB15 2250.490	BOCES SERVICES	6,368.00	0.00	6,368.00	6,368.00	0.00	0.00
FB15 2250.801	FICA/MEDICARE	7,803.00	0.00	7,803.00	5,816.67	0.00	1,986.33
Fund FB15Totals:		121,023.00	0.00	121,023.00	88,220.85	23,008.30	9,793.85
FC15 2250.150	INSTRUCTIONAL SALARIES	865.00	0.00	865.00	865.00	0.00	0.00
FC15 2250.400	CONTRACTUAL	436.00	0.00	436.00	0.00	0.00	436.00
FC15 2250.450	MATERIALS AND SUPPLIES	374.00	28.00	402.00	150.05	251.95	0.00
FC15 2250.490	BOCES SERVICES	1,744.00	0.00	1,744.00	1,744.00	0.00	0.00
FC15 2250.801	FICA/MEDICARE	66.00	0.00	66.00	66.00	0.00	0.00
Fund FC15Totals:		3,485.00	28.00	3,513.00	2,825.05	251.95	436.00
FD15 2070.150	INSTRUCTIONAL SALARIES	25,495.00	0.00	25,495.00	25,495.00	0.00	0.00
FD15 2070.450	MATERIALS AND SUPPLIES	500.00	0.00	500.00	226.50	183.82	89.68
Fund FD15Totals:		25,995.00	0.00	25,995.00	25,721.50	183.82	89.68
FG15 2510.150	INSTRUCTIONAL SALARIES	61,258.00	0.00	61,258.00	39,640.96	21,617.86	-0.82
FG15 2510.400	CONTRACTUAL	3,105.00	0.00	3,105.00	0.00	0.00	3,105.00
FG15 2510.450	MATERIALS AND SUPPLIES	3,441.00	0.00	3,441.00	51.25	0.00	3,389.75
FG15 2510.800	TEACHER'S RETIREMENT	9,030.00	0.00	9,030.00	6,949.06	0.00	2,080.94
FG15 2510.801	FICA/FICM	4,686.00	0.00	4,686.00	3,032.53	0.00	1,653.47
Fund FG15Totals:		81,520.00	0.00	81,520.00	49,673.80	21,617.86	10,228.34
FH15 2253.490	BOCES SERVICES	0.00	0.00	0.00	13,530.00	0.00	-13,530.00
FH15 5511.160	NON INSTRUCTIONAL SALARIES	0.00	0.00	0.00	2,893.46	0.00	-2,893.46

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MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 3/31/2015



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
FH15 5511.490	BOCES SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
FH15 5511.801	FICA/FICM	0.00	0.00	0.00	221.35	0.00	-221.35
FH15 5511.802	NYSERS	0.00	0.00	0.00	581.59	0.00	-581.59
Fund FH15Totals:		0.00	0.00	0.00	17,226.40	0.00	-17,226.40
FJ15 2510.150	INSTRUCTIONAL SALARIES	75,820.00	0.00	75,820.00	43,425.34	19,642.68	12,751.98
FJ15 2510.160	NON-INSTRUCTIONAL SALARIES	0.00	0.00	0.00	107.26	0.00	-107.26
FJ15 2510.200	EQUIPMENT	16,941.00	0.00	16,941.00	1,083.29	787.30	15,070.41
FJ15 2510.400	CONTRACTUAL	9,000.00	0.00	9,000.00	10,673.74	0.00	-1,673.74
FJ15 2510.450	MATERIALS & SUPPLIES	21,299.00	0.00	21,299.00	23,586.33	2,859.74	-5,147.07
FJ15 2510.460	TRAVEL EXPENSES	7,000.00	0.00	7,000.00	880.77	0.00	6,119.23
FJ15 2510.490	BOCES SERVICES	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
FJ15 2510.800	TEACHER'S RETIREMENT	13,291.00	0.00	13,291.00	7,612.46	0.00	5,678.54
FJ15 2510.801	FICA/FICM	5,800.00	0.00	5,800.00	3,322.04	0.00	2,477.96
FJ15 2510.808	HEALTH/DENTAL INSURANCE	20,914.00	0.00	20,914.00	0.00	0.00	20,914.00
Fund FJ15Totals:		190,065.00	0.00	190,065.00	90,691.23	23,289.72	76,084.05
FO15 2110.150	INSTRUCTIONAL SALARIES	18,882.00	0.00	18,882.00	9,609.46	9,201.54	71.00
Fund FO15Totals:		18,882.00	0.00	18,882.00	9,609.46	9,201.54	71.00
FP14 2110.400	CONTRACTUAL	6,300.00	0.00	6,300.00	0.00	0.00	6,300.00
Fund FP14Totals:		6,300.00	0.00	6,300.00	0.00	0.00	6,300.00
FP15 2110.150	INSTRUCTIONAL SALARIES	6,800.00	0.00	6,800.00	0.00	0.00	6,800.00
FP15 2110.400	CONTRACTUAL	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
Fund FP15Totals:		8,400.00	0.00	8,400.00	0.00	0.00	8,400.00
FQ15 2110.450	MATERIALS & SUPPLIES	2,500.00	0.00	2,500.00	423.05	0.00	2,076.95
Fund FQ15Totals:		2,500.00	0.00	2,500.00	423.05	0.00	2,076.95
FT12 2110.450	MATERIALS & SUPPLIES	2,605.00	0.00	2,605.00	0.00	0.00	2,605.00
Fund FT12Totals:		2,605.00	0.00	2,605.00	0.00	0.00	2,605.00
FV11 2110.450	MATERIALS & SUPPLIES	144.12	0.00	144.12	119.60	0.00	24.52
Fund FV11Totals:		144.12	0.00	144.12	119.60	0.00	24.52
Grand Totals:		579,589.79	28.00	579,617.79	365,789.75	86,351.21	127,476.83

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MADISON CENTRAL SCHOOL

Check Warrant Report For A - 36: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
16206	03/06/2015	1	A & W EZ MART					
A 5510.453		GASOLINE			1/31/15 STATEMENT	150071	606.04	606.04
							Check Total:	606.04
16207	03/06/2015	2900	ANTHONY BEACH					
A 2855.430		OFFICIAL FEES			2/13/15 BBALL VS DERUYTER		62.50	
							Check Total:	62.50
16208	03/06/2015	116	BR JOHNSON INC					
A 1621.450		MATERIALS & SUPPLIES			712661	150299	672.67	672.67
							Check Total:	672.67
16209	03/06/2015	168	CARQUEST BOUCKVILLE					
A 1621.458		MAINTENANCE VEHICLE			12224-62734	150064	26.78	26.78
							Check Total:	26.78
16210	03/06/2015	1553	CDW GOVERNMENT					
A 2630.220		EQUIPMENT			SJ86486	150325	1,360.00	1,360.00
							Check Total:	1,360.00
16211	03/06/2015	210	CLINTON TRACTOR & IMPLEMENT CO					
A 1621.450		MATERIALS & SUPPLIES			IC63090	150074	39.60	39.60
A 1621.450		MATERIALS & SUPPLIES			WC16621	150341	460.00	460.00
							Check Total:	499.60
16212	03/06/2015	205	CRAIG CLARKE					
A 2855.430		OFFICIAL FEES			2/25/15 BBALL VS SVCS MILES		18.40	
A 2855.430		OFFICIAL FEES			2/25/15 BBALL VS SVCS		54.00	
							Check Total:	72.40
16213	03/06/2015	2679	ED & ED BUSINESS TECHNOLOGY					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 36: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
IN								
A 1325.450		MATERIALS & SUPPLIES			433916	150330	206.00	206.00
							Check Total:	206.00
16214	03/06/2015	377	FISCAL ADVISORS & MARKETING IN					
A 1310.400		CONTRACTUAL			22707		2,200.00	
							Check Total:	2,200.00
16215	03/06/2015	385	FLINN SCIENTIFIC					
A 2110.450		MATERIALS & SUPPLIES			1832765	150322	257.04	156.32
							Check Total:	257.04
16216	03/06/2015	2304	HANNAFORD BROS.					
A 2110.450		MATERIALS & SUPPLIES			560838 65560838	150171	24.31	24.31
							Check Total:	24.31
16217	03/06/2015	1534	JUSTIN BARLOW					
A 2855.430		OFFICIAL FEES			2/14/15 BBALL VS CANASTOTA		62.50	
							Check Total:	62.50
16218	03/06/2015	2620	MAILFINANCE					
A 1670.450		MATERIALS & SUPPLIES			H5180269	150040	473.16	473.16
							Check Total:	473.16
16219	03/06/2015	1918	MARK DEMBROW					
A 2855.430		OFFICIAL FEES			2/13/15 BBALL VS DRYTR MILES		18.40	
A 2855.430		OFFICIAL FEES			2/13/15 BBALL VS DERUYTER		83.00	
							Check Total:	101.40
16220	03/06/2015	1360	MIKE CURRO					
A 2855.430		OFFICIAL FEES			2/25/15 BBALL VS SVCS		54.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 36: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	54.00
16221	03/06/2015	2666	NEWTON INGALLS					
A 2855.430		OFFICIAL FEES			2/13/15 BBALL VS DRYTR MILES		19.32	
A 2855.430		OFFICIAL FEES			2/13/15 BBALL VS DERUYTER		62.50	
							Check Total:	81.82
16222	03/06/2015	802	NYSCATE					
A 2110.420		TRAVEL,DUES,CONFERENCES			9685	150329	250.00	250.00
							Check Total:	250.00
16223	03/06/2015	827	ONEIDA MUSIC CO					
A 2110.450		MATERIALS & SUPPLIES			082932 SUPPLIES	150012	64.50	64.50
							Check Total:	64.50
16224	03/06/2015	864	PEARSON EDUCATION INC					
A 2110.480		TEXTBOOKS			4023745601	150326	724.02	1,079.02
							Check Total:	724.02
16225	03/06/2015	1018	SIMPLEXGRINNELL					
A 1620.400		CONTRACTUAL			80970145		1,649.40	
							Check Total:	1,649.40
16226	03/06/2015	2204	TERRY HAVENS					
A 2855.430		OFFICIAL FEES			2/14/15 BBALL VS CNSTT MILES		17.48	
A 2855.430		OFFICIAL FEES			2/14/15 BBALL VS CANASTOTA		62.50	
							Check Total:	79.98
16227	03/06/2015	862	TERRY PAZDUR					
A 2855.430		OFFICIAL FEES			2/13/15 BBALL VS DERUYTER		83.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 36: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	83.00
16228	03/06/2015	2229	THE HI, NEIGHBOR					
A 5510.400		CONTRACTUAL			32686		15.00	
							Check Total:	15.00
16229	03/06/2015	1179	VILLAGE OF MADISON					
A 1620.403		WATER			00000008 2/14/15		511.60	
A 5530.403		WATER			00000009 2/14/15		323.80	
							Check Total:	835.40
16230	03/06/2015	2200	WIDEWATERS					
A 1620.400		CONTRACTUAL			25203	150346	1,100.00	1,100.00
A 1620.400		CONTRACTUAL			25136	150310	900.00	900.00
A 1620.400		CONTRACTUAL			25137	150310	3,089.70	3,089.70
							Check Total:	5,089.70
Number of Transactions: 25							Warrant Total:	15,551.22
							Vendor Portion:	15,551.22

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 37: MARCH 2015 MANUAL CHECKS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
14879	03/04/2015	997	SECTION III, NYSPHSAA, INC					
A 1410					2/20/15 SECT 3 BOYS		1,068.00	
						Check Total:	1,068.00	
14880	03/04/2015	2901	NYS DEPART OF HEALTH					
A 1310.400					PROVIDER ENROLL APP FEE		553.00	
						Check Total:	553.00	
14881	03/19/2015	650	MADISON ONEIDA BOCES					
A 2825.420					3/20/15 CONF		20.00	
A 2815.420					3/20/15 CONF		20.00	
						Check Total:	40.00	
14882	03/31/2015	2896	LEEWAY WORKSHOP, LLC					
A 2280.450					2215		205.00	
						Check Total:	205.00	
Number of Transactions: 4							Warrant Total:	1,866.00
							Vendor Portion:	1,866.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____ Date _____ Signature _____ Title _____

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 38: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
16231	03/20/2015	1	A & W EZ MART					
A 5510.453		GASOLINE			0/28/15 STATEMENT	150071	503.03	503.03
							Check Total:	503.03
16232	03/20/2015	1596	ALL SEASONS TEXTILE SERVICES					
A 1620.400		CONTRACTUAL			647028	150070	48.10	48.10
A 1620.400		CONTRACTUAL			648793	150070	48.10	48.10
							Check Total:	96.20
16233	03/20/2015	2035	ANACONDA SPORTS					
A 2855.451		UNIFORMS			21789632		110.00	
A 2855.451		UNIFORMS			2228431 CREDIT	150073	-461.50	0.00
A 2855.451		UNIFORMS			25 SCREEN CHG ONLY	150073	475.00	475.00
A 2855.451		UNIFORMS			21788881	150073	1,349.00	1,464.45
A 2855.451		UNIFORMS			2228420 CREDIT	150138	-168.00	0.00
A 2855.451		UNIFORMS			2193293	150138	588.00	538.45
							Check Total:	1,892.50
16234	03/20/2015	2904	ANNMARIE HATCH					
A 2855.430		OFFICIAL FEES			2014-15 GIRLS JV BKKPR		75.00	
							Check Total:	75.00
16235	03/20/2015	61	AT & T					
A 5530.404		TELEPHONE			1261417189		2.33	
A 1620.404		TELEPHONE			1261417189		79.38	
							Check Total:	81.71
16236	03/20/2015	2621	BLISS ENVIRONMENTAL SERV. INC					
A 5530.411		TRASH REMOVAL			12338	150180	91.80	91.80
A 1620.411		TRASH REMOVAL			12338	150180	214.20	214.20
							Check Total:	306.00
16237	03/20/2015	2638	BUELL FUELS L.L.C					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 38: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 5530.401		FUEL OIL			486791	150148	563.25	563.25
A 5530.401		FUEL OIL			597129	150148	605.86	605.86
A 1620.401		FUEL OIL			598151	150147	21,194.60	21,194.60
A 1620.401		FUEL OIL			560989	150147	19,680.70	19,680.70
Check Total:							42,044.41	
16238	03/20/2015	168	CARQUEST BOUCKVILLE					
A 1621.458		MAINTENANCE VEHICLE			12224-62931	150064	13.44	13.44
Check Total:							13.44	
16239	03/20/2015	2905	CASTALLO & SILKY					
A 2060.400		CONTRACTUAL AND OTHER			3/6/15 SHARED SERVICES STUDY		3,750.00	
Check Total:							3,750.00	
16240	03/20/2015	210	CLINTON TRACTOR & IMPLEMENT CO					
A 1621.450		MATERIALS & SUPPLIES			WC16755	150074	140.00	600.00
A 1621.450		MATERIALS & SUPPLIES			IC63318	150074	20.00	20.00
Check Total:							160.00	
16241	03/20/2015	2801	COON, CASEY					
A 2855.430		OFFICIAL FEES			2014-15 GIRLS VAR BKKPR		75.00	
A 2855.430		OFFICIAL FEES			2014-15 BOYS JV BKKPPER		75.00	
A 2855.430		OFFICIAL FEES			2014-15 BOYS VAR BKKPR		75.00	
Check Total:							225.00	
16242	03/20/2015	315	EARLEY FARM & HARDWARE					
A 1621.450		MATERIALS & SUPPLIES			147962	150083	11.98	11.98
Check Total:							11.98	
16243	03/20/2015	2523	FAREWELL, JOHN					

MADISON CENTRAL SCHOOL



Check Warrant Report For A - 38: WARRANT

Check # Account	Check Date	Vendor ID Account	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1620.400			CONTRACTUAL		2/11/15 STATEMENT LABOR	150320	40.00	40.00
A 1620.400			CONTRACTUAL		2/11/15 STATEMENT PARTS	150320	46.11	46.11
A 1620.400			CONTRACTUAL		2/11/15 STATEMENT TEST	150320	200.00	413.89
Check Total:							286.11	
16244	03/20/2015	368	FERRARA, FIORENZA, LARRISON,					
A 1420.400			CONTRACTUAL		2/5/15 STATEMENT		190.50	
Check Total:							190.50	
16245	03/20/2015	397	FRONTIER					
A 5530.404			TELEPHONE		3/13/15 315893187912067 94		64.51	
A 1620.404			TELEPHONE		3/13/15 315893187912067 94		322.56	
Check Total:							387.07	
16246	03/20/2015	2304	HANNAFORD BROS.					
A 2110.450			MATERIALS & SUPPLIES		813532 65813532	150171	62.52	62.52
A 2110.450			MATERIALS & SUPPLIES		667010 65667010	150171	22.12	22.12
A 2110.450			MATERIALS & SUPPLIES		736798 65736798	150171	20.16	20.16
A 2110.450			MATERIALS & SUPPLIES		886604 65886604	150171	65.69	65.69
A 2110.450			MATERIALS & SUPPLIES		947718 65947718	150171	17.64	17.64
Check Total:							188.13	
16247	03/20/2015	490	HILL & MARKES INC					
A 1620.450			MATERIALS & SUPPLIES		1517043-00	150297	1,265.49	1,265.49
Check Total:							1,265.49	
16248	03/20/2015	1169	HOWLAND PUMP AND SUPPLY CO INC					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 38: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1621.455		PLUMBING SUPPLIES			171351	150082	173.64	173.64
A 1621.455		PLUMBING SUPPLIES			171349	150082	6.44	6.44
Check Total:							180.08	
16249	03/20/2015	546	J W PEPPER & SON INC					
A 2110.480		TEXTBOOKS			01025854	150005	30.83	30.83
Check Total:							30.83	
16250	03/20/2015	1534	JUSTIN BARLOW					
A 2855.430		OFFICIAL FEES			2/27/15 BBALL VS MCGRAW		67.50	
Check Total:							67.50	
16251	03/20/2015	2895	KOUNTRY KUPBOARD II					
A 1240.420		TRAVEL,DUES,CONFERENCES			447099 3/6/15		20.97	
Check Total:							20.97	
16252	03/20/2015	607	LEE, ROBERT W					
A 2110.400		CONTRACTUAL			21440	150327	325.00	325.00
Check Total:							325.00	
16253	03/20/2015	643	MADISON COUNTY MUSIC EDUCATORS					
A 2280.420		TRAVEL,DUES,CONFERENCES			2015 ALL COUNTY	150008	70.00	70.00
Check Total:							70.00	
16254	03/20/2015	650	**CONTINUED** MADISON ONEIDA BOCES	Voided During Printing				
Check Total:							0.00	
16255	03/20/2015	650	**CONTINUED** MADISON ONEIDA BOCES	Voided During Printing				

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 38: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Check Total:							0.00	
16256	03/20/2015	650	MADISON ONEIDA BOCES					
A 2630.220		EQUIPMENT			C0185-15	150179	479.00	
A 1670.490		BOCES SERVICES			C0185-15	150179	2,267.84	0.00
A 1621.490		BOCES SERVICES			C0185-15	150179	396.14	
A 1010.490		BOCES SERVICES			C0185-15	150179	135.05	135.05
A 2110.491		BOCES SERVICES			C0185-15	150179	343.75	343.75
A 5510.490		BOCES SERVICES			C0185-15	150179	552.60	552.60
A 5510.400		CONTRACTUAL			C0185-15	150179	10,800.00	10,800.00
A 2810.490		BOCES SERVICES			C0185-15	150179	1,462.12	1,462.12
A 2805.490		BOCES SERVICES			C0185-15	150179	870.74	870.74
A 2630.490		BOCES SERVICES			C0185-15	150179	2,979.28	2,979.28
A 2610.491		BOCES SERVICES - INTERNET			C0185-15	150179	739.18	739.18
A 2610.490		BOCES SERVICES			C0185-15	150179	2,287.12	2,287.12
A 2330.492		BOCES SERVICES			C0185-15	150179	316.08	316.08
A 2330.491		BOCES - ALT HIGH SCHOOL			C0185-15	150179	7,447.67	7,447.67
A 2330.490		BOCES - ACADEMIC SUMMER SCHOOL			C0185-15	150179	5,758.37	5,758.37
A 2280.490		BOCES SERVICES			C0185-15	150179	21,896.95	21,896.95
A 2250.490		BOCES SERVICES			C0185-15	150179	80,986.01	80,986.01
A 2110.490		BOCES SERVICES			C0185-15	150179	12,190.29	12,190.29
A 2070.490		BOCES SERVICES			C0185-15	150179	6,502.06	6,502.06
A 2060.490		BOCES SERVICES			C0185-15	150179	158.20	158.20
A 1983.490		BOCES SERVICES			C0185-15	150179	4,723.92	4,723.92
A 1981.490		BOCES SERVICES			C0185-15	150179	3,495.09	3,495.09
A 1680.490		BOCES SERVICES			C0185-15	150179	3,371.73	3,371.73
A 1620.490		BOCES SERVICES			C0185-15	150179	1,096.00	1,096.00
A 1430.490		BOCES SERVICES			C0185-15	150179	2,712.35	2,712.35
A 1345.490		BOCES SERVICES			C0185-15	150179	360.47	360.47
A 1310.490		BOCES SERVICES			C0185-15	150179	5,728.59	5,728.59
Check Total:							180,056.60	
16257	03/20/2015	748	MYERS & CO LLC					
A 1621.400		CONTRACTUAL			15201	150059	68.00	68.00
Check Total:							68.00	
16258	03/20/2015	2588	NATIONAL PROFESSIONAL RESOURCE					

MADISON CENTRAL SCHOOL



Check Warrant Report For A - 38: WARRANT

Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 2280.450		MATERIALS & SUPPLIES			5417	150344	166.94	146.94
							Check Total:	166.94
16259	03/20/2015	808	NYSSMA					
A 2280.420		TRAVEL,DUES,CONFERENCES			5/15/15-5/16/15 SOLO FESTIVAL	150010	189.00	189.00
A 2280.420		TRAVEL,DUES,CONFERENCES			ADD 5/15/16- 5/16/15	150010	14.00	14.00
							Check Total:	203.00
16260	03/20/2015	2061	OBSERVER-DISPATCH					
A 5530.400		CONTRACTUAL			000519232		43.12	
							Check Total:	43.12
16261	03/20/2015	827	ONEIDA MUSIC CO					
A 2110.450		MATERIALS & SUPPLIES			083100 REPAIRS	150011	35.00	35.00
A 2110.450		MATERIALS & SUPPLIES			083063 SUPPLIES	150012	50.85	50.85
							Check Total:	85.85
16262	03/20/2015	847	P J HUGHES DISTIBUTORS					
A 1620.450		MATERIALS & SUPPLIES			97407	140307	159.80	159.80
A 1620.450		MATERIALS & SUPPLIES			97407	150065	620.10	620.10
							Check Total:	779.90
16263	03/20/2015	854	PARRY'S(HARDWARE)					
A 1621.450		MATERIALS & SUPPLIES			10829381	150281	15.27	15.27
A 1621.450		MATERIALS & SUPPLIES			10829272	150281	15.18	15.18
A 1621.450		MATERIALS & SUPPLIES			10829494	150281	27.12	27.12
A 1621.450		MATERIALS & SUPPLIES			10829891	150281	63.50	63.50
A 1621.450		MATERIALS & SUPPLIES			10830227	150281	71.95	71.95
A 1621.457		PAINTING			10829274	150290	399.49	399.49
A 1621.450		MATERIALS & SUPPLIES			10831796	150281	64.28	64.28
A 1621.450		MATERIALS & SUPPLIES			10832660	150281	28.63	28.63
A 1621.450		MATERIALS & SUPPLIES			10831602	150281	31.73	31.73
							Check Total:	717.15

MADISON CENTRAL SCHOOL



Check Warrant Report For A - 38: WARRANT

Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
16264	03/20/2015	384	PATRICIA H FLEMING					
A 1010.450		MATERIALS & SUPPLIES			3/11/2015 NAT HONOR CAKE		20.00	
							Check Total:	20.00
16265	03/20/2015	887	POSTMASTER					
A 1670.450		MATERIALS & SUPPLIES			2015 PRESORT FEE		220.00	
							Check Total:	220.00
16266	03/20/2015	986	SCHOOL LUNCH FUND					
A 1240.420		TRAVEL,DUES,CONFERENCES			3/5/15 BREAKFAST		25.00	
							Check Total:	25.00
16267	03/20/2015	987	SCHOOL SPECIALTY					
A 2110.450		MATERIALS & SUPPLIES			308102141505	150356	107.66	107.66
							Check Total:	107.66
16268	03/20/2015	997	SECTION III, NYSPHSAA, INC					
A 2855.420		TRAVEL,DUES,CONFERENCES			208332		445.50	
							Check Total:	445.50
16269	03/20/2015	1349	SHELLEY NICHOLS					
A 2855.430		OFFICIAL FEES			2/27/15 BBALL VS MCGRAW MILES		18.40	
A 2855.430		OFFICIAL FEES			2/27/15 BBALL VS MCGRAW		67.50	
							Check Total:	85.90
16270	03/20/2015	1156	UPS					
A 1670.450		MATERIALS & SUPPLIES			00007R1024115		21.42	
							Check Total:	21.42
16271	03/20/2015	1171	UTICA VALLEY ELECTRIC SUPPLY C					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 38: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1621.456		ELECTRICAL			367085	150063	133.01	133.01
							Check Total:	133.01
16272	03/20/2015	2889	WHITE EAGLE AG & TRUCK SERVICES					
A 1620.450		MATERIALS & SUPPLIES			2362	150336	31.84	200.00
							Check Total:	31.84
16273	03/20/2015	2200	WIDEWATERS					
A 1621.420		BOILER MAINTENANCE			25373	150244	1,766.67	1,766.66
A 1620.400		CONTRACTUAL			25371	150346	1,100.00	1,100.00
							Check Total:	2,866.67
Number of Transactions: 43							Warrant Total:	238,248.51
							Vendor Portion:	238,248.51

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____ Date

_____ Signature

_____ Title

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 21: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
3207	03/06/2015	189	BIMBO FOODS INC.					
C 2860.410		FOOD PURCHASE			66418217415	150042	106.00	106.00
							Check Total:	106.00
3208	03/06/2015	164	CARLO MASI & SONS INC					
C 2860.410		FOOD PURCHASE			560948	150045	50.50	50.50
C 2860.410		FOOD PURCHASE			560581	150045	207.20	207.20
							Check Total:	257.70
3209	03/06/2015	2734	HERSHEY'S ICE CREAM CO.					
C 2860.410		FOOD PURCHASE			INVE0009271278	150046	123.36	123.36
							Check Total:	123.36
3210	03/06/2015	905	PUMILIA'S PIZZA SHELLS					
C 2860.410		FOOD PURCHASE			900595	150056	68.75	68.75
							Check Total:	68.75
							Warrant Total:	555.81
							Vendor Portion:	555.81

Number of Transactions: 4

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 22: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
3211	03/20/2015	189	BIMBO FOODS INC.					
C 2860.410		FOOD PURCHASE			66418217512	150042	60.00	60.00
C 2860.410		FOOD PURCHASE			66418217567	150042	63.05	63.05
C 2860.410		FOOD PURCHASE			66418217636	150042	105.90	105.90
Check Total:							228.95	
3212	03/20/2015	147	BYRNE DAIRY INC					
C 2860.410		FOOD PURCHASE			10202587	150044	183.32	183.32
C 2860.410		FOOD PURCHASE			10199259	150044	140.13	140.13
C 2860.410		FOOD PURCHASE			10190972	150044	156.21	156.21
C 2860.410		FOOD PURCHASE			10212240	150044	168.87	168.87
C 2860.410		FOOD PURCHASE			27348901	150044	181.47	181.47
C 2860.410		FOOD PURCHASE			10223993	150044	159.10	159.10
C 2860.410		FOOD PURCHASE			10220863	150044	66.15	66.15
C 2860.410		FOOD PURCHASE			10217049	150044	94.63	94.63
Check Total:							1,149.88	
3213	03/20/2015	164	CARLO MASI & SONS INC					
C 2860.410		FOOD PURCHASE			561401	150045	140.15	140.15
C 2860.410		FOOD PURCHASE			562137	150045	116.45	116.45
C 2860.410		FOOD PURCHASE			562944	150045	142.50	142.50
Check Total:							399.10	
3214	03/20/2015	2654	K GRAPHICS POSTERS					
C 2860.450		MATERIALS & SUPPLIES			1502127	150166	40.00	40.00
Check Total:							40.00	
3215	03/20/2015	650	MADISON ONEIDA BOCES					
C 2860.490		BOCES SERVICES			C0185-15	150179	4,046.30	4,046.30
Check Total:							4,046.30	
3216	03/20/2015	2857	NORTHEAST UNIFORM SERVICES, INC.					
C 2860.450		MATERIALS & SUPPLIES			00073144	150190	-10.00	0.00
C 2860.450		MATERIALS & SUPPLIES			00072892	150190	172.89	162.89

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 22: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	162.89
3217	03/20/2015	905	PUMILIA'S PIZZA SHELLS					
C 2860.410			FOOD PURCHASE		899326	150056	68.75	68.75
C 2860.410			FOOD PURCHASE		899357	150056	68.75	68.75
C 2860.410			FOOD PURCHASE		899392	150056	68.75	68.75
							Check Total:	206.25
3218	03/20/2015	2902	ROC STAR ICE CREAM PRODUCTS, INC.					
C 2860.410			FOOD PURCHASE		1923	150351	432.00	432.00
							Check Total:	432.00
3219	03/20/2015	1085	SYSCO FOOD SVCS OF SYRACUSE,LL					
C 2860.410			FOOD PURCHASE		501070906	150051	-7.75	0.00
C 2860.450			MATERIALS & SUPPLIES		503032516	150051	52.54	52.54
C 2860.410			FOOD PURCHASE		503032516	150051	2,462.65	2,462.65
C 2860.450			MATERIALS & SUPPLIES		503172549	150051	436.72	436.72
C 2860.410			FOOD PURCHASE		503172549	150051	1,660.33	1,660.33
							Check Total:	4,604.49
Number of Transactions: 9							Warrant Total:	11,269.86
							Vendor Portion:	11,269.86

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 11: MARCH 2015 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1201	03/05/2015	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							5,812.34	
							Check Total:	5,812.34
1202	03/05/2015	1374	FED TAX WIRE	Trust & Agency Payment				
TA 026							8,603.22	
TA 026							8,603.15	
TA 022							14,568.13	
TA 026 01							2,011.97	
TA 026 01							2,012.10	
							Check Total:	35,798.57
1203	03/05/2015	1375	NET PAYROLL WIRE	Trust & Agency Payment				
TA 010 02							20,029.73	
							Check Total:	20,029.73
1204	03/05/2015	2031	OMNI TSA WIRE	Trust & Agency Payment				
TA 029							737.01	
TA 029							300.00	
TA 029							1,587.00	
TA 029							200.00	
TA 029							181.00	
TA 029							620.63	
TA 029							85.00	
TA 029							25.00	
							Check Total:	3,735.64
1205	03/19/2015	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							6,282.63	
							Check Total:	6,282.63
1206	03/19/2015	1374	FED TAX WIRE	Trust & Agency Payment				
TA 026							9,165.32	
TA 026							9,165.29	
TA 022							15,788.40	
TA 026 01							2,143.50	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 11: MARCH 2015 PAYROLL/INS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
TA 026 01							2,143.50	
							Check Total:	38,406.01
1207	03/19/2015	1375	NET PAYROLL WIRE	Trust & Agency Payment				
TA 010 02							24,023.09	
							Check Total:	24,023.09
1208	03/19/2015	2031	OMNI TSA WIRE	Trust & Agency Payment				
TA 029							737.01	
TA 029							300.00	
TA 029							1,587.00	
TA 029							200.00	
TA 029							181.00	
TA 029							620.63	
TA 029							85.00	
TA 029							25.00	
							Check Total:	3,735.64
1209	03/27/2015	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							5,765.22	
							Check Total:	5,765.22
1210	03/27/2015	1374	FED TAX WIRE	Trust & Agency Payment				
TA 026							8,556.01	
TA 026							8,555.94	
TA 022							14,655.18	
TA 026 01							2,000.99	
TA 026 01							2,001.00	
							Check Total:	35,769.12
1211	03/27/2015	1375	NET PAYROLL WIRE	Trust & Agency Payment				
TA 010 02							19,622.58	
							Check Total:	19,622.58
1212	03/27/2015	2031	OMNI TSA WIRE	Trust & Agency Payment				
TA 029							737.01	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 11: MARCH 2015 PAYROLL/INS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
TA 029							275.00	
TA 029							1,587.00	
TA 029							200.00	
TA 029							181.00	
TA 029							620.63	
TA 029							85.00	
TA 029							25.00	
Check Total:							3,710.64	
1213	03/27/2015	793	NYSERS	Trust & Agency Payment				
TA 018							929.02	
TA 018							60.00	
Check Total:							989.02	
5902	03/05/2015	108	EXCELLUS BLUECROSS BLUESHIELD					
TA 020 02					MARCH 2015 GROUP 1248900		2,596.00	
Check Total:							2,596.00	
5903	03/05/2015	651	M-O-H CONSORTIUM					
TA 020 01					MARCH 2015		128,841.26	
Check Total:							128,841.26	
5904	03/05/2015	639	MADISON CSD EMPLOYEE ASSOC.	Trust & Agency Payment - EMP DUES				
TA 024 02					3/5/15 PAYROLL - SEE LISTING		287.40	
Check Total:							287.40	
5905	03/05/2015	641	MADISON CSD TEACHER ASSOC.	Trust & Agency Payment - TCH DUES				
TA 024 01					3/5/15 PAYROLL - SEE LISTING		1,840.83	
Check Total:							1,840.83	
5906	03/05/2015	1518	VOTE/COPE	Trust & Agency Payment - VOTECOPE				
TA 024 04					3/5/15 PAYROLL - SEE LISTING		15.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 11: MARCH 2015 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	15.00
5907	03/19/2015	639	MADISON CSD EMPLOYEE ASSOC.	Trust & Agency Payment - EMP DUES				
TA 024 02					3/19/15 PAYROLL - SEE LISTING		287.40	
							Check Total:	287.40
5908	03/19/2015	641	MADISON CSD TEACHER ASSOC.	Trust & Agency Payment - TCH DUES				
TA 024 01					3/19/15 PAYROLL - SEE LISTING		1,840.83	
							Check Total:	1,840.83
5909	03/19/2015	650	MADISON ONEIDA BOCES					
TA 020 25					MARCH 2015 FLEX CLAIMS		371.42	
							Check Total:	371.42
5910	03/19/2015	1518	VOTE/COPE	Trust & Agency Payment - VOTECOPE				
TA 024 04					3/19/15 PAYROLL - SEE LISTING		15.00	
							Check Total:	15.00
5911	03/27/2015	639	MADISON CSD EMPLOYEE ASSOC.	Trust & Agency Payment - EMP DUES				
TA 024 02					3/27/15 PAYROLL - SEE LISTING		267.51	
							Check Total:	267.51
5912	03/27/2015	641	MADISON CSD TEACHER ASSOC.	Trust & Agency Payment - TCH DUES				
TA 024 01					3/27/15 PAYROLL - SEE LISTING		1,822.62	
							Check Total:	1,822.62
5913	03/27/2015	798	NYS TEACHERS RETIREMENT SYSTEM					
TA 027							637.00	
TA 027					MARCH 2015 - 1005		637.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 11: MARCH 2015 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated	
					4205				
						Check Total:	1,274.00		
5913	03/27/2015	798	**VOID** NYS TEACHERS RETIREMENT SYSTEM	**VOID**					
TA 027							-637.00		
TA 027					MARCH 2015 - 4205		-637.00		
						Check Total:	-1,274.00		
5914	03/27/2015	1518	VOTE/COPE	Trust & Agency Payment - VOTECOPE					
TA 024 04					3/27/15 PAYROLL - SEE LISTING		15.00		
						Check Total:	15.00		
5916	03/27/2015	798	NYS TEACHERS RETIREMENT SYSTEM						
TA 027					MARCH 2015 - 4205		637.00		
						Check Total:	637.00		
Number of Transactions: 28							Warrant Total:	342,517.50	
							Vendor Portion:	342,517.50	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____ Date

_____ Signature

_____ Title

MADISON CENTRAL SCHOOL

Check Warrant Report For HBUS - 7: MARCH 2015 MANUAL CHECKS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account								
1041	03/04/2015	2448	KELLEY BROS, LLC					
	HSAFE 1620.292				18702NY	150334	66.00	66.00
						Check Total:	66.00	
1042	03/04/2015	431	GRAINGER INC					
	HSAFE 1620.292				9658137410	150333	45.94	45.94
						Check Total:	45.94	
1043	03/04/2015	2866	PUTRELO BUILDING ENTERPRISES INC					
	HSAFE 1620.293				#5		14,107.95	
						Check Total:	14,107.95	
1044	03/11/2015	661	MARCH ASSOCIATES					
	HRP5 2110.245				#3		3,937.50	
						Check Total:	3,937.50	
1045	03/11/2015	2864	DAY AUTOMATION SYSTEMS					
	HSAFE 1620.292				70871		6,613.25	
						Check Total:	6,613.25	
1046	03/11/2015	431	GRAINGER INC					
	HSAFE 1620.292				9669000029		45.78	
						Check Total:	45.78	
1047	03/18/2015	2903	ZINGSCAN,LLC					
	HSAFE 1620.292				1016		720.48	
						Check Total:	720.48	
1048	03/18/2015	116	BR JOHNSON INC					
	HSAFE 1620.292				712022		2,467.18	
						Check Total:	2,467.18	
1049	03/18/2015	1553	CDW GOVERNMENT					

MADISON CENTRAL SCHOOL

Check Warrant Report For HBUS - 7: MARCH 2015 MANUAL CHECKS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
HSAFE 1620.292					SS73239	150335	136.71	123.18
						Check Total:	136.71	
1050	03/30/2015	854	PARRY'S(HARDWARE)					
HSAFE 1620.292					10833887		26.99	
						Check Total:	26.99	
1051	03/30/2015	2627	PLAN & PRINT SYSTEMS INC					
HRP5 2110.245					I261605		87.92	
HRP5 2110.245					I261604		934.35	
						Check Total:	1,022.27	
Number of Transactions: 11							Warrant Total:	29,190.05
							Vendor Portion:	29,190.05

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____ Date

_____ Signature

_____ Title

MADISON CENTRAL SCHOOL

Check Warrant Report For FA15 - 13: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
2753	03/20/2015	1267	**CONTINUED** AMAZON.COM CREDIT	Voided During Printing				
Check Total:							0.00	
2754	03/20/2015	1267	AMAZON.COM CREDIT					
FD15 2070.450			MATERIALS AND SUPPLIES		252245600244	150347	8.98	8.98
FD15 2070.450			MATERIALS AND SUPPLIES		173220125796	150347	11.98	11.98
FD15 2070.450			MATERIALS AND SUPPLIES		145431717944	150347	11.98	11.98
FD15 2070.450			MATERIALS AND SUPPLIES		129945260930	150347	8.49	8.49
FD15 2070.450			MATERIALS AND SUPPLIES		063396644113	150347	12.94	12.94
FD15 2070.450			MATERIALS AND SUPPLIES		235260116571	150347	11.87	11.87
FD15 2070.450			MATERIALS AND SUPPLIES		182157342467	150347	11.94	11.94
FD15 2070.450			MATERIALS AND SUPPLIES		017014657193	150347	11.98	11.98
FD15 2070.450			MATERIALS AND SUPPLIES		198414663207	150347	11.49	11.49
FD15 2070.450			MATERIALS AND SUPPLIES		192814812857	150347	10.98	10.98
FD15 2070.450			MATERIALS AND SUPPLIES		122750717954	150347	10.99	10.99
FD15 2070.450			MATERIALS AND SUPPLIES		054736543115	150347	10.98	10.98
FD15 2070.450			MATERIALS AND SUPPLIES		026301519394	150347	10.98	10.98
FD15 2070.450			MATERIALS AND SUPPLIES		110668189403	150347	7.99	7.99
FD15 2070.450			MATERIALS AND SUPPLIES		131044568024	150347	11.97	11.97
FD15 2070.450			MATERIALS AND SUPPLIES		120699970900	150347	11.99	11.99
FD15 2070.450			MATERIALS AND SUPPLIES		105137172030	150347	11.97	11.97
FD15 2070.450			MATERIALS AND SUPPLIES		218533801809	150347	10.97	10.97
FD15 2070.450			MATERIALS AND SUPPLIES		116130036994	150347	11.04	11.04
FD15 2070.450			MATERIALS AND SUPPLIES		132890379195	150347	14.99	14.99
Check Total:							226.50	
2755	03/20/2015	461	HARRIS SEEDSGARDEN TRENDS INC					
FQ15 2110.450			MATERIALS & SUPPLIES		INV1555715	150340	423.05	409.10
Check Total:							423.05	
2756	03/20/2015	921	REALLY GOOD STUFF, INC					
FJ15 2510.450			MATERIALS & SUPPLIES		5045476	150352	718.51	645.96
FJ15 2510.200			EQUIPMENT		5035476	150352	149.99	149.99
Check Total:							868.50	

MADISON CENTRAL SCHOOL

Check Warrant Report For FA15 - 13: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated	
2757	03/20/2015	986	SCHOOL LUNCH FUND						
FJ15 2510.400		CONTRACTUAL			2014/15-015		577.00		
FJ15 2510.400		CONTRACTUAL			2014/15-013		805.75		
Check Total:							1,382.75		
2758	03/20/2015	987	SCHOOL SPECIALTY						
FA15 2110.450		MATERIALS AND SUPPLIES			208114004822	150359	93.96	93.96	
FC15 2250.450		MATERIALS AND SUPPLIES			308102150311	150361	150.05	150.05	
Check Total:							244.01		
2759	03/20/2015	2685	W.B. MASON CO., INC.						
FJ15 2510.450		MATERIALS & SUPPLIES			8/6/14 CREDIT	150113	-0.99	0.00	
FJ15 2510.450		MATERIALS & SUPPLIES			CR2000390	150113	-151.11	0.00	
FJ15 2510.450		MATERIALS & SUPPLIES			I23394763	150113	167.90	167.90	
Check Total:							15.80		
2760	03/20/2015	1183	WALMART BUSINESS						
FA15 2110.450		MATERIALS AND SUPPLIES			012813	150369	51.01	51.01	
Check Total:							51.01		
Number of Transactions: 8							Warrant Total:	3,211.62	
							Vendor Portion:	3,211.62	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

Expenditures

MAJOR BUDGET CATEGORIES =====	End Of Year 2013-2014	Adjusted Budget 2014-15	Expected Fund Balance 6/30/2015
Board Of Education	6,958	8,487	1,629
Central Administration	147,188	153,572	1,075
Finance	169,055	174,444	3,218
Staff	27,952	41,470	262
Central Services	659,719	689,135	70,277
Special Items	105,885	112,435	-
GENERAL SUPPORT	1,116,757	1,179,543	76,460
Instruction, Admin. & Improv.	176,093	209,440	7,182
Teaching-Regular School	2,051,627	2,008,887	95,638
Special Programs	840,819	1,004,345	18,188
Occupational Education	315,203	321,472	4,551
Teaching-Special Schools	178,263	211,938	22,782
Instructional Media	175,014	184,837	23,197
Pupil Services	286,257	291,526	33,974
INSTRUCTION	4,023,275	4,232,445	205,512
PUPIL TRANSPORTATION	786,995	604,694	72,773
COMMUNITY SERVICE	-	-	-
Employee Benefits	2,220,981	2,548,076	615,605
Debt Service	820,820	802,919	839,320
Interfund Trx	409,561	88,700	85,994
UNDISTRIBUTED	3,451,362	3,439,695	1,540,919
TOTAL GENERAL FUND === >>>>	9,378,389	9,456,378 #1	1,895,666 #2

#1 = Budget approval of \$92687,083 + carry over purchase orders of \$189,879.32 from 2013-2014 school year (encumbrance)

#2 = All salaries and debt service are encumbered

Madison Central School District

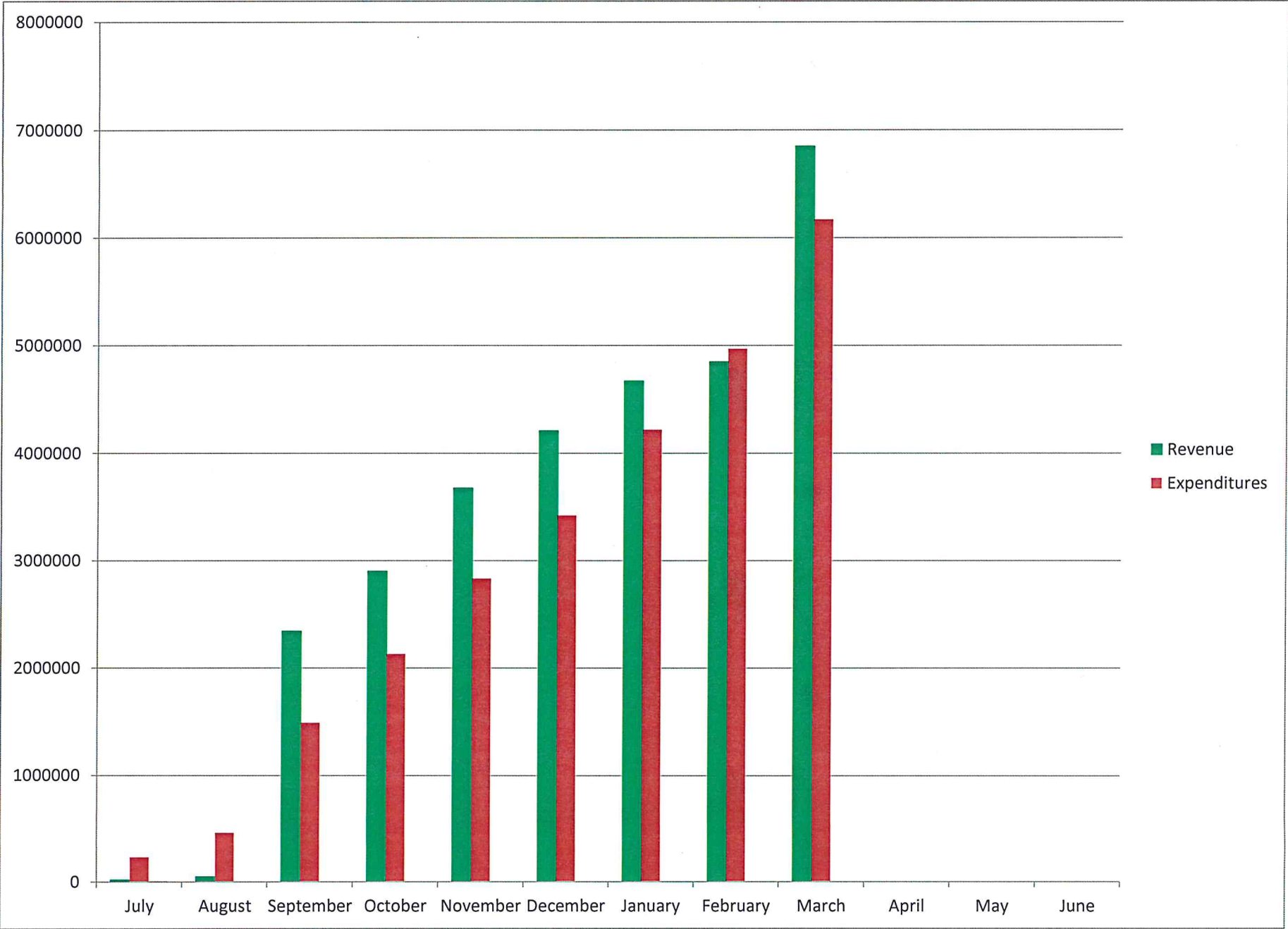
Madison Central School
2014-2015
Revenues Anticipated

4/16/2015

		Estimated Revenues 2014-2015	Received To date	(Shortfall) Overage To date
1001	Real Property Taxes	2,429,743.00	2,248,031.92	(181,711.08)
1083	E-ON - Windmills	81,000.00	83,186.81	2,186.81
1085	STAR Reimbursement	595,000.00	594,057.00	(943.00)
1090	Interest and Penalties	3,800.00	1,618.52	(2,181.48)
1311	Tuition From Individuals	-	1,850.00	1,850.00
1335	Other Student fees	-	4,429.00	4,429.00
1410	Admissions	-	-	-
2230	Tuition Other Districts	37,500.00	60,628.26	23,128.26
2401	Interest and Earnings	5,000.00	1,747.52	(3,252.48)
2401.001	Interest- Capital Reserve	-	77.14	77.14
2401.002	Interest - Unemployment Reserv	-	29.59	29.59
2666	Sale of Trans Equipment	-	3,050.00	3,050.00
2680	Insurance Recoveries	-	-	-
2690	Comp for Loss	-	299.69	299.69
2700	Medicare Part D	25,000.00	20,013.54	(4,986.46)
2701	Refunds of Prior year BOCES	32,000.00	52,394.04	20,394.04
2702	Refund of Transportation	-	-	-
2703	Refund Prior Year - Misc	3,000.00	25,787.90	22,787.90
2705	Gifts and Donations	-	185.88	185.88
2770	Unclassified Revenues	4,000.00	721.03	(3,278.97)
2770.002	Prior Year E-Rate Refund	3,000.00	9,843.57	6,843.57
2801	Interfund Revenues	-	-	-
2801.827	NYS TRS Res	50,000.00	-	(50,000.00)
3101	NYS - General Aid	3,835,259.00	2,462,146.93	(1,373,112.07)
3101.001	NYS - Excess Cost Aid	440,000.00	437,881.49	(2,118.51)
3102	Lottery Aid	540,000.00	523,080.54	(16,919.46)
3102.001	VLT Lottery Aid	202,000.00	249,601.94	47,601.94
3103	BOCES Aid	600,438.00	(2,649.00)	(603,087.00)
3260	Textbook Aid	28,000.00	28,019.00	19.00
3262	Computer Software Aid	6,206.00	7,041.00	835.00
3262.001	Computer Hardware Aid	8,887.00	8,849.00	(38.00)
3263	Library Aid	3,250.00	2,937.00	(313.00)
3289	Other State Aid	-	24,028.37	24,028.37
4601	Medicaid Assistance	-	-	-
5050	Interfund Transfers Debt Service	185,000.00	-	(185,000.00)
	Carry over p.o. funds	189,879.32	-	(189,879.32)
	Designated Fund Balance	150,000.00	-	(150,000.00)
	Undesignated Fund Balance	-	-	-
		9,457,962.32	6,848,887.68	(2,459,074.64)
				#1

#1 - Funds not received as of date.

Received to date revenues	\$	6,848,887.68
Anticipated Expenditures to date	\$	8,488,731.79
Difference between expended to date and received to date revenues		(1,639,844.11)



School Boards Institute

"Children First"

ONEIDA
MADISON
HERKIMER

C O U N T I E S

TO: Superintendents
Executive Committee Members

FROM: James Van Wormer, Executive Coordinator
Tom Huxtable, President

DATE: April 10, 2015

TIME: "Check in" and Social Hour at 5:15 p.m.
Dinner & Program to follow at 6:00 p.m.
Grande Ballroom

RE: Annual General Membership Dinner Meeting
* Distinguished Service Awards
* Student Achievement Awards

TOM HUXTABLE
President
Telephone:
(315) 822-6860
E-Mail:
thuxtable@mmcsd.org

ROBERT GROUP
1st Vice President
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MICHAEL HEAD
2nd Vice President
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HEATHER NITTI
Secretary for
Board Training
Telephone:
(315) 867-2032
FAX: 867-2004
E-Mail:
hnitti@herkimer-boces.org

Spring is finally here, and with it our last General Membership Dinner Meeting of the school year, scheduled at the **Radisson Hotel, Utica, on Thursday, May 14th**. School Boards Institute will, in addition to its *Distinguished Service Awards*, honor recipients from each county for the *Student Achievement Awards*.

This event is the highlight of our organizational year. It is an opportunity for members within our region to come together to support and celebrate the good works of our board members, administrators, and children. We encourage strong participation to show a united support for their achievements.

"Check in" and social hour will begin at 5:15 p.m., with dinner and program to follow sharply at 6:00 p.m. It is an evening to relax and enjoy. However, with a number of students in attendance, we ask that **no alcoholic beverages be brought into the dining room.** *For this occasion we require a firm commitment and timely response.* Each superintendent should return the reservation form **no later than Wednesday, May 4th**.

**Please delineate clearly the position of each registrant: school board member, administrator, presenter, spouse, parent, etc. Please return attached reservation form to:*

Heather Nitti, Secretary
O-M-H SBI at Herkimer BOCES
352 Gros Blvd.
Herkimer, NY 13350
Phone: (315) 867-2032
FAX: (315) 867-2004 or by email (hnitti@herkimer-boces.org)

Thank you.

Attachment / Reaistration Form

SBI DSA & SAA - List of Award Winners

May 14, 2015

**Student Achievement Awards*

<u>Student Recipient</u>	<u>School</u>	<u>Nominator</u>
<i>Catherine Cromie</i>	<i>Herkimer BOCES (West Canada Valley CSD)</i>	<i>Alana Connolly</i>
<i>Anthony Nitti</i>	<i>Herkimer BOCES (Frankfort-Schuylers CSD)</i>	<i>Robert McGough</i>
<i>Nicholas Rodick</i>	<i>Mt. Markham CSD</i>	<i>Julianne Reader & Steven Drescher</i>
<i>Francesca Zegarelli</i>	<i>Madison BOCES (NYS School for the Deaf)</i>	<i>Bonnie Seigers & Shari Santiago</i>
<i>John Mbagu</i>	<i>Morrisville CSD</i>	<i>James McCarthy, Meaghan Palmer & Karin Howlett</i>
<i>Lauren Lertz</i>	<i>Oneida BOCES (Sauquoit Valley CSD)</i>	<i>Carissa Hajdasz</i>
<i>Courtney Tramacera</i>	<i>New York Mills UFSD</i>	<i>Debra Ellis</i>
<i>Kelly Fam</i>	<i>Utica City SD</i>	<i>Carolyn Saugh</i>

**Distinguished Service Awards*

<u>DSA Winner</u>	<u>School</u>	<u>Nominator</u>
<i>Ron Loiacono</i>	<i>Mt. Markham CSD</i>	<i>Mt. Markham CSD BOE</i>
<i>Mary Davis</i>	<i>Rome City SD</i>	<i>Jeffrey Simons</i>
<i>Linda Chambers</i>	<i>Vernon-Verona-Sherrill CSD</i>	<i>Tom Moats</i>
<i>Margaret Buckley</i>	<i>Oneida BOCES (Utica City SD)</i>	<i>Oneida BOCES BOE</i>
<i>Harry "Bud" Dorr</i>	<i>Waterville CSD</i>	<i>Charles Chafee & Waterville CSD BOE</i>

BILLING FOR THE SAA/DSA AWARDS DINNER

Districts will be billed following the event. The registration fee is \$52.00.

EXCEPTIONS:

Student Achievement Award winners:

The SAA winner and two parents are covered by SBI. If additional family members attend, there is a reduced charge of \$25 per person (they pay district). The student and family members should make reservations through their component school superintendent.

Distinguished Service Award winners:

The DSA winner and spouse are covered by SBI. If additional family members attend, there is a reduced charge of \$25 per person (they pay district). Reservations should be made through the superintendent's office.

The nominator, school administrators, and board members are charged \$52.00. If they bring a guest, the charge is \$52 (they pay the district).

Cancellations must be called to Heather Nitti (867-2032) by no later than May 11th so your district is not charged for your reservation.

Registration Form - Register by Wednesday, May 4th

"Distinguished Service & Student Achievement Awards" on May 14, 2015

(Radisson Hotel - Grande Ballroom)

♪ Music entertainment will be provided by Utica City SD ♪

Please return form: E-Mail your registration: hnitti@herkimer-boces.org (Phone: 315-867-2032)

Or FAX to Heather Nitti, Herkimer BOCES, School Boards Institute, at (315) 867-2004,

"This event is the highlight of our organizational year. It is an opportunity for members within our region to come together to support and celebrate the good works of our board members, administrators, and children. We encourage strong participation to show united support for their achievements." *James Van Wormer*

SCHOOL DISTRICT: _____ (Confirmation of reservations will be made upon receipt).

Please print:

School Board member, administrator,
↓ presenter, spouse, student, parent,
etc.

* Please ✓ entrée choice →

			Grilled NY Strip Steak	Chicken Francaise	Mediterranean Garden Pasta
Name _____	Title _____	Telephone _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	Title _____	Telephone _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	Title _____	Telephone _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	Title _____	Telephone _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	Title _____	Telephone _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	Title _____	Telephone _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	Title _____	Telephone _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____	Title _____	Telephone _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Registration Fee: \$52.00 per member participant) - Districts will be billed following the event.

****Cancellations must be called in to Heather Nitti (867-2032) by no later than May 11th so your district is not charged for your slot****

Tracey Lewis

From: Linda Wood
Sent: Friday, April 10, 2015 2:22 PM
To: Tracey Lewis
Subject: FW: Mandatory Make-Up BOE Training Sessions

Importance: High

From: Heather Nitti [mailto:hnitti@herkimer-boces.org]

Sent: Friday, April 10, 2015 1:15 PM

To: Timothy Thomas; Biedermann, Beverly (BBiedermann@lutherancare.org); Steve King; melarson315@gmail.com; merri86@hotmail.com; sgoodfriend@m-ecs.org; jfiore@newyorkmills.org; pkennerknecht@odycsd.org; BBR509@gmail.com; jaime21378@yahoo.com; jneff@watervillecsd.org; sturner@watervillecsd.org; jcrandall@watervillecsd.org

Cc: Julia Scranton; Linda Wood; Debbie Kirley; Jodi Shantal; Paula May; Marilyn Kennerknecht; Pam Mennig; Julie Ingalls (jingalls@watervillecsd.org); James VanWormer

Subject: Mandatory Make-Up BOE Training Sessions

Importance: High

The make-up sessions for the New School Board Training and for the Fiscal Oversight Training will be as follows:

- New School Board Training on **Thursday, April 23rd** starting at 6:00 p.m.
 - Session I will be from 6:00 – 7:30 p.m.
 - Session II will be from 7:30 – 9:00 p.m.

- Fiscal Oversight Training will be on **Saturday, April 25th** starting at 12:30 p.m.
 - Session I will be from 12:30 – 2:00 p.m.
 - Session II will be from 2:00 – 3:30 p.m.

If you have any questions or concerns, please call Jim Van Wormer (315-941-6229) or e-mail (jvwormer@gmail.com).

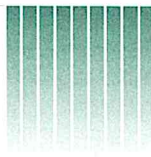
Heather Nitti, Secretary

OMH-SBI Board Training

Tel: [\(315\) 867-2032](tel:(315)867-2032)

Fax: [\(315\) 867-2004](tel:(315)867-2004)

If you are not the intended recipient, be advised that you have received this message in error and that any use, dissemination, forwarding, printing, or copying is strictly prohibited. The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain information that is confidential, privileged, and/or otherwise exempt from disclosure under applicable law.



MADISON-ONEIDA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
"Enabling Learners to Excel"

April 8, 2015

Ms. Tracey Lewis, District Clerk
Madison Central School District
Route 20
Madison, NY 13402

Dear Tracey:

As you are aware, the meeting to elect members to the BOCES and consider the administrative budget has been designated as April 21, 2015 by BOCES President Mr. Patrick Baron.

I am enclosing the necessary information for this meeting.

1. Resolution for consideration of the Administrative Budget.
2. Resolution to authorize the District Clerk to cast your ballots for members of the Madison-Oneida Board of Cooperative Educational Services.
3. Ballot to fill three seats on the Board of Cooperative Educational Services.
4. Form for certification of the ballot by the District Clerk.

Please call in the results of the votes to my office the morning of April 22, 2015 (and return the originals to me).

Each board member has received a copy of the Annual Meeting book, which includes information on the tentative Program, Capital and Administrative Budgets.

Please feel comfortable calling Jacklin G. Starks, District Superintendent, with any questions you may have.

Sincerely,

Catherine M. Quinn
District Clerk

c Mr. Perry Dewey
Mr. Patrick Baron

Administrative Budget Resolution

RESOLVED, the _____ (Central, City, Common) School District (approves) the 2015-16 tentative administrative budget of the Madison-Oneida Board of Cooperative Educational Services in the amount of \$3,554,168 (funded by \$989,100 in expense by components plus \$2,565,068 in earned interest and other miscellaneous revenue) and shall so allocate as a contingent expense its share of said administrative budget as apportioned in accordance with Section 1950 of the New York State Education Law.

Moved _____, Seconded _____

Yea (list all)

Nay (list all)

(The 2014-15 administrative budget expense for all components was \$965,430. The 2015-16 administrative budget net expense for all components is estimated at \$989,100 for a change of 2.45%)

Board Resolution

(for seat currently held by Douglas Gustin, Canastota CSD)

RESOLVED, the _____ (Central, City, Common) School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Douglas Gustin of the Canastota Central School District to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2015 through June 30, 2018 for the seat currently held by Mr. Douglas Gustin of Canastota, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 22, 2015.

Moved _____, Seconded _____.

Yea (list all)

Nay (list all)

Board Resolution

(for seat currently vacant in the Hamilton CSD)

RESOLVED, the _____ (Central, City, Common) School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Terry Monty of the Hamilton Central School District to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2015 through June 30, 2018 for the seat currently vacant. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 22, 2015.

Moved _____, Seconded _____.

Yea (list all)

Nay (list all)

Board Resolution

(for seat currently held by Thomas Hollingsworth, Stockbridge Valley CSD)

RESOLVED, the _____ (Central, City, Common) School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Thomas Hollingsworth of the Stockbridge Valley Central School District to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2015 through June 30, 2018 for the seat currently held by Mr. Thomas Hollingsworth of Munnsville, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 22, 2015.

Moved _____, Seconded _____.

Yea (list all)

Nay (list all)

Ballot Certification by District Clerk

I, _____, District Clerk of the _____ School District do hereby certify that at a public meeting held on April 21, 2015, the Board of Education of the _____ School District adopted resolutions casting votes in the annual election of members of the Board of Cooperative Educational Services for the person or persons indicated on the attached ballot(s).

Clerk, Signature

Date

**Board of Cooperative Educational Services
of the Sole Supervisory District of the Counties
of Madison & Oneida**

Ballot for Election to Board of Cooperative Educational Services

There are three (3) vacancies on the Board of Cooperative of Educational Services to be filled at the annual election to be held on April 21, 2015. The trustees or board of education of each component school district, by resolution, may cast one vote for each vacancy to be filled, provided that no more than one vote may be cast for any candidate. No more than one person residing in a particular component school district may be elected to serve on the Board of Cooperative Educational Services at one time, except as provided in Education Law 1950 2-a. The district clerk or other officer authorized to certify that a board resolution has been adopted, shall complete the ballot by placing an "x" next to the name of each candidate for whom a vote has been cast, and by completing the attached certification. The candidates' names and addresses are listed below:

<u>Seat 1</u>	<u>Seat 2</u>	<u>Seat 3</u>
Douglas Gustin _____ 208 Lamb Ave. Canastota, NY 13032 Canastota CSD	Terry Monty _____ 2382 Hillside Dr. Hamilton, NY 13346 Hamilton CSD	Thomas Hollingsworth _____ 5938 Peterboro Rd. Munnsville, NY 13409 Stockbridge Valley CSD

Please return to Cathy Quinn, BOCES Clerk on April 22, 2015

Madison Central School
Madison, New York

TO: Board of Education

PURPOSE: Presentation of Award to Graduating Senior to be Included in Commencement Program

PROCEDURE:

1) The principal and guidance counselor will review this award application, approve it as is, or, in conjunction with the sponsor, make necessary alterations.

2) The application will then be forwarded to the superintendent for approval and presented to the Board of Education for their approval and implementation.

1. NAME OF AWARD: Dan Saulsgiver Service Award
2. DONATED BY: (Name, address, phone) Madison Teachers Association
3. CONTACT PERSON: (If different from #2) Brian Merkt, Jessica Mortensen
4. TO BE AWARDED: Annually One Time Award
5. AMOUNT OR TYPE OF AWARD: \$100
6. CRITERIA TO BE USED FOR SELECTION: Enthusiasm for helping others, service to the community, spirited character, kindness to all
7. HOW SELECTED: (method and by whom) Madison Teachers Association recommendation from teachers + staff / scholarship committee approval

Dan Saulsgiver Service Award

In September of 1974, a young energetic science teacher began his teaching career at Madison Central School, and retired as a legend. This award is given in honor of Dan Saulsgiver, a charismatic and devoted Madison teacher of forty years. Mr. S not only taught the required curriculum with enthusiasm and creativity, but he also influenced students to give back to our community. His gentle and playful nature has left a lasting impression on all of our Madison students and faculty, and his selflessness and dedication to helping others, from all walks of life, is unparalleled. The legacy he leaves behind is one of eternal kindness, bountiful service, and an extraordinary sense of fun. This award is given to a senior who exemplifies these same traits through both their spirited character and their commitment to helping others.

YH

MADISON-ONEIDA BOCES

2015-2016 Student Program Calendar

Recess/Vacation Days

Superintendent's Conference Days

Regents Days

17 Student Days

September 2015				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2 Supl. Conf. Day	3 Supl. Conf. Day	4
7 Labor Day	8 CLASSES BEGIN	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

16 Student Days

February 2016				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9	10	11	12
15 President's Day	16	17 Mid-Winter Recess	18	19
22	23	24	25	26
29				

20 Student Days

October 2015				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	7	8	9
12 Columbus Day	13	14	15	16
19	20	21	22	23 Supl. Conf. Day
26	27	28	29	30

21 Student Days

March 2016				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 Supl. Conf. Day
21	22	23	24	25 Good Friday
28	29	30	31	

17 Student Days

November 2015				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11 Veteran's Day	12	13
16	17	18	19	20
23	24	25 Thanksgiving Recess	26 Thanksgiving Day	27
30				

16 Student Days

April 2016				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 Spring Recess	26	27	28	29

17 Student Days

December 2015				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24 Winter Recess	25
28 Winter Recess	29	30	31	

21 Student Days

May 2016				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30 Memorial Day	31			

19 Student Days

January 2016				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 New Years Day
4 CLASSES RESUME	5	6	7	8
11	12	13	14	15
18 Dr. King Day	19	20	21	22
25	26 Regents Exams	27	28	29

17 Student Days

June 2016				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Regents Exams	2	3
6	7	8	9	10
13	14 Regents Exams	15	16	17
20	21	22 Regents Exams	23 Regents Rating Day	24
27	28	29	30	

Supl. Conference Days
September 2 & 3 • October 23 • March 18

Regents Days
January 26 - 29 • June 1, 14 - 22 • Regents Rating Day, June 23

Recess/Vacation Days

September 7 Labor Day	January 18 Martin Luther King Jr. Day
October 12 Columbus Day	February 15 Presidents Day
November 11 Veterans Day	February 15 - 19 Mid-Winter Recess
November 25 - 27 Thanksgiving Recess	March 25 Good Friday
December 24 - 31 Winter Recess	April 25 - 29 Spring Recess
January 1 Winter Recess	May 30 Memorial Day

STUDENT ATTENDANCE DAYS • 181

September 17 days	February 16 days
October 20 days	March 21 days
November 17 days	April 16 days
December 17 days	May 21 days
January 19 days	June 17 days

Classes start on September 8th • Classes end on June 23rd

MADISON CENTRAL SCHOOL 2015-16 CALENDAR

REVISED 4/8/15

July 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	(13)	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Classes start on—Sept. 8
 Classes end on—June 24
 Supt. Conf. Days (blue)
 Vacation Days – pink boxed
 Regents Test Days – **bold yellow**
 Testing Dates—Orange

Student Vacation Days

Sept. 2-3 Full Day Supt. Conf.
 Oct. 12 Columbus Day
 Oct. 23 Full Day Supt. Conf.
 Nov. 11 Veteran's Day
 Nov. 24 1/2 Day -PreK-6 Conf.
 Nov. 25-27 Thanksgiving Recess
 Dec. 24-Jan 1 Winter Recess
 Jan. 18 M.L. King Jr. Day
 Jan. 26-29 Regents Days
 Feb. 15-19 Mid Winter Recess
 Mar. 18 Full day Supt. Conf.
 Mar. 25 Good Friday

Apr. 5-7, 13-15 Grades 3-8 Test Dates
 April 25-29 Spring Recess
 May 13 Half Day Supt. Conf. Day
 May 30 Memorial Day
 June 1, 14-22 Regents Days
 June 24 Commencement

Madison Central School District

Teacher Request Form for Educational Field Trip

Date of request March 25, 2015

TRIP INFORMATION:

Teacher Hudencica Grade Level 10 Room 181

Destination/Location Washington Leadership Conf. Phone 893-1878

Date of trip July 14-19, 2015

Explain how this trip will enrich and extend student learning: National FFA's leadership conference

Time leaving school: 5am Return time to school: 8am

Cost per student: \$ 540 Other costs to student: \$ n/a

Number of students: 2 Number of teachers: 3

Number of chaperones: 3

Attach a list of all participants Taylor McNamara + Zachary Sherman

Attach permission slips, insurance certificates and other pertinent information

LUNCH PROVISIONS: If you will not be in school for lunch you must notify the cafeteria at least **TWO WEEKS** in advance. Also notify special teachers.

TRANSPORTATION:

School bus(es) – if so, how many: n/a

Contracted carrier – specify company and # of buses _____

Private transportation: _____

Other transportation: VVS year to transport students

APPROVAL:

Principal: [Signature] Date: 4/8/15

Superintendent: [Signature] Date: 4/13/15

Transportation Department: _____ Date: _____

Madison Central School District

Transportation Permission Form

(Used when the district is NOT providing transportation)

I _____ give permission for _____
(Name of Parent/Legal Guardian) (Name of Student)

to attend the following trip/program: Washington Leadership Conf.

The district will not be providing transportation for this trip, therefore, other students and parent and/or guardians will provide transportation. To this end, I give permissions for

_____ to be transported in a vehicle operated by

VVS Central School. I understand that it is my responsibility to make certain that my child is safely transported to this event.

(Signature of Parent/Legal Guardian)

(Date)

MADISON CENTRAL SCHOOL

Parent/Guardian Field Trip Permission Form

I _____ give permission for _____
(Name of Parent/Guardian) (Name of Student)
to attend the following trip: _____

A trip itinerary is attached

A description of hazards, skills or conditioning required is attached

A list of required equipment or supplies is attached

Transportation is to be provided by : _____

I understand that trip chaperones/leaders will make every effort to reach me, but in the event emergency treatment is necessary, I give the trip chaperones/leaders the right to transport and authorize medical treatment on behalf of my child.

My child's physician is: _____
(Name, Address and Telephone Number of Child's Physician)

Two emergency contacts are: _____

(Names, Addresses & Telephone Numbers of the Emergency Contacts)

My child has the following medical conditions that would interfere with his/her participation on this trip: _____

My child take the following medication: _____
and I will make arrangements for him/her to receive his/her medication, as required.

My child and I have read and understand the school's Code of Conduct. We agree to abide by these rules.

I, _____ (Parent/Legal Guardian) hereby covenant and agree to release and hold harmless the Madison Central School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of participation in this field trip.

(Signature of Parent/Legal Guardian)

(Date)

WASHINGTON LEADERSHIP CONFERENCE

Waiver, Release of Liability, Indemnification and Consent to Medical Attention

In exchange for my being allowed to participate in the Washington Leadership Conference program (the "Program"), a program administered by the National FFA Organization ("FFA"), I, and if I am not yet 21 years old, my parent or legal guardian (individually and collectively referred to below in the first person singular) agree to be bound by each of the following:

1. Voluntary Participation. I understand and confirm that my participation in the Program is voluntary.
2. Identification of Risks. I understand that FFA and its representatives may not be present during my participation in the Program. I understand that my participation in the Program may involve risk of injury and loss, both to person and to property. I also understand that the risk of injury may include the possibility of permanent disability and death. I understand that this Waiver and Release of Liability is intended to address all of the risks of any kind associated with my participation in any aspect of the Program, or with the time I am involved in the Program, including, particularly, such risks created by actions, inactions, or negligence on the part of FFA or its directors, officers, employees, agents, volunteers, successors, or assigns, including but not limited to risks created by the following: (a) the use and condition of various modes of transportation, premises, facilities, and equipment; (b) the lack or inadequacy of policies, rules, or regulations of the Program; (c) the failure of FFA to foresee or to protect me from actions, inactions, negligence, recklessness, or intentional or criminal misconduct of persons, other than those affiliated with FFA; (d) the inadequacy or unavailability of medical facilities or treatment; or (e) the lack or inadequacy of supervision.
3. Assumption of Risk. I assume all risks, known and unknown, foreseeable and unforeseeable, in any way connected with my participation in the Program. I accept personal responsibility for any liability, injury, loss, or damage in any way connected with my participation in the Program.
4. Release and Waiver. I release FFA and its directors, officers, employees, agents, volunteers, successors, and assigns from any and all liability for and waive any and all claims for injury, loss, or damage, including attorneys' fees, in any way connected with my participation in the Program (a "Claim"), whether or not caused in whole or part by the negligence or other misconduct of FFA or any of the individuals mentioned above.
5. Indemnification. I agree to indemnify and to hold harmless (in other words, to reimburse and to be responsible for) FFA and its directors, officers, employees, agents, volunteers, successors, and assigns from all claims for any liability, injury, loss, damages, or expense, including attorneys' fees (including the cost of defending any Claim I might make, or that might be made on my behalf, that is released or waived by this instrument), in any way connected with or arising out of my participation in the Program, whether or not caused in whole or in part by the negligence or other misconduct of FFA or any of the individuals mentioned above.

NATIONAL FFA ORGANIZATION PERSONAL CONDUCT AGREEMENT
Washington Leadership Conference (WLC)
General Behavioral Expectations

While participating in WLC, managed by National FFA Organization ("FFA"), you not only represent FFA but also the United States of America. FFA has, therefore, established certain behavioral expectations that must be observed by all participants to maintain good standing with FFA and participation in these programs.

All participants in an event or activity sponsored by FFA are prohibited from involvement in unsafe, irresponsible, and/or illegal conduct. You are prohibited from consuming alcoholic beverages, using illegal drugs and tobacco. In addition, you must abide by all rules and regulations established by FFA for participation in the Washington Leadership Conference.

- (a) I promise that my attitude, conduct and appearance will be such to reflect credit on my chapter, school, community and state FFA association.
- (b) I promise to abide by the National FFA Code of Ethics and the FFA Dress Code.
- (c) As a representative of more than 610,250 FFA members, I will be well groomed and dressed appropriately during the Washington Leadership Conference.
- (d) I will never be on the hotel floor or in a hotel room of a WLC participant of the opposite sex. I will not go out on the balcony of my hotel room at any time. Failure to abide by this rule will result in immediate dismissal from WLC and my advisor, school administration and parents(s) / guardians(s) will be notified.
- (e) I will not possess or use drugs, alcohol or tobacco at any time during the conference. I understand if I violate this rule, **I will be sent home immediately and will assume responsibility for all expenses involved**, and my advisor and parent(s) / guardian(s) will be notified. When present and available advisors/chaperones will convey information to parent(s)/guardian(s) and will be present for room or property searches. A full-time National FFA employee will also be present for any search of property.
- (f) I will pay for all personal costs and any damage of hotel property directly to the hotel before I depart. My room will be kept neat and clean.

FFA reserves the right to immediately terminate from WLC anyone who is found to have violated these behavioral expectations. Students terminated from the program will be sent home at their own expense and will be responsible for all other expenses associated with their termination. Booking travel will remain the responsibility of National FFA staff. Parent(s) or guardian(s) will provide Nation FFA staff with necessary information to book travel. Participants terminated from the WLC program and under the age of 18 will be required to purchase airline assistance for unaccompanied minors unless chaperoned by an advisor, parent or guardian.

Agreement

In exchange for my being allowed to participate in an event or activity sponsored by FFA, I, and if I am not yet 21 years old, my parent(s) or legal guardian(s) (individually and collectively referred to below in the first person singular) agree to be bound by the behavioral expectations set forth above and each of the following:

- 1. I agree to participate in FFA's WLC according to the guidelines set forth in this Personal Conduct Agreement and other applicable FFA publications.

2. I understand that FFA reserves the right and I agree that FFA has the right to immediately terminate my participation in WLC at the sole discretion of FFA, through its representatives, if I (a) engage in behavior that is unsafe, irresponsible, illegal, or otherwise contrary to FFA policy as expressed above and in the WLC Handbook or (b) consume alcohol.
3. I further understand and agree that if my participation in WLC is terminated pursuant to the preceding paragraph, (a) I will be solely responsible for all costs associated with my early termination, including my travel expenses, and (b) I will not be entitled to any refund of money I have paid to FFA for my participation in the Program.
4. I agree to allow FFA and its representatives to make reasonable, unannounced searches of my living quarters and personal belongings if FFA reasonably suspects that I am violating the behavioral expectations set forth in this Agreement and other applicable FFA publications.

By signature below, I acknowledge that I have read this Personal Conduct Agreement, understand the behavioral expectations of WLC, agree to abide by those behavioral expectations, and agree to each of the above paragraphs.

Printed Name (Participant)	Signature	Date
----------------------------	-----------	------

If the participant is not 21 years of age, the parent(s) or legal guardian(s) of the participant must sign below.

In exchange for my child or ward being allowed to participate in WLC sponsored by National FFA Organization and as the custodial parent(s) or legal guardian(s) of the above-named individual, I/we verify that I/we fully understand, agree to, and accept all provisions and obligations set forth in this Personal Conduct Agreement.

Printed Name (Parent or Legal Guardian)	Signature	Date
---	-----------	------

Printed Name (Parent or Legal Guardian)	Signature	Date
---	-----------	------

Printed Name (Advisor*)	Signature	Date
-------------------------	-----------	------

**Advisor signature is only used as an acknowledgement that he/she is aware of the expectations set forth for the student. This signature is not required for participation.*

Student Medical Information Form - WLC

Complete and bring this form with you to the conference. The National FFA Organization will provide accommodations for disabled students and/or arrange for special dietary requirements.

Student Name _____ Age _____ Student Birthdate _____
 First Middle Last

Address _____
 Street/RR/Box City/Town State Zip Code

Mother / Guardian Name _____ Daytime Phone _____

Father / Guardian Name _____ Daytime Phone _____

Other Contact Name _____ Night Phone _____

Allergic To Bee Stings That Require Medication () Yes () No

Allergies To Drugs () Yes () No If yes, please list _____

Allergies To Foods () Yes () No If yes, please list _____

Respiratory Problems / Asthma () Yes () No If yes, please list _____

Vision / Hearing Problems () Yes () No If yes, please list _____

Special Dietary Needs / Restrictions _____

Please list any medical conditions and/or necessary medications of which you feel the staff should be aware.

(Add additional page if necessary.) _____

Insurance Company _____ Subscriber's Name _____

Policy Number _____ Type _____ Group Number _____

Family Doctor's Name _____ Phone # _____

The information above is required to be filled out in order for your student to participate in WLC. If you have no medical insurance, please note that in the space provided for Insurance Company.

WLC is organized by the National FFA Organization and is being hosted at various venues located in the Washington DC area. For those meal functions that National FFA staff organize for this event all necessary precautions will be taken to ensure the health and safety of participants who have reported food related allergies during the registration process. Due to the location of the event each participant must assume the responsibility to take the necessary precautions to protect their health in regards to food related allergies and environmental exposures to the associated allergens. National FFA is not liable for issues arising from exposure to allergens in public locations.

Printed Name (Parent or Legal Guardian) Signature Date

Printed Name (Parent or Legal Guardian) Signature Date

MONSANTO



Release

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby grant, authorize and give full consent to Monsanto Company, its agents, successors and assigns ("Monsanto"), the right to copyright, publish, display and reproduce any and all photographs and/or video in which I appear during my attendance at the Washington Leadership Conference program administered by the National FFA Organization (the "Program"), and to use my name and any comments I have made in connection with the Program without any claim to compensation. I agree that Monsanto may make slight stylistic modifications to my comments, which do not materially alter the original meaning.

I also agree that Monsanto may use, or cause to be used, these photographs, video, my name and my comments in perpetuity for any and all press releases, exhibitions, public display, publications, commercial art, public relations materials, advertising, promotions or other lawful purposes, without limitation or reservation. I forego any right of inspection or approval of the finished product, and agree that all media or other materials created by Monsanto are the property of Monsanto including but not limited to any copyright therein. Further, I declare and acknowledge that no promise, endorsement or agreement for additional compensation or otherwise, which is not expressed in this document has been made to me, and that I have read this document, understand it, and sign it voluntarily.

Name (Please print.): _____

Address: _____

City/State/Zip: _____

Telephone: _____

If 21 years of age or older, sign below:

I am of legal age and capacity and have read and understand this Release.

Signature: _____ **Date:** _____

If under 21 years old, both parents or the legal guardian(s) must sign:

I/We represent and warrant that I/we am/are the parents/Legal Guardian of the minor named in the foregoing release. The release is entered into with my/our agreement and consent, without further compensation.

Guardian: _____
Printed Name Signature Date

Guardian: _____
Printed Name Signature Date

Revenues and Summary

Madison Central School District							
MAJOR BUDGET CATEGORIES	Budget	Budget	Proposed	Change	Per-	See	
=====	2013-2014	2014-2015	Budget	(-)	Cent	Below	
			2015-2016				
Board Of Education	7,617	7,665	7,797	132	1.72		
Central Administration	143,532	153,572	153,684	112	0.07		
Finance	175,144	175,366	166,644	(8,722)	(4.97)	1	
Staff	52,250	41,470	51,155	9,685	23.35	2	
Central Services	617,756	630,351	635,823	5,472	0.87	3	
Special Items	113,316	118,407	121,945	3,538	2.99	4	
GENERAL SUPPORT - - >	1,109,615	1,126,831	1,137,048	10,217	0.91		
Instruction, Admin. & Improve.	187,650	176,728	217,118	40,390	22.85	5	
Teaching-Regular School	1,964,343	2,084,211	2,057,388	(26,823)	(1.29)	6	
Special Programs	1,054,659	1,040,016	1,119,517	79,501	7.64	7	
Occupational Education	299,830	316,079	328,931	12,852	4.07	8	
Teaching-Special Schools	171,766	203,168	231,675	28,507	14.03	9	
Instructional Media	165,561	151,890	171,917	20,027	13.19	10	
Pupil Services	277,406	284,739	287,454	2,715	0.95		
INSTRUCTION - - >	4,121,215	4,256,831	4,413,999	157,168	3.69		
PUPIL TRANSPORTATION - - >	476,565	462,726	425,855	(36,871)	(7.97)		
COMMUNITY SERVICES - - >	0	0	0	0	-		
Employee Benefits	2,359,762	2,481,175	2,655,375	174,200	7.02	11	
Debt Service	851,820	851,820	983,093	131,273	15.41	12	
Interfund Transfer	88,700	88,700	0	(88,700)		13	
UNDISTRIBUTED - - >	3,300,282	3,421,695	3,638,468	216,773	6.34		
TOTAL GENERAL FUND == == >>>>	9,007,677	9,268,083	9,615,371	347,288	3.75		
MADISON CENTRAL SCHOOL DISTRICT							
Revenues							
State Aid	5,314,860	5,664,040	5,750,165	86,125	1.52		
Tax Levy per Budget	3,012,541	3,024,743	3,070,114	45,371	1.50		
Designated Fund Balance	200,000	150,000	150,000	0	-		
Debt Service Transfer	225,000	185,000	225,000	40,000	21.62		
Accrual	0	0	0	0	-		
Other Revenues	255,277	244,300	420,092	175,792	71.96		
Difference				0	-		
TOTAL	9,007,678	9,268,083	9,615,371	347,288	3.75		
1	Change in auditors						
2	Contract negotiations			Tax Cap Threshold		\$3,139,492.49	
3	Staff change - cleaner						
4	Boces cost increases			Levy vs. Cap		-\$69,378.49	
5	Staff change - principal			SHARED SERVICES WITH MORRISVILLE EATON			
6	Staff budget code change			SUMMER SCHOOL 60 STUDENTS MAXIMUM			
7	Staff budget code change & Increase in student placements			PLAN A			
8	Increase in 3 year boces average						
9	Increase in student participation - summer school & student placements						
10	Distance Learning Staff						
11	Increase in premiums						
12	Energy Performance Contract						
13	Delay in aid transfer for \$100,000 building project						

Madison Central School District
 7303 State Route 20
 Madison, NY 13409

2015-2016 Tax Levy

Budget Levy **\$3,070,114**
 Full Tax Rate **20.05573434**

City or Town	Assessed Value	Equaliz. Rate	Full value	APPT %	Dollar amount Tax Levy	Taxable Assessments	Tax Rate on Assessed
Town of Augusta	38,296,778	72.00	53,189,969.44	34.746719%	1,066,763.897	38,296,778.00	27.85518659
Town of Marshall	374,918	68.00	551,350.00	0.360173%	11,057.729	374,918.00	29.4937270
Town of Vernon	394,131	75.00	525,508.00	0.343292%	10,539.449	394,131.00	26.7409791
Total Oneida County					1,088,361.07	39,065,827.00	
Town of Eaton	679,273	100.00	679,273.00	0.443740%	13,623.319	679,273.00	20.05573434
Town of Madison	77,764,562	80.50	96,601,940.37	63.105893%	1,937,422.853	77,764,562.00	24.9139557
Town of Stockbridge	1,531,071	100.00	1,531,071.00	1.000183%	30,706.753	1,531,071.00	20.05573434
Total Madison County					1,981,752.93	79,974,906.00	
	119,040,733		153,079,111.82	100.000000%	3,070,114.00	119,040,733.00	

	<u>2014-2015</u>	<u>2015-2016</u>	<u>Change</u>	<u>% Change</u>
Augusta	27.4435349	27.85518659	0.411651707	1.50%
Marshall	29.0578605	29.49372697	0.435866514	1.50%
Vernon	26.3457935	26.74097912	0.395185643	1.50%
Eaton	19.7593451	20.05573434	0.296389233	1.50%
Madison	24.5457703	24.91395571	0.368185375	1.50%
Stockbridge	19.7593451	20.05573434	0.29638923	1.50%
Tax on True	19.7593451	20.05573434	0.296389229	1.50%



MADISON-ONEIDA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
"Enabling Learners to Excel"

LABOR RELATIONS
& POLICY OFFICE
PHONE: 315.361.5522
FAX: 315.361.5595

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April 10, 2015

Mr. Perry Dewey, Superintendent
Madison Central School District
7303 State Route 20
Madison, NY 13402

Re: Partial Policy Audit Section 6000 Personnel

Dear Mr. Dewey:

Enclosed for review and eventual presentation to the Board, please find partial audited policy section 6000 – Personnel.

Please contact this office with any questions, comments or revisions. Thank you.

Sincerely,

Jennifer L. Russ
Labor Relations Associate

:jlr
Enclosures

Madison Central School District
 Board of Education Policy Audit
 Section 6000 (6006-6502) Personnel and Policies 4505 and 4704
 Friday, April 10, 2015

No.	Name	DELETE Previous No.	Proposed Action
6400.1	Statement for Emergency Conditional or Conditional Appointment Renumber	6060.4	REVISE Approved Y N Date Approved: _____
6401	Qualifications of Bus Drivers	5050	REVISE Approved Y N Date Approved: _____
6402	Drug and Alcohol Testing (Transportation)	6052	REVISE Approved Y N Date Approved: _____
6402.1	Pre-Duty Acknowledgement Authorization and Consent Form for Drug and Alcohol Testing Renumber. Superintendent may approve, does not require Board action.	6052.2	SUPT. APPROVE Approved Y N Date Approved: _____
6500	Employee Protection Renumber	6024	REVISE Approved Y N Date Approved: _____
6501	Personnel Negotiations	6072	REVISE Approved Y N Date Approved: _____
6502	Employer/Employee Relations Renumber	6070	REVISE Approved Y N Date Approved: _____
6022	Political Activities		DELETE Approved Y N Date Approved: _____
6023	Safety of Personnel Replaced by Policy 5001		DELETE Approved Y N Date Approved: _____
6028	Soliciting Replaced by Policy 1401		DELETE Approved Y N Date Approved: _____
6029	Theft of Services or Property Replaced by Policy 0040		DELETE Approved Y N Date Approved: _____
6060.2	Consent Form for Fingerprinting		DELETE Approved Y N Date Approved: _____
6060.3	Clearance for Employment Request Form		DELETE Approved Y N Date Approved: _____

Madison Central School District
 Board of Education Policy Audit
 Section 6000 (6006-6502) Personnel and Policies 4505 and 4704
 Friday, April 10, 2015

<u>No.</u>	<u>Name</u>	DELETE	<u>Previous No.</u>	<u>Proposed Action</u>
6400.1	Statement for Emergency Conditional or Conditional Appointment Renumber		6060.4	REVISE Approved Y N Date Approved: _____
6401	Qualifications of Bus Drivers		5050	REVISE Approved Y N Date Approved: _____
6402	Drug and Alcohol Testing (Transportation)		6052	REVISE Approved Y N Date Approved: _____
6402.1	Pre-Duty Acknowledgement Authorization and Consent Form for Drug and Alcohol Testing Renumber. Superintendent may approve, does not require Board action.		6052.2	SUPT. APPROVE Approved Y N Date Approved: _____
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6501	Personnel Negotiations		6072	REVISE Approved Y N Date Approved: _____
6502	Employer/Employee Relations Renumber		6070	REVISE Approved Y N Date Approved: _____
6022	Political Activities			DELETE Approved Y N Date Approved: _____
6023	Safety of Personnel Replaced by Policy 5001			DELETE Approved Y N Date Approved: _____
6028	Soliciting Replaced by Policy 1401			DELETE Approved Y N Date Approved: _____
6029	Theft of Services or Property Replaced by Policy 0040			DELETE Approved Y N Date Approved: _____
6060.2	Consent Form for Fingerprinting			DELETE Approved Y N Date Approved: _____
6060.3	Clearance for Employment Request Form			DELETE Approved Y N Date Approved: _____

Madison Central School District

Board of Education Policy Audit

Section 6000 (6006-6502) Personnel and Policies 4505 and 4704

Friday, April 10, 2015

<u>No.</u>	<u>Name</u>	<u>DELETE</u>	<u>Previous No.</u>	<u>Proposed Action</u>
6071	Board Rights and Duties			DELETE
	Replaced by Policy 2002			Approved Y N Date Approved: _____

Policy

FISCAL MANAGEMENT

Draft 04/10/2015
4505 Renumber 6026

PAYROLL DEDUCTIONS

Payroll deductions may be made when authorized by employees or required by law, for such purposes as tax shelter annuities, professional dues, and credit union deposits.

Madison Central School District
Legal Ref: Education Law Section 1709
Adopted: 1984
Revised: 03/18/99, _____

EXPENSE REIMBURSEMENTS (Employees)

I. Authorization

District staff who incur expenses that are necessary to carry out authorized duties, and reasonable in nature and amount, will be reimbursed, provided that: (1) the expense was approved in advance of being incurred, by the Superintendent, Building Principal, or other authorized supervisor, (2) the expense is within the approved budget, and (3) a properly filled-out and approved voucher and such supporting receipts as are required by the business office are submitted.

II. Mileage and Overnight Stays

When business travel is approved, mileage for use of a personal vehicle will be reimbursed at the rate authorized by the District in accordance with the current IRS Regulations. Tolls will be reimbursed at actual cost. Overnight accommodations will be reimbursed for the minimum period reasonably necessary to complete the District-related business, and in an amount deemed by the Superintendent (Title) to be reasonable for decent lodging in the locale. A tax exempt form must be used.

III. Meal Reimbursement

A. Meal expenses may not be reimbursed while an employee is performing the usual duties of the office except when:

1. The employee is on approved overnight travel, approved conferences and training sessions; or
2. The employee is prevented from taking the time off for a meal due to a pressing need to complete business at hand and the business is of an immediate nature and conducting business at mealtime is essential.

B. The cost of meals for any guest may not be reimbursed unless the meal promotes a valid District purpose, such as a business luncheon with other government officials or community leaders for discussion or negotiation of a matter that is or will be before the board for action.

C. For meal expenses to be reimbursed, a restaurant itemized receipt and proof of payment must be submitted with a Claim Form. Credit card receipts are not acceptable.

D. Employees are to exercise prudence in purchasing meals for which reimbursement requests will be submitted. The purchase of alcoholic beverages is not reimbursable.

POLICY

FISCAL MANAGEMENT

Draft 04/10/2015
4704 Replaces 6027

EXPENSE REIMBURSEMENTS (Employees)

IV. Expense Voucher Required

- A. The Business Office shall provide a Claim Form to be used for meetings, mileage, telephone calls, conference reimbursement, and other approved job-related expenses.
- B. Employees must complete the Claim Form, attach receipts, if applicable, and forward one (1) copy to the appropriate administrator. One (1) copy shall be retained by the employee.
- C. Claim Forms must be submitted within ninety (90) calendar days after the expenses were incurred, or by the last working day of the fiscal year, whichever is earlier.

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Revised: _____

PERSONNEL RECORDS AND RELEASE OF INFORMATION

I. Release of Records

- A. The Board of Education directs the Superintendent to maintain a personnel file for each teacher, administrator and support staff member employed by the district.
- B. The Board also directs the Superintendent to maintain ~~develop~~ regulations and procedures governing the inspection by District employees of their personnel file.

II. Release of Personal Information

- A. All steps should be taken to protect the privacy of the employees of the Board of Education. To ensure the individual's privacy, directory or confidential information should not be shared with a third party except in the following situations:
 - 1. When members of the Board of Education need information from the employee's personnel record to aid them in performing their legal responsibilities such as matters regarding appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies.
 - 2. When the employee grants permission.
 - 3. When the third party would need to contact a particular staff member in case of an emergency during non-school hours.
- B. Procedures for obtaining consent for release of records to third parties shall be developed by the administration.

III. Release of Information Concerning Former Employees

The District shall not release information concerning the employment records, personnel file or past performance of a former employee, unless such information is required to be disclosed by law. Only the initial and final dates of employment and the position held shall be provided through a written response to a written request. The former employee may authorize the release of any additional information.

Madison Central School District

Legal Ref: Public Officers Law §87; 8 NYCRR Part 84

Adopted: 1984

Readopted: 03/19/99

Revised: _____

PERSONNEL

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

I. Statement of Policy

A. It is the policy of the District to allow an employee to be absent from his/her duties for the reasons stated in the Family and Medical Leave Act (“FMLA”), as amended. This includes absence for the following purposes:

1. The employee’s own serious health condition that renders the employee unable to work at all, or unable to perform at least one of the essential functions of the employee’s job;
2. To care for a son, daughter, spouse, or parent with a serious health condition;
3. To adopt a child, or to receive a child into foster care;
4. To care for the employee’s newborn child;
5. To care for a son, daughter, spouse, parent, or next of kin who is a member of the armed services and who has a serious injury or illness incurred in the line of duty; or,
6. To respond to certain qualifying exigencies when a family member is on active duty or is called to active duty with the armed services.

B. An employee absent for a purpose within the scope of this Policy and compliant with obligations under this Policy will be reinstated to their same or an equivalent position at the end of the absence, provided the employee continues to meet the qualifications for the position and the employee’s employment would not have been terminated or altered had the employee not been absent.

C. This Policy and any administrative regulations or procedures approved by the Superintendent shall be implemented so as to comply with the FMLA and any applicable provisions of the District’s collective bargaining agreements.

II. Employee Eligibility

A. Length of Service

To be eligible for an allowed absence under this Policy, an employee must have been employed by the District for a minimum of twelve (12) months (52 weeks). Nonconsecutive periods of employment will be counted together to determine

POLICY

PERSONNEL

Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

eligibility, provided no break in employment exceeds seven (7) years. Time spent fulfilling a Reserve or National Guard obligation after initial employment with the District will be considered as time employed by the District.

B. Hours Worked

To be eligible for an allowed absence under this Policy, an employee must have worked a minimum of 1,250 hours for the District over the previous 12 months. Satisfaction of this requirement shall be calculated using the definition of "hours worked" under the Fair Labor Standards Act ("FLSA"). An employee who is away from work to fulfill a Reserve or National Guard obligation will be credited with "hours worked" as though the employee had performed their normal duties for the District during that time.

C. Serious Health Condition

An employee qualifies for an allowed absence under this Policy when the employee experiences an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider; and when the employee's presence is necessary to care for a parent, son, daughter, or spouse who experiences such a condition.

D. Care of a Newborn Infant

An employee who is the mother or father of a newborn infant qualifies for an allowed absence to care for the newborn during the 12 months following the birth.

E. Adoption or Foster Care

An employee who has a son or daughter placed with them for adoption or foster care qualifies for an allowed absence during the 12 months following the placement, as well as prior to the placement for purposes related to the placement (e.g., court appearances, counseling sessions).

F. Military Caregiver

An employee who is the son, daughter, spouse, parent, or next of kin of a current member of the Regular Armed Forces, the National Guard, or the Reserves, or of a veteran, qualifies for an allowed absence under this Policy if the military member is on the temporary disability retired list because of a serious injury or illness incurred in the line of duty for which they are undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retirement list. In the case of a veteran,

POLICY

PERSONNEL

Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

leave is available if the injury or illness manifested itself within five years of the treatment, recuperation, or therapy.

G. Active Duty Qualifying Exigency

If the spouse, son, daughter, or parent of an employee is a member of the National Guard or Reserves, and is on active military duty, or is called to active duty, then the employee is allowed to be absent for one or more of these qualifying exigencies:

1. Short-notice deployment,
2. Military events and ceremonies, including family assistance or support meetings,
3. Childcare and school activities,
4. To make financial and legal arrangements related to the deployment,
5. Counseling services for the employee, covered military member, or a child in the required degree of relationship to the covered military member,
6. Rest and recuperation,
7. Post-deployment activities, and
8. Additional activities that arise out of the covered military member's active duty or call to active duty, provided the District and the employee agree that the activities qualify as an exigency.

If the spouse, son, daughter, or parent of an employee is a member of the Regular Armed Forces and is deployed to a foreign country, then the employee is allowed to be absent for one or more of the above contingencies.

III. Duration of Excused Absence

- A. An employee who qualifies for leave under any combination of purposes 1, 2, 3, 4, and 6 in Section I.A. of this Policy is allowed an absence of up to twelve (12) weeks in a rolling twelve (12) month period.

1. Where both the mother and the father of a newborn, adopted, or foster placed child are employees of the District, the total absence allowed under

POLICY

PERSONNEL

Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

this Policy to the two parents for purposes 3 and 4 in section I.A. of this Policy shall be 12 weeks.

- B. An employee who qualifies for leave to care for an injured or ill service member (purpose 5 in Section I.A.) is allowed a single absence of up to 26 weeks in a single 12 month time period. The single 12 month time period used for this purpose begins when the employee is first absent for this purpose.
 - 1. During the 12 month time period used for this purpose, the employee's total absence for all FMLA purposes may not exceed 26 weeks.
 - 2. If the employee requests leave to care for more than one injured or ill service member, or requests leave due to more than one injury or illness of the same service member, the absence allowed by this Policy shall be calculated in accordance with the limitations and allowances of applicable federal regulations.

- IV. Intermittent or Reduced Schedule Absence
 - A. Intermittent absences, or a reduced schedule, will be classified as an allowable leave under this Policy where it is certified as medically necessary because of the serious health condition of the employee, a covered family member of the employee, or a covered service member to whom the employee has the required relationship.
 - 1. Intermittent leave shall be taken and recorded in increments of time consistent with the practice for other absences.
 - B. An employee will also be allowed intermittent absences related to a qualifying exigency arising from the active duty, or call to active duty, of a qualified military member.
 - C. An employee will not generally be allowed intermittent absences related to the birth, adoption, or foster placement of a child, but such absence may be allowed at the discretion of the Superintendent.

- V. Information Provided by District to Employees
 - A. A notice explaining the FMLA, and providing other required information, shall be posted physically in District buildings in a manner that complies with federal regulations. A copy of this general notice shall also be provided to each new employee.

POLICY

Draft 04/10/2015
6300 Renumber 6018

PERSONNEL

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

- B. When an employee requests a leave of absence, or the District acquires knowledge that an employee's absence may be for a purpose covered by this Policy and FMLA, the District shall, within five (5) business days, provide the employee with written notice of:
 - 1. Whether the District considers the employee eligible for leave under FMLA and this Policy, and, if not, the reason; and
 - 2. The employee's rights and obligations, and the consequences of not fulfilling those obligations.
- C. The District shall notify the employee in writing that the employee's absence is designated as allowable leave under this Policy and FMLA, or it is not. This notice shall be given within five (5) business days of the District having sufficient information to make this determination.
 - 1. The District's requirement that the employee present a fitness-for-duty certification shall be explained in the determination notice, if applicable.
 - 2. The District's requirement that the employee's accumulated paid leave be applied to the absence shall be described in the determination notice.
- D. The District shall responsively answer questions from employees regarding their rights and responsibilities under FMLA and this Policy.

VI. Information Provided by Employees to District

- A. Where the reason for an employee's absence is foreseeable, the employee is required by this Policy and FMLA to give 30 days notice of the intended absence and the reason for it. Where 30 days notice is not possible, the employee must give as much notice as is practicable. This will apply to many cases of planned medical procedures (for the employee or a family member), adoptions and foster placements, and births.
 - 1. An employee should provide this notice to their immediate supervisor, or to business office.
 - 2. Employees must consult with the District when planning medical treatment, and make a reasonable effort to schedule the treatment so as not to disrupt District operations.
- B. Where the need for an employee's absence is not foreseeable, the employee must provide the District with as much notice as is practicable under the circumstances.

POLICY

PERSONNEL

Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

The employee should provide enough information to establish that the purpose of the absence fits the requirements of this Policy and FMLA, and the expected duration of the absence.

- C. Employees shall responsively answer District questions intended to clarify whether an absence qualifies as an allowable absence, and to allow planning for the employee's absence.

VII. Coordination with Paid Leave

The general rule is that an employee is not paid for time spent away from work for one of the purposes covered by this Policy. However, if the employee has accrued paid benefit time, the District requires the employee to apply that accrued time to the allowable absence, so that the employee is paid during the absence and the balance of accrued time is reduced accordingly. The amount of benefit time, and the category of benefit time used, is determined by the terms and conditions of applicable Board policies, established District practices, and applicable collective bargaining agreements.

VIII. Continuation of Health Care Insurance

- A. During any absence that qualifies for treatment under this Policy and FMLA, the District shall maintain the employee's coverage under a group health insurance plan on the same conditions as coverage was provided prior to the absence. In addition,
 - 1. Any changes made to the scope or terms of coverage provided to active employees under the group health plan will be made available to an employee absent from work in accordance with this Policy, and
 - 2. Notice of any opportunity to change plans or benefit levels that occurs while the employee is absent will be given to the employee.
 - 3. The District's continuation of group health plan benefits will end if circumstances occur that end, or would have ended, the employment relationship with the absent employee.
- B. During an allowable absence under this Policy and FMLA, an employee's obligation to pay group health insurance premiums continues. Notice of this obligation will be given at the time that the absence is designated as coming under this Policy.
 - 1. If paid leave is applied to an allowable absence, employee premium obligations shall be deducted from payroll in the usual manner.

POLICY

Draft 04/10/2015
6300 Renumber 6018

PERSONNEL

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

2. If the allowable absence is unpaid, the employee is required to make payment to the District at the time that a payroll deduction would otherwise have been processed by the District.
 - a. If the employee's payment is more than 30 days late, the Superintendent shall decide whether the District will exercise its right under FMLA to discontinue the employee's coverage.
 - b. If an employee fails to make a payment, the Superintendent shall decide whether the District will exercise its right under FMLA to recover the amount from the employee.

IX. Required Certifications

- A. An employee's request that an absence for medical reasons be treated as an allowable absence under this Policy shall be supported by a medical certification sufficient to allow the District to determine that the absence is related to a serious health condition of the employee, a family member, or a qualifying member of the armed services. Unless an alternate form is promulgated by the Superintendent, the certification shall be on the form included in the FMLA regulations of the U.S. Department of Labor.
 1. If the District finds a submitted certification to not be complete and sufficient, it will notify the employee in writing what additional information is required and provide at least seven (7) calendar days for the employee to provide additional information.
 2. The District may invite the employee to authorize direct communication with the employee's health care provider, but may not require such authorization as a precondition of determining whether the absence qualifies as FMLA leave.
 3. Recertifications will be requested as permitted by FMLA and applicable regulations.
- B. The first time an employee requests that an absence be classified as allowable because of a qualifying exigency arising out of active duty (or call to active duty) of a covered military member, the employee shall provide a copy of the covered military member's active duty orders or other documentation issued by the military sufficient to allow the District to determine that the absence qualifies for treatment under this Policy.

POLICY

PERSONNEL

Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

- C. At the discretion of the Superintendent, the District shall require an employee absent pursuant to this Policy and FMLA to periodically report on the employee's status and intent to return to work.
- D. An employee whose allowable absence was related to the employee's own serious health condition shall be required to submit a fitness-for-duty certification, addressing only the conditions described in previously submitted medical certifications, before returning to work.

X. Superintendent Responsibility

The Superintendent shall insure that required notices are properly posted in District buildings, that required information is distributed to staff members, and that supervisory personnel are familiar with the District's obligations under FMLA and the internal procedures for meeting those obligations.

Madison Central School District
Adopted: 1995
Readopted: 03/18/99
Revised: 04/26/11, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 04/10/2015

PERSONNEL

6300.1 Renumber 6018.1

REQUEST FOR FAMILY/MEDICAL LEAVE

Employee Name: _____ Date of Request: _____

Department: _____ Position Title: _____

Hire Date: _____

I request a Family/Medical Leave for the following reason (check one):

- _____ 1. The employee's own serious health condition that renders the employee unable to work at all, or unable to perform at least one of the essential functions of the employee's job;
- _____ 2. To care for a son, daughter, spouse, or parent with a serious health condition;
- _____ 3. To adopt a child, or to receive a child into foster care;
- _____ 4. To care for the employee's newborn child;
- _____ 5. To care for a son, daughter, spouse, parent, or next of kin who is a member of the armed services and who has a serious injury or illness incurred in the line of duty; or,
- _____ 6. To respond to certain qualifying exigencies when a family member is on active duty or is called to active duty with the armed services.

Method of Leave Requested

- _____ 1. Consecutive Leave
- _____ 2. Intermittent or Reduced Leave Schedule (Specify Schedule Below)

Date leave is to begin: _____ Expected duration of leave: _____

Madison Central School District
Superintendent Approved: 03/18/99, 04/26/11, _____

Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)

U.S. Department of Labor Wage and Hour Division



OMB Control Number: 1235-0003 Expires: 2/28/2015

In general, to be eligible an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

[Part A - NOTICE OF ELIGIBILITY]

TO: Employee

FROM: Employer Representative

DATE:

On , you informed us that you needed leave beginning on for:

- The birth of a child, or placement of a child with you for adoption or foster care;
Your own serious health condition;
Because you are needed to care for your spouse; child; parent due to his/her serious health condition.
Because of a qualifying exigency arising out of the fact that your spouse; son or daughter; parent is on covered active duty or call to covered active duty status with the Armed Forces.
Because you are the spouse; son or daughter; parent; next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

- Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)
Are not eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):
You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately months towards this requirement.
You have not met the FMLA's hours of service requirement.
You do not work and/or report to a site with 50 or more employees within 75-miles.

If you have any questions, contact or view the FMLA poster located in

[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by . (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

- Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request is/ is not enclosed.
Sufficient documentation to establish the required relationship between you and your family member.
Other information needed (such as documentation for military family leave):

No additional information requested

CONTINUED ON NEXT PAGE

Form WH-381 Revised February 2013

If your leave does qualify as FMLA leave you will have the following responsibilities while on FMLA leave (only checked blanks apply):

- ___ Contact _____ at _____ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.
- ___ You will be required to use your available paid _____ sick, _____ vacation, and/or _____ other leave during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.
- ___ Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We ___ have/ ___ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.
- ___ While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every _____. (Indicate interval of periodic reports, as appropriate for the particular leave situation).

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.

If your leave does qualify as FMLA leave you will have the following rights while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as:
 - ___ the calendar year (January – December).
 - ___ a fixed leave year based on _____.
 - ___ the 12-month period measured forward from the date of your first FMLA leave usage.
 - ___ a "rolling" 12-month period measured backward from the date of any FMLA leave usage.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on _____.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have ___ sick, ___ vacation, and/or ___ other leave run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.

___ For a copy of conditions applicable to sick/vacation/other leave usage please refer to _____ available at: _____.

___ Applicable conditions for use of paid leave: _____

Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact:

_____ at _____.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor Wage and Hour Division



OMB Control Number: 1235-0003 Expires: 2/28/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: () Fax: ()

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
___ No ___ Yes. If so, dates of admission:

Date(s) you treated the patient for condition:

Will the patient need to have treatment visits at least twice per year due to the condition? ___ No ___ Yes.

Was medication, other than over-the-counter medication, prescribed? ___ No ___ Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
___ No ___ Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? ___ No ___ Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: ___ No ___ Yes.

If so, identify the job functions the employee is unable to perform:

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? No Yes.

If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? No Yes.

If so, are the treatments or the reduced number of hours of work medically necessary?
 No Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? No Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups?
 No Yes. If so, explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency : _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

Certification of Qualifying Exigency For Military Family Leave (Family and Medical Leave Act)

U.S. Department of Labor Wage and Hour Division



OMB Control Number: 1235-0003 Expires: 2/28/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. Please complete Section I before giving this form to your employee. Your response is voluntary, and while you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.309.

Employer name: _____

Contact Information: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II fully and completely. The FMLA permits an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency. Be as specific as you can; terms such as "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Your response is required to obtain a benefit. 29 C.F.R. § 825.310. While you are not required to provide this information, failure to do so may result in a denial of your request for FMLA leave. Your employer must give you at least 15 calendar days to return this form to your employer.

Your Name: _____
First Middle Last

Name of covered military member on active duty or call to active duty status in support of a contingency operation:

First Middle Last

Relationship of covered military member to you: _____

Period of covered military member's active duty: _____

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a covered military member's active duty or call to active duty status in support of a contingency operation. Please check one of the following:

- Three checkboxes with corresponding text: 1. A copy of the covered military member's active duty orders is attached. 2. Other documentation from the military certifying that the covered military member is on active duty (or has been notified of an impending call to active duty) in support of a contingency operation is attached. 3. I have previously provided my employer with sufficient written documentation confirming the covered military member's active duty or call to active duty status in support of a contingency operation.

PART A: QUALIFYING REASON FOR LEAVE

- 1. Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

- 2. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming an appointment with a counselor or school official, or a copy of a bill for services for the handling of legal or financial affairs. Available written documentation supporting this request for leave is attached. Yes No None Available

PART B: AMOUNT OF LEAVE NEEDED

- 1. Approximate date exigency commenced: _____

Probable duration of exigency: _____

- 2. Will you need to be absent from work for a single continuous period of time due to the qualifying exigency? No Yes.

If so, estimate the beginning and ending dates for the period of absence:

- 3. Will you need to be absent from work periodically to address this qualifying exigency? No Yes.

Estimate schedule of leave, including the dates of any scheduled meetings or appointments: _____

Estimate the frequency and duration of each appointment, meeting, or leave event, including any travel time (i.e., 1 deployment-related meeting every month lasting 4 hours):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours _____ day(s) per event.

PART C:

If leave is requested to meet with a third party (such as to arrange for childcare, to attend counseling, to attend meetings with school or childcare providers, to make financial or legal arrangements, to act as the covered military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations), a complete and sufficient certification includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (*i.e.*, either the telephone or fax number or email address of the individual or entity). This information may be used by your employer to verify that the information contained on this form is accurate.

Name of Individual: _____ Title: _____

Organization: _____

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Describe nature of meeting: _____

PART D:

I certify that the information I provided above is true and correct.

Signature of Employee

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYER.**

PERSONNEL

LEAVE FOR CANCER SCREENING

I. Statement of Policy

Each employee of the District shall have, upon request, an unpaid leave of absence for a sufficient period of time, not to exceed four (4) hours on an annual basis, to undergo screening for breast cancer.

Each employee of the District shall have, upon request, an unpaid leave of absence for a sufficient period of time, not to exceed four (4) hours on an annual basis, to undergo screening for prostate cancer.

Leave taken pursuant to this policy shall be excused leave, and shall not be charged against any other leave to which the employee may be entitled, unless the employee elects to use accrued sick leave for this purpose.

II. Responsibility of Superintendent

The Superintendent shall inform all building principals, directors, and other staff members who are responsible for responding to employee leave requests of this policy; and shall institute a system for recording leave taken pursuant to this policy.

Madison Central School District

Adopted: 01/08/08

Revised: _____

Policy

PERSONNEL

Draft 04/10/2015
6302 Revise/Renumber 6019

JURY DUTY

Any Madison Central School District employee called upon by court to serve on jury duty shall be compensated at full pay for time served, subject to the following conditions.

- A. The employee returns to the District all compensation received, if any, except mileage paid by the county, state, federal and/or local government for serving jury duty.
- B. In departments where work schedules may be adjusted, the employee's work schedule may be adjusted.
- C. If the employee's work schedule is adjusted for this period, and he/she completes a normal workweek, provision (A) above shall not prevail.
- D. The employee shall notify his/her supervisor, or appropriate person, promptly of his/her notice to appear for jury duty.

~~An employee called for jury duty shall receive his/her full day's pay from the school district and the expense money paid by the county. Renumeration, if any, received from the county will be turned over to the district.~~

Madison Central School District
Legal Ref: Judiciary Law Section 666-a
Adopted: 1984
Revised: 03/18/99, _____

Policy

Draft 04/10/2015

6303 Revise/Renumber 6017

PERSONNEL

WORKER'S COMPENSATION

- I. Employees injured in the performance of their duties are covered by Workers Compensation. Employees shall report work-related injuries immediately or at least within ten (10) days to their immediate supervisor.

- II. Unless otherwise provided by applicable collective bargaining agreement, an employee receiving ~~Employees on~~ Worker's Compensation leave benefits will draw first on accumulated sick leave, if applicable, and secondly on Worker's Compensation payments. Any reimbursements received by the district from the Worker's Compensation carrier will be used to restore the individual's sick leave credits in proportion to the money received.

Madison Central School District

Legal Ref: Education Law Section 1604, 1709 & 2503

Adopted: 1984

Revised: 03/18/99, _____

PERSONNEL

ATTENDANCE AT CONFERENCES

- I. The Board of Education and the administrative staff recommend and support the attendance of personnel at conferences and institutes, within budgetary constraints, for the purpose of improving instruction and acquiring information and skills related to their responsibilities.
- II.
 - A. Prior approval of the Superintendent is required.
 - B. The rationale for approval is based on appropriateness to district, building, or department goals.
 - C. Those attending conferences and institutes may be required to submit a report immediately following the conference.

Madison Central School District

Adopted: 1984

Revised: 03/18/99, _____

PERSONNEL

FINGERPRINTING AND CRIMINAL HISTORY RECORD CHECKS FOR PROSPECTIVE EMPLOYEES

I. Policy

The Madison Central School District shall require a prospective employee who is not in the State Education Department criminal history file to be fingerprinted for purposes of a criminal history record check for the following employment or situation:

- Student employees not enrolled in grade level of same covered school;
- Clerical staff who have direct contact with students;
- Janitorial staff who have direct contact with students;
- Coaches;
- Substitute Teachers;
- Paid Student Teachers or Student Interns;
- Hall Monitors;
- Cafeteria employees;
- Adult Continuing Education Instructors who have direct contact with students;
- Home and Hospital Instructors;
- Sports Officials;
- Guest lecturers or Performing Artists in the school more than five (5) times;
- Bus Aides (unless they have been cleared pursuant to Section 1229-d of the Vehicle and Traffic Law);
- Secretaries at bus garage who occasionally fill in as a bus aides;
- Bus Drivers who also serve another role in covered school and have direct contact with students;
- Individuals who have been fingerprinted for another purpose (i.e., teachers from another state, former police officers);
- Workers placed in the covered school under a public assistance employment program;
- Employees of contract service providers who are placed within the school; and
- Employees of Supplemental Education Services Providers.

III. Required Fees

- A. A prospective school employee shall be required to pay the fee for the criminal history record search, unless:
1. The fee is associated with the employee's participation in an authorized public assistance employment program;
 2. The employee is receiving certain employment services through the Federal Temporary Assistance for Needed Families Block Grant; or

POLICY

PERSONNEL

Draft 04/10/2015
6400 Replaces 6060, 6060.1

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

3. The prospective employee submits a request to the Board of Education for financial hardship and it is approved.

IV. Request for Clearance when Fingerprints are on File

A. In situations where a prospective employee or applicant for certification has been previously fingerprinted and entered into the State Education Department's (SED) criminal history file, such employee must notify the District that he/she has been fingerprinted and a file exists at SED.

B. A fee will not be charged by SED for the criminal background check in this situation.

V. Notification of Employment/Separation from Employment

When a prospective employee who was fingerprinted and cleared for employment is initially employed or leaves employment, the District is required to notify SED.

VI. Emergency Conditional Employment and Conditional Clearances

A. Upon the recommendation of the Superintendent, and consistent with applicable law and Commissioner's Regulations, the Board of Education may make "conditional appointments" or "emergency conditional appointments" of prospective employees.

B. Prior to the commencement of the conditional or emergency conditional employment, the prospective employee must sign a statement indicating whether to the best of his/her knowledge he/she has a pending criminal charge or conviction in any jurisdiction outside of the State (for conditional appointments) or in any jurisdiction (for emergency conditional appointments). (Regulation 6400.1).

C. Emergency Conditional Employment:

An emergency conditional appointment may be made when an unforeseen emergency vacancy has occurred. An emergency conditional appointment may commence prior to notification from the commissioner of conditional clearance, but shall terminate twenty (20) business days from the date such appointment commences or when the prospective employer is notified by the commissioner regarding conditional clearance, whichever occurs earlier. If a conditional clearance is granted, the appointment shall continue as a conditional appointment. An unforeseen emergency vacancy shall be defined as:

- a vacancy that occurred less than ten (10) business days before the start of school or during any school session, including summer school, without sufficient notice to allow for clearance or conditional clearance; and
- no other qualified person is available to fill the vacancy temporarily; and

POLICY

PERSONNEL

Draft 04/10/2015
6400 Replaces 6060, 6060.1

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

- to maintain services which the District is legally required to provide or services necessary to protect the health, education or safety of students or staff.

D. Conditional Employment

A request for conditional clearance shall be forwarded to the commissioner along with the prospective employee's fingerprints. Such appointment shall not commence until notification by the commissioner that the prospective employee has been conditionally cleared for employment. Conditional employment shall terminate forty-five (45) days from the date such appointment commences or when the prospective employer is notified by the commissioner regarding conditional clearance, whichever occurs earlier. Upon good cause shown, SED may extend or renew a conditional clearance.

E. Safety of Students who have Contact with Conditionally Employed Employees

1. The District affirms its commitment to the safety of students who have contact with an employee holding a conditional or emergency conditional appointment.
2. Supervisors of any employee holding a conditional or emergency conditional appointment shall be informed of the basis of such appointment and be directed to supervise such employee closely. If feasible, supervisors shall be asked to assign conditionally employed individuals in a manner where they do not work alone with children.

Madison Central School District

Legal Ref: Chapter 179 of the Laws of 2009, 8 NYCRR 80-1.1 and 87; Correction Law Sections 752 and 753; and Executive Law Section 296(16).

Adopted: 09/05/01

Revised: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 04/10/2015

PERSONNEL

6400.1 Renumber 6060.4

STATEMENT FOR EMERGENCY CONDITIONAL OR CONDITIONAL APPOINTMENT

I, _____ (applicant's name), have been advised and understand that New York State law requires, as part of the clearance process for this position, that I be fingerprinted for the purposes of a criminal history records search. Pending such clearance I make the following representations:

If a conditional appointment.

I, _____ (applicant's name), certify that, to the best of my knowledge, I

do

do not

have a pending criminal charge or criminal conviction in any jurisdiction outside of New York State.

If an emergency conditional appointment.

I, _____ (applicant's name), certify that, to the best of my knowledge, I

do

do not

have a pending criminal charge or criminal conviction in New York State or any jurisdiction outside of New York State.

If my answer above is affirmative, I provide the following information listing such charge or conviction, including the nature of the offense, the date of the charge/ conviction and the jurisdiction.

I hereby certify that my statement is, to the best of my knowledge and belief, true and correct and that any omission and/or misrepresentation of any material fact may be cause for the District to refuse to hire me or revoke an offer of conditional employment, or to terminate my employment if employed.

Date: _____

Name: _____

Madison Central School District

Adopted: ~~09/05/01~~

Approved by the Superintendent: _____

QUALIFICATIONS OF BUS DRIVERS

- I. The Superintendent must approve the employment of each bus driver. The qualifications of school bus drivers are determined by the Regulations of the Commissioner of Education and the Commissioner of Motor Vehicles.
- II. For an individual to be qualified as a school bus driver, he/she must:
 1. be at least twenty-one (21) years old;
 2. have a currently valid driver's license or permit which is valid for the operation of a bus in New York State;
 3. pass physical examination established by the Commissioners of Education and Motor Vehicles;
 4. not be disqualified to drive a motor vehicle under section 509-c or any other provision of Article 19-A of the Vehicle and Traffic Law;
 5. furnish to the Superintendent at least three statements from three different persons not related to the applicant assessing the moral character and reliability of the applicant;
 6. Has taken and passed the physical performance test at least once every two (2) years and following an absence from service for 60 or more consecutive from their work duties; and
 7. meet all other laws and regulations for driving a school bus.
- ~~B. All school bus drivers employed by the school district or BOCES must take and pass a driver physical performance test every two years according to regulations of the commissioner of education.~~
 2. ~~Bus drivers hired prior to September 1, 1997 have until July 1, 2000 to take and pass the physical performance test. Bus drivers hired after September 1, 1997 must take and pass the physical performance test before they may transport students. Any driver who is absent from work for 60 or more consecutive days must take the test prior to returning to work.~~
- III. Requirements for New Bus Drivers
 - A. ~~School districts will~~ The District shall conduct an investigation of a person's driving record; ~~before employing him/her as a school bus driver.~~
 - B. ~~By law, all~~ The school bus drivers must be fingerprinted so the district may obtain any criminal record from state and federal authorities.

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QUALIFICATIONS OF BUS DRIVERS

- E. ~~Under federal law,~~ School bus drivers required to have a CDL is subject to drug and alcohol testing.

IV. Occasional Drivers

Certified teachers who serve as “occasional drivers” and who are not primarily employed on either a full-time or part-time basis as a regular or substitute bus driver are not required to fulfill the training and testing requirements for regular school bus drivers. ~~covered by the testing requirements.~~

Madison Central School District

Legal Ref: NYS Education Law Section 3624; Article 19-A of the Vehicle and Traffic Law;
15 NYCRR Part 6; 8 NYCRR 156.3

Cross Ref: Policy 5402, Alcohol and Drug Testing of Bus Drivers

Adopted: 1987

Revised: 02/25/99, _____

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

I. Purpose

To establish a District-based alcohol and drug testing program to help prevent accidents and injuries resulting from the misuse of alcohol and drugs by covered drivers of commercial motor vehicles in compliance with the Department of Transportation regulations and pursuant to the Omnibus Transportation Employee Testing Act of 1991 (the Act) and 49 CFR Part 40.

II Applicability

This policy applies to all District employees or applicants who have been extended a conditional offer of employment who operate commercial motor vehicles and are subject to the commercial drivers license (CDL) requirements established by the DOT.

III. Objectives

To establish rules and procedures to deter all illegal drug use, and deter on-duty, pre-duty and post-accident alcohol use, as well as on-duty alcohol impairment stemming from pre-duty use, for all covered drivers who perform safety sensitive functions;

To detect and eliminate the possibility that District covered drivers will perform safety-sensitive functions after testing positive for alcohol or drugs;

To comply with applicable federal and state laws, including the Omnibus Transportation Employee Testing Act of 1991;

To provide reasonable measures for the early detection of personnel not fit to perform activities within the scope of this policy;

To maintain a workplace free of drugs and alcohol; and

To inform employees through education, in service training and other appropriate forums, about illegal drugs, and alcohol abuse, their use, possession, distribution, and the effects of such substances;

IV. Testing

There are several occasions when an individual will be subject to drug and alcohol tests pursuant to this policy. Prior to the administration of the following tests, the District or its testing agent will notify the covered driver that the test is required under the Code of Federal Regulations.

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DRUG AND ALCOHOL TESTING (TRANSPORTATION)

The testing occasions shall include:

1. **Pre-duty testing**

- a. Pre-duty testing is testing for drugs that the District will administer after a conditional offer of employment has been extended and prior to any covered driver's performance of a safety-sensitive function. The District will not allow any covered driver to commence the performance of any safety-sensitive function unless the drug testing reveals a verified negative test result.
- b. The District may, in its sole discretion, forego pre-duty testing where the exceptions promulgated by the regulations relating to drug and alcohol testing of covered drivers by their previous employers, are satisfied.

2. **Reasonable Suspicion testing**

- a. Reasonable suspicion testing is alcohol and drug testing that the District will conduct when it has reasonable suspicion to believe that a covered driver has engaged in conduct prohibited by this policy. Reasonable suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of a covered driver by the Director of Special Education, Occupational Education, Assistant Directors of such programs or any other supervisor as determined by the District who is specially trained to recognize alcohol misuse or drug use. The observations may include indications of the chronic and withdrawal effects of controlled substances.
- b. A written record shall be made of observations leading to reasonable suspicion, signed by the supervisor or person who made the observations, within twenty-four (24) hours of the observed behavior or before the results of drugs test are released, whichever is earlier.
- c. The District shall not administer a reasonable suspicion alcohol test more than eight (8) hours following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated. Covered drivers are subject to reasonable suspicion alcohol testing as follows: Immediately prior to performing safety sensitive functions, while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Reasonable suspicion drug testing may be conducted at any time the covered driver is on duty for the district.

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3. **Random testing**

- a. Random testing is unannounced testing for alcohol and drugs administered in a statistically random manner throughout the year to covered drivers employed by the District in ratios as required by the DOT regulations, so that all covered drivers have an equal probability of selection each time a random test is administered.
- b. Covered drivers are subject to random alcohol testing as follows: immediately prior to performing safety sensitive functions, or while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Random drug testing may be conducted at any time the covered driver is on duty for the district.

4. **Post Accident testing**

- a. A post-accident test is a test for alcohol and drugs administered following an accident involving a commercial motor vehicle to each surviving covered driver:
 - 1. who was performing safety sensitive functions with respect to the vehicle, if the accident involved the loss of human life; OR
 - 2. who receives a citation under state or local law for a moving violation arising from the accident; AND
 - i. if the accident resulted in one or more motor vehicles incurring substantial structural damages as a result of the accident; OR
 - ii. if the accident resulted in bodily injury to a person who as a result of the injury immediately receives medical treatment away from the scene of the accident.
- b. The District will not administer a post-accident alcohol test more than eight hours following the accident and will not administer a post-accident drug test more than 32 hours following the accident. A covered driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. This shall not be construed to require the delay of necessary medical attention for injured individuals following an accident or to prohibit a covered driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to

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obtain necessary emergency medical care.

- c. The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of the policy concerning post-accident testing, provided such tests conform to applicable federal, state, or local requirements and that the results of the test are obtained by the District. If such a test results in an alcohol concentration below 0.02, a 24 hour out-of-service order may be issued by the law enforcement official.

5. **Return to duty testing**

Return to duty testing is alcohol and/or drug testing conducted after a covered driver has engaged in prohibited conduct under this policy prior to the employee's return to the performance of a safety-sensitive function. The alcohol test result must indicate an alcohol concentration of less than .02 and/or a drug test must indicate a verified negative result for illegal drugs.

6. **Follow-up testing**

Follow-up tests are given following a determination by the Substance Abuse Professional (SAP) that a driver is in need of assistance in resolving problems associated with misuses of alcohol and/or drugs. This is an unannounced test, given at least six (6) times within twelve (12) months with the actual frequency and number of tests determined by the substance abuse professional (SAP), but in no event may the follow up testing continue for a period beyond 60 months from the covered driver's return to duty. The substance abuse professional may terminate the requirement of follow-up testing at any time after the first six (6) tests have been administered if he or she determines that follow-up testing is no longer necessary.

Covered drivers are subject to follow-up alcohol testing as follows: immediately prior to performing safety sensitive functions, or while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Follow-up drug testing may be conducted at any time the covered driver is on duty for the district.

V. Testing Procedures

The District shall retain an approved company to perform collection and testing, to ensure chain of custody requirements, and to ensure the correct employee is tested and matched with the correct test results. Such company will be required to follow the federal

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regulations to ensure compliance with the blind sample, calibration of the EBT, laboratory certification and proper training of the Breath Alcohol Technician (BAT). Testing for alcohol and/or controlled substances will be taken on-site or at the laboratory, in a secure location that affords visual and aural privacy and with the proper safeguards to ensure the integrity of the specimens collected. The Drug and Alcohol Coordinator (see appendix) can be contacted to request the name of the company hired to perform the drug and alcohol testing services.

If the test comes back positive dilute, that shall be considered a positive verified test and the covered driver shall not be allowed to take another test.

If the test comes back negative dilute for then the covered driver shall be required to take another test. If re-tested, there will be a fee for the second test. Employees to be re-tested must be given the minimum possible advance notice that he or she must go to the collection site. The result of the second test becomes the test of record. If an employee is directed to take another test, and the employee declines to do so, the employee has refused the test for the purpose of this policy and the federal drug and alcohol testing regulations. If the test comes back canceled, neither positive nor negative for drugs or alcohol, the employee shall not be allowed to perform safety sensitive functions if a negative result is required by the regulations. District shall order a recollection in the case of a canceled test for the purpose of re-testing in the case of pre-employment, return to duty or follow up testing.

1. **Alcohol**

Alcohol testing will be administered by a trained and qualified BAT. The evidential breath testing device (EBT) used for testing shall meet the standards promulgated by the DOT and have a quality assurance plan developed by the manufacturer to insure proper calibration.

If the initial test reveals an alcohol concentration of .02 or greater, a confirmatory test must be performed. The confirmatory test result is the final test result for the purposes of this policy.

2. **Drugs**

A Department of Health and Human Services certified laboratory will perform drug testing on urine samples provided by covered drivers. The drugs for which tests will be conducted are: Marijuana (THC), Cocaine, Phencyclidine (PCP), Opiates, and Amphetamines. The cutoff levels for these drugs will be those set forth in the DOT regulation.

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3. **Uncompleted testing**

If a screening or confirmation test cannot be completed, or if an event occurs that would invalidate the test, the BAT, shall, if practicable begin a new screening or confirmation test, as applicable, e.g., using a new breath alcohol testing form with a new sequential test number.

VI. Requirements Prior to Commencing Safety Sensitive Position

1. **Pre-duty request for prior employment drug and alcohol testing**

In the case of all new safety sensitive employees, the District shall request the following written information, after obtaining the prospective employee's written consent, from DOT regulated employers who have employed the employee at any time during the two years prior to the date of the employee's application or transfer:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration
- b. Verified positive drug test
- c. Refusal to be tested
- d. Other violations of DOT agency drug and alcohol testing; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return to duty requirements.

The above listed information should be obtained and reviewed before the prospective employee commences performing any safety sensitive functions. However, the District has a 30 day grace period from the day the employee starts to perform safety sensitive functions in which to obtain or make and document a good faith effort to obtain this information. The District must not allow any employee to continue performing safety sensitive functions after 30 days if District has not obtained or made and documented a good faith effort to obtain this information.

The District must ask the prospective employee whether he/she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for but did not obtain safety sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years.

If the prospective employee admits that he/she has tested positive or a refusal to test then the District may choose not to hire the prospective employee. However,

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if the District does choose to hire a prospective employee that has admitted that he/she has tested positive or refused to test, the District must not use the employee to perform safety sensitive functions, until and unless the employee documents successful completion of return to duty process.

VII. Prohibited Conduct

1. No covered driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater.
2. A covered driver shall not be on duty or operate a commercial motor vehicle while the covered driver possesses alcohol.
3. A covered driver shall not use alcohol while performing safety sensitive functions.
4. No covered driver shall perform safety-sensitive functions within six (6) hours after using alcohol.
5. A covered driver required to take a post accident alcohol test shall not use alcohol for eight (8) hours following the accident, or until he/she undergoes a post accident alcohol test, whichever is first.
6. A covered driver shall not report for duty or remain on duty requiring the performance of safety sensitive functions when the driver is using drugs, except when the use is pursuant to the instructions of a physician who has advised the driver that the drug does not affect the driver's ability to safely operate a commercial motor vehicle.
7. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.
8. Independent of the requirements of the Act and the regulations promulgated thereunder, the covered driver must provide written notice from the physician to the Drug and Alcohol Coordinator that he or she is using controlled substances pursuant to the instructions of the physician and that he or she advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
9. A covered driver shall not refuse to submit to an alcohol or drug test required under this policy.
10. An applicant for employment, who has been given a conditional offer of employment may not refuse to sign a release authorizing the District to request from all former employer's, where the employee was a covered driver, his or her drug and alcohol testing records.

VIII. Consequences for covered drivers

Pursuant to the Act and the regulations:

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1. A covered driver who has an alcohol concentration of at least 0.02 shall be removed immediately from his/her performing safety sensitive position for at least 24 hours and shall not return until he/she is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
2. A covered driver who has an alcohol concentration of at least 0.04 shall be removed immediately from his/her safety sensitive position and may not return until he or she is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
3. A covered driver who has a verified positive result on a drug test shall be prohibited from performing safety sensitive functions until the employee is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
4. A covered driver who refuses to submit to a test shall be prohibited from performing safety sensitive functions until the employee is evaluated by substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
5. A covered driver may not perform safety-sensitive functions, if there exists a reasonable suspicion that the driver is under the influence of, or impaired by, alcohol as shown by the behavioral, speech, and performance indicators of alcohol misuse, until an alcohol test is administered and the driver's alcohol concentration measures less than .02 or 24 hours have elapsed following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated.
6. A covered driver may not perform safety-sensitive functions even if his or her alcohol concentration is less than 0.02, or the alcohol concentration is unknown, if the employer detects the presence of alcohol in the driver by other means.

Independent of the requirements of the Act and the regulations promulgated thereunder, a covered driver may not perform safety-sensitive functions, if there exists a reasonable suspicion that the driver is under the influence of, or impaired by, drugs as shown by the behavioral, speech, and performance indicators of drug abuse, until a drug test is administered and there is a verified negative result.

Independent of the requirements of the Act and the regulations promulgated thereunder, covered drivers who have been found to have violated the prohibited conduct under this policy will be immediately suspended from their safety-sensitive function without pay pending a complete review of the test results and what led to the test results, if appropriate. After review, if the covered driver was found to have an alcohol concentration of 0.04 or greater, a positive drug test, or refused to submit to a test, the employee shall be terminated. If the covered driver was found to have an alcohol concentration between 0.02 and 0.04, he or she shall be required to be evaluated by a substance abuse professional, complete any other steps required by the SAP and take a

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return to duty test before returning to work.

A covered driver who is an applicant for employment who has been extended a conditional offer of employment shall have such conditional offer revoked if:

1. He/she undergoes a drug test which reveals a verified positive test result, or
2. He/she admits, during the pre-duty request for prior employment drug and alcohol testing, they had a positive test or refused to test on any pre-employment drug or alcohol testing administered by the employer to which the employee applied for, but did not obtain safety sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years and the Board chooses not to hire the prospective employee, or
3. He/she previously failed to successfully complete a rehabilitation program (return to duty process) established by a substance abuse professional resulting from a violation of that employer's policy or the Act, or
4. He/she fails to provide a release for the District to request from former employer's where the individual was a covered driver.
5. The above actions shall be taken in accordance with the provisions of the employee's collective bargaining agreement, §75 of the Civil Service Law and/or §3020-a of Education Law, whichever is applicable.

IX. Referral, evaluation, and treatment

The requirements of this section do not apply to applicants who refuse to submit to a pre-duty drug test or who have a pre-duty drug test with a verified positive test result.

1. The District shall make available to a covered driver who has violated this policy, information regarding the resources available for evaluating and resolving problems associated with the misuse of alcohol and use of drugs, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. The District shall ensure that the listed substance abuse professionals do not refer the covered driver to the substance abuse professional's private practice, or to a person or organization from which the substance abuse professional receives remuneration, or in which the substance abuse professional has a financial interest.
2. The District requires that each covered driver who engages in conduct prohibited by this policy shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and drug use. The substance abuse professional

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shall also determine if follow up testing is necessary and if so, the number and frequency of such testing. The costs associated with this evaluation shall be the responsibility of the covered driver.

3. Before a covered driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy, the covered driver shall undergo a return to duty test.
4. The substance abuse professional will determine if the covered driver has properly followed any rehabilitation program prescribed following the evaluation.

X. Employee Notification

The District shall provide a copy of this policy to each covered driver and to his/her collective bargaining agent. Each covered driver is required to sign a statement certifying that (s)he has received this information. The District shall maintain the original signed certification for the duration of the employee's employment or two (2) years, whichever is longer. The District will provide a copy of the certification to the covered driver upon request.

XI. Savings Clause

If any provision of this policy is, or shall at any time be contrary to the law, then such policy provision shall be considered modified or deleted so as to comply with the superseding legal requirements, without any effect on the remaining policy provisions.

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Appendix A
Drug and Alcohol Testing Definitions

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular Weight alcohol's, including methyl and isopropyl alcohol.

Alcohol use: The consumption of any beverage, mixture, or preparation, including any Medication containing alcohol.

Breath Alcohol Technician (BAT): An individual who operates an evidential breath testing device and instructs and assists individuals in the alcohol testing process.

BAC or Alcohol Concentration: Breath Alcohol Concentration (BAC), or alcohol concentration, is the amount of alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

Commercial Motor Vehicle: A motor vehicle or a combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. has a gross vehicle weight rating of 26,001 or more pounds; or
3. is designed to transport 16 or more passengers, including the driver; or
4. is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Material Regulations.

Confirmation test: In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of a screening test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine. In alcohol testing, a second test following a screening test with a result of .02 or greater, that provides quantitative data of alcohol concentration.

Covered driver: District employees who operate commercial motor vehicles and applicants for employment with the district who are applying for positions as drivers of commercial motor vehicles (for the purposes of pre-duty testing only).

Drug and Alcohol Coordinator: The Drug and Alcohol Coordinator shall be the Jefferson - Lewis DISTRICT Health and Safety Coordinator who is located at 20104 NYS Rt. 3, Watertown, NEW YORK 13601, and may be reached at 779-7000.

Evidential breath testing device (EBT): A device approved by the National Highway Traffic

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Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's Conforming Product's List of Evidential Breath Measurement Devices."(CPL)

Medical Review Officer (MRO): A licensed physician responsible for receiving laboratory results generated by the District's drug test program, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with his or her medical history and any other relevant biomedical information.

Refuse to submit (to an alcohol or drug test): Means that a covered driver refused to take a drug test if they:

1. fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer,
2. fail to remain at the testing site until the testing process is complete, provided that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test,
3. fail to provide a urine specimen for any drug test required by this policy or DOT agency regulations,
4. in the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen,
5. fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure,
6. fail or decline to take a second test the employer or collector has directed the individual to take,
7. fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process,
8. fail to cooperate with any part of the testing process, or
9. if the MRO reports that you have a verified adulterated or substituted test result or you refuse to take a drug test.

Screening test: In alcohol testing, means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In drug testing, an immunoassay procedure to eliminate "negative" urine specimens from further consideration.

Safety sensitive function: Any of those on-duty functions (promulgated at 49 CFR §395.2 On-Duty time) as listed below:

1. All time at a carrier or shipper plant, terminal, facility, or other property, waiting to be dispatched, unless the driver had been relieved from duty by the District.
2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSR'S), or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial motor vehicle in operation.

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DRUG AND ALCOHOL TESTING (TRANSPORTATION)

4. All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth.)
5. All time spent loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. All time spent performing the driver's requirements associated with an accident promulgated at 49 CFR §§392.40 and 392.41.
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Substance Abuse Professional: A substance abuse professional means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drugs-related disorders.

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Madison Central School District

Legal Ref: U.S. Constitution, 4th Amendment
 Omnibus Transportation Employee Testing Act of 1991, 49 USC §§31136; 31306
 Americans with Disabilities Act, 42 USC §§12111-12117
 49 CFR Parts 40, 172, 382, 391, 392 and 395.20 and ~~521(b)~~
 New York Vehicle and Traffic Law, §§509-l; 1192; 1193
 New York Labor Law, §201-d

Adopted: 03/18/99
 Revised: 06/10/04, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 04/10/2015

PERSONNEL

6402.1 Renumber 6052.2

PRE-DUTY ACKNOWLEDGEMENT AUTHORIZATION AND CONSENT FORM FOR DRUG AND ALCOHOL TESTING

I, _____, acknowledge receiving this day, a conditional offer of employment with the District, written notice regarding the existence of the District's Drug and Alcohol Testing Program and a copy of the District policy and regulations by which it will be administered.

I further understand and agree to submit to urinalysis, (hereinafter referred to as "drug testing") for the detection of prohibited drugs, and evidential breath testing (hereinafter referred to as "alcohol testing"). I understand that I can be tested for both drugs and/or alcohol pursuant to the District's policy for pre-duty, and if successful and offered a position, for random, reasonable suspicion, post-accident, return to duty, and follow-up testing as the circumstances require. I further understand that the conditional offer of employment that has been extended to me is contingent on my testing negative for both alcohol and drugs.

If the results of pre-duty alcohol tests indicate that my alcohol concentration registers above .02, it will result in the revocation of the conditional offer of employment. Furthermore, if the results of my pre-duty drug test indicate the presence of marijuana, cocaine, amphetamines, phencyclidine or opiates, alone or in any combination, that have not been prescribed for me by my doctor with his written assurance that the identified drug(s) will not effect the safe performance of my job, will result in the revocation of the conditional offer of employment.

I understand, further, that refusal to submit to pre-duty testing will result in the revocation of the conditional offer of employment. I also understand that my refusal to submit to testing at any later date as an employee of the district, when requested to do so as required by the District's policy, will result in discipline up to and including discharge.

Also, by signing this document, I release to the District and the District Drug & Alcohol Coordinator all results regarding drug and alcohol testing or refusal to submit to drug and alcohol testing from both past and present employers' drug and alcohol testing programs.

More specifically, I, in consideration of the agreements contained herein accept full and complete responsibility and liability for my conduct, my compliance with procedures and results of any and all tests results conducted upon the request of the District, its officers, employees or agents. I release and discharge the District, the District Superintendent, the District officers, employees and agents as releasors, releasors heirs, executors, administrators, successors and assign and indemnify from all actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialities, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgements, extents, executions, claims and demands whatsoever, in law, admiralty or equity, which against the releasors, I the prospective employee, my heirs, executors, administrators, successors and assigns ever had, now have or hereafter can, shall or may, have

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 04/10/2015

PERSONNEL

6402.1 Renumber 6052.2

PRE-DUTY ACKNOWLEDGEMENT AUTHORIZATION AND CONSENT FORM FOR DRUG AND ALCOHOL TESTING

for, upon, or by reason of any matter cause or thing whatsoever leading to or conduct pursuant to this agreement.

My signature below indicates my understanding of this Policy and what is expected of me, my consent to be tested and my authorization to release to collection site personnel, medical review officer, and the designated employer representative the information necessary to comply with this policy.

Date:

Signature:

Date:

Signature:

Approved by the Superintendent: _____

Policy

Draft 04/10/2015
6500 Renumber 6024

PERSONNEL

EMPLOYEE PROTECTION

- I. The district will provide legal defense for employees being sued for events arising out of the individual's performance of duties, provided the employee was, at the time of the incident, acting in the discharge of his/her duties within the scope of his/her employment.
- II. The district shall not be subject to the duty to defend unless the employee, within ten (10) days of the time he/she is served with notice of the claim, delivers the original copy of the claim to the Clerk of the Board.

Madison Central School District

Legal Ref: Education Law Sections 3023, 3028, & 3811

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

Draft 04/10/2015

6501 Renumber/Revise 6072

PERSONNEL

PERSONNEL NEGOTIATIONS

All collective negotiations with bargaining units representing employees of the Madison Central School District shall be in accordance with the Public Employee's Fair Employment Law (Taylor Law), Article 14 of the Civil Service Law.

Organizations recognized for the purposes of collective bargaining include:

- a) ~~Instructional Staff~~ Madison Central School District Teachers' Association.
- b) ~~Non-Instructional Staff~~ Madison Central School District Non-Instructional Employees' Association

Madison Central School District

Legal Ref: Article 14 Civil Service Law

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

Draft 04/10/2015

6502 Renumber 6070

PERSONNEL

EMPLOYER/EMPLOYEE RELATIONS

- I. The district understands its responsibility to negotiate in good faith regarding salary, wages, hours, and other terms and conditions of employment with organizations duly recognized to represent employees in designated units.
- II. The district accepts the responsibility for administering the negotiated agreements in accordance with the conditions set forth therein.
- III. It is the intention of the district to resolve disputes regarding the interpretation and application of the agreements in an equitable manner within a reasonable time at the lowest administrative level.

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

PERSONNEL

6022

POLITICAL ACTIVITIES

The Board of Education recognizes the right of its employees, as citizens, to engage in political activity, as provided in the Federal Hatch Act Amendment. However, the Board of Education also recognizes that school property and school time, shall not be used for political purposes.

Madison Central School District
Legal Ref: Public Law Number 754
Adopted: 1984
Readopted: 03/18/99

Policy

PERSONNEL

6023

SAFETY OF PERSONNEL

- I. The Board recognizes the right of all staff personnel to work in an environment which is as free as practicable from hazards and risks to their safety.
- II. The Board directs the Superintendent to adopt rules and regulations to comply with this policy.

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Policy

PERSONNEL

6028

SOLICITING

Employees shall not use school time, facilities, equipment, property, or services in connection with any personal activity for financial profit or personal gain beyond their regular employment with the district.

Madison Central School District
Adopted: 1984
Readopted: 03/18/99

Policy

PERSONNEL

6029


THEFT OF SERVICES OR PROPERTY

The theft of services or property from the district by an employee will result in immediate disciplinary action which could include dismissal or grounds for charges of dismissal. Such dismissal shall not preclude the filing of criminal or civil charges by the district.

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

	OSPRA 101 (06/03)	Office of School Personnel Review and Accountability	<i>For Fiscal Use Only Leave Blank</i>
Consent Form For Fingerprinting And Criminal History Records Search of Prospective Employees And Applicants For Certification		NYS Education Department 987 Education Building Annex Albany, NY 12234	
		ph: (518) 473-2998 fax: (518) 473-8812	
		www.highered.nysed.gov/tcert/ospra OSPRA@mail.nysed.gov	
Instructions to Applicant:	<ul style="list-style-type: none"> ▪ Please completely fill out sections 1, 2 and 5 on this form prior to submission. ▪ If you are seeking clearance for employment, have the prospective employer complete sections 3 and 4. ▪ Fill out the top portion of the fingerprint cards completely in accordance with the sample fingerprint card. ▪ Get a bank check, certified check, money order or employer check for \$99 (effective 7/1/03) payable to the New York State Education Department. No personal checks accepted. ▪ Take the completed OSPRA 101, the completed fingerprint cards and the \$99 fee to the fingerprint location to get fingerprinted. Get fingerprinted. Sign the fingerprint card. ▪ Mail the completed OSPRA 101, the completed fingerprint cards and the \$99 fee to OSPRA in the preaddressed stamped envelope. 		
Type or print all information. Inaccurate, incomplete or illegible information will delay processing.			
SECTION 1			
Social Security Number:	Name (Last, First, Middle Initial):		
Mailing Address:			
City:	State:	Zip:	Telephone number & area code:
Date of Birth (00/00/0000):	State or Country of Birth:	Height:	Weight:
			Sex:
			Race:
			Hair:
			Eyes:
SECTION 2			
Please choose (✓) one of the following (or both, if applicable):			
<input type="checkbox"/>	I am or will be applying for Teacher or Administrator Certification	<input type="checkbox"/>	I am applying for Clearance for Employment
SECTION 3			
<i>(This section MUST be completed by the prospective employer if you are seeking clearance for employment)</i>			
<input type="checkbox"/>	School District/ BOCES/Charter School	<i>Charter Schools: Please contact OSPRA if you do not know your BEDS #</i>	<input type="checkbox"/>
			Contract Service Provider
Prospective Employer Name:		First six digits of school BEDS #:	Federal Tax ID number:
Employer Address:		Title of Position of Prospective Employee:	
Fingerprinting Contact Person:	Contact Phone #:	Identify who is paying the \$99 (effective 7/1/03) fingerprinting fee:	
		<input type="checkbox"/>	Prospective Employee
		<input type="checkbox"/>	School/Employer
Signature of Employer Representative or Fingerprinting Contact Person: _____			
SECTION 4			
<i>(This section MUST be completed by the Contract Service Provider "CSP" if the prospective employer is a CSP)</i>			
Name of primary district in which the prospective employee will work; this district will receive the clearance for employment, not the CSP (a 102 must be completed for each additional district):			First six digits of BEDS code of Primary District

SECTION 5

1. I have read "Fingerprinting Information and Instructions" (OSPRA 100) issued by the State Education Department and understand that the Commissioner of Education is required by law and regulation to request a fingerprint-supported criminal history record from the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). The Commissioner is authorized to review such information for the purposes of issuing a clearance for employment or the certificate for which I have applied.
2. I have been informed of the procedures and my right to obtain, review, and challenge the accuracy and completeness, where appropriate, of my criminal history information pursuant to regulations and procedures established by DCJS and the FBI.
3. I understand that I have the right to withdraw my application for employment, without prejudice, any time before employment is offered or declined, regardless of whether a prospective employer or I have reviewed my criminal history information.
4. I understand that I may submit to the Commissioner any information that may be relevant to the consideration of my application including, where applicable, information in regard to good conduct and rehabilitation.
5. I have been advised that the criminal history record forwarded to the Commissioner by DCJS and the FBI shall be confidential pursuant to the applicable federal and state laws, rules and regulations and shall not be published or in any way disclosed to persons other than the Commissioner unless otherwise authorized by law. I understand, however, that certain information regarding subsequent arrest notifications received by the Commissioner shall be forwarded to my employing school district, charter school, or board of cooperative educational services.
6. I understand that the fee for DCJS and the FBI to conduct a fingerprint supported criminal history background check is established at \$99.00. I can apply for a "fee waiver" from my prospective employer if such fee would cause an unreasonable financial hardship. In order for the Commissioner to process my application, my prospective employer or I must enclose the \$99.00 fee by certified check, money order, or school check payable to the New York State Education Department.
7. I have been informed of my right to request that my fingerprints be destroyed when I am no longer employed at a school district, charter school or board of cooperative educational services. I also understand that in the event my employment is terminated and I have not become employed in the same or another school district, charter school or board of cooperative educational services within twelve months of such termination, the Commissioner shall notify DCJS of such termination and the record of my fingerprints for the purpose of employment shall be destroyed.
8. I understand that no clearance for employment will be issued unless my prospective employer has completed Section 3.
9. If I am an applicant for certification, I understand that receipt of my certificate is the only documentation that I will receive indicating that my fingerprints have been cleared, unless I am also seeking clearance for employment and have had my prospective employer complete Section 3.

I have read this consent form and hereby authorize and consent for the Commissioner of Education to use my fingerprints to secure my criminal history record from DCJS and the FBI. I declare and affirm that the fingerprints submitted are my own, and that the information I entered on the fingerprint cards and this consent form is true, complete and accurate. I do authorize NYSED to obtain and review criminal records, including arrests, and dispositions as part of their background investigation of my suitability for employment.

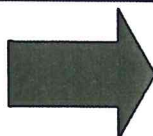
Applicant Signature: _____ Date: _____

SECTION 6

Name and Address of
Agency Where Fingerprint
Services Performed:

SECTION 7

Mail completed packet to:
(consent form, fingerprint cards and a certified check, money order, or school check for \$99 payable to the New York State Education Department)



Fingerprint Processing
NYS Education Department
PO Box 7352
Albany, NY 12214-0349



OSPRA 102 (1/03)
Clearance For Employment Request Form

**Office of School Personnel Review and
Accountability**

NYS Education Department
987 Education Building Annex
Albany, NY 12234

ph: (518) 473-2998 fax: (518) 473-8812

www.highered.nysed.gov/tcert/ospra

OSPRA@mail.nysed.gov

Type or Print All Information

Instructions

- This form is to be filed to secure a "Clearance for Employment" for an individual who has been previously fingerprinted on New York State Education Department (SED) fingerprint cards or the New York City Department of Education (NYCDOE) fingerprint cards.
- Sections 1 and 3 are to be completed by the prospective employee.
- The school district, charter school or BOCES must complete section 2.

Type or print all information. Inaccurate, incomplete or illegible information will delay processing.

SECTION 1

Name: (Last, First, Middle Initial)	Social Security Number:	Date of Birth: (00/00/0000)	
Mailing Address	City	State	Zip

SECTION 2

(This section MUST be completed by the school district, charter school or BOCES)

<ul style="list-style-type: none"> • Please neatly print, type or attach a label in the box below with the name and mailing address of the fingerprint contact person of the school district, charter school or BOCES. • This form will be returned to the person identified below if SED has no fingerprint application on file for the above individual as of the "OSPRA Processing Dates." • Make no other marks in the box below or the box to the right of this space. 	<i>OSPRA Processing Dates</i>	
<div style="border: 1px solid black; padding: 2px;"> (leave blank) </div>	First 6 digits of BEDS code of school district, charter school or BOCES: Title of position employee will be placed in:	
Signature of employer representative or fingerprint contact person:	Date:	Telephone # of fingerprint contact person:

SECTION 3

1. I have read "Fingerprinting Information and Instructions" issued by the State Education Department and (SED) have previously submitted fingerprints to SED pursuant to the SAVE legislation.

2. I understand that if I have any questions about my rights, I may contact the OSPRA office at (518) 473-2998.

I hereby authorize the Commissioner of Education to review my criminal history record as secured from DCJS and the FBI for the purposes of conducting a determination on a Clearance for Employment as a condition for my new employment. I understand that the Commissioner will forward such final determination to my prospective employer in accordance with Part 87 of the Commissioner's Regulations. I further understand that once the Clearance for Employment is issued, the Commissioner of Education is authorized to forward certain information regarding any subsequent criminal history notifications from DCJS to my new employer

Signature: _____ Date: _____

SECTION 4

<p>Mail or fax completed OSPRA 102 to:</p>		<p align="center">OSPRA NYS Education Department 987 EBA Albany, NY 12234 fax: (518) 473-8812</p>
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Policy

PERSONNEL

6071

BOARD RIGHTS AND DUTIES

- I. A. The Board of Education as the governing body of the Madison Central School District shall approve or disapprove all negotiated contracts.
- B. The Superintendent of Schools is designated the responsibility for negotiations with all Madison Central School District bargaining units.

Madison Central School District
Adopted: 1984
Readopted: 03/18/99



MADISON-ONEIDA
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
"Enabling Learners to Excel"

**LABOR RELATIONS
& POLICY OFFICE**
PHONE: 315.361.5522
FAX: 315.361.5595

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Coordinator of Labor
Relations and Policy Office
alalonde@moboces.org

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January 5, 2015

Mr. Perry Dewey, Superintendent
Madison Central School District
7303 State Route 20
Madison, NY 13402

Re: Policy Audit Section 6000 (6000-6200) – Personnel

Dear Mr. Dewey:

Enclosed for review and eventual presentation to the Board, please find partial audited policy section 6000 – Personnel

Please contact this office with any questions, comments or revisions. Thank you.

Sincerely,

Jennifer L. Russ
Labor Relations Associate

:jlr
Enclosures

Madison Central School District

Board of Education Policy Audit
Section 6000 (6000-6200) Personnel
Monday, January 05, 2015

DELETE

No.	Name	Previous No.	Proposed Action
6000	Goals and Objectives of the Personnel System Renumber	6005	REVISE Approved Y N Date Approved: _____
6001	Recruitment, Selection and Appointment of Personnel		NEW Approved Y N Date Approved: _____
6001.1	Staff Recruitment and Selection Procedures Renumber	6011	SUPT. APPROVE Approved Y N Date Approved: _____
6002	Orientation Renumber	6012	REVISE Approved Y N Date Approved: _____
6003.	Loyalty Oath	6013	REVISE Approved Y N Date Approved: _____
6004	Evaluation, Resignation and Termination	6014 6015 6016	REVISE Approved Y N Date Approved: _____
6100	Certification and Incidental Teaching	6030 8041	REVISE Approved Y N Date Approved: _____
6101	Probation and Tenure (Educational Positions)	6031 6032	REVISE Approved Y N Date Approved: _____
6102	Assignment, Reassignment and Transfer	6034	REVISE Approved Y N Date Approved: _____
6103	Employment of Teacher Aides	6051	REVISE Approved Y N Date Approved: _____
6104	Substitute Teachers	6033	REVISE Approved Y N Date Approved: _____
6105	Appointment of Athletic Coaches	6038	REVISE Approved Y N Date Approved: _____
6200	Health Examination – Personnel	6035 6050	REVISE Approved Y N Date Approved: _____

PERSONNEL

GOALS AND OBJECTIVES OF THE PERSONNEL SYSTEM

- I. The Madison Central Board of Education recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.
- II. The Board is committed to providing a coordinated staff of specially training personnel so that each discipline or area of responsibility has proper emphasis in the total curriculum and school system organization.
- III. Duties of these personnel shall be outlined by the Superintendent and approved by the Board.
- IV. Additionally, the district's specific personnel service goals are:
 - A. To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance;
 - B. To develop and manage a staff compensation program sufficient to attract and retain qualified employees;
 - C. To provide an in-service training program for all employees which will improve their rates of performance, retention and promotion;
 - D. To administer effectively all negotiated employee contracts;
 - E. To recruit, select and employ the best qualified personnel to staff the school system;
 - F. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction;
 - G. To deploy the available personnel and insure that they are utilized as effectively as possible.

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Revised: _____

PERSONNEL

RECRUITMENT, SELECTION AND APPOINTMENT OF PERSONNEL

- I. The quality of an education program is highly dependent on the abilities and dedication of its staff. The Board of Education seeks to recruit, select, and employ the best qualified candidates available. Consideration is given to professional preparation and educational achievements, prior professional experience, general cultural background, character and the district's needs. The Board is committed to recruiting and hiring the best qualified candidates available while striving to develop a diverse work force.
- II. Recruitment of Instructional Staff
 - A. The Superintendent or designee should become acquainted with the relevant labor pools. For certified positions, they should maintain a close working relationship with colleges and universities with teacher training programs known to produce quality candidates.
 - B. Lines of communication should be established with Building Principals and Personnel Directors in adjacent districts, as well as with other employers with similar positions.
 - C. Contact should be developed with professional associations which periodically advertise position vacancies. The readership of local newspapers, periodicals and other forms of media should also be investigated for potential job applications.
 - D. Care should be taken, however, to avoid any action that could appear to encourage a prospective employee to default on obligations to another school district or employer.
- III. Hiring of Instructional Staff
 - A. A thorough review process is required, including careful documentation and verification of claimed credentials and required licenses.
 - B. Administrative and management positions cannot be filled unless the Superintendent and the Board of Education concur on the appointment.
 - C. The Superintendent or designee will promptly notify the selected candidate and seek acceptance, and promptly inform the unsuccessful applicants. The Board may reserve the right to conditional employment upon the passing of a physical examination and/or completion of other requirements such as certification.

POLICY

PERSONNEL

Draft 01/05/2015
6001

RECRUITMENT, SELECTION AND APPOINTMENT OF PERSONNEL

IV. Non-Instructional Staff

The success of the support services program is highly dependent on the quality and abilities of those employed to carry out this mission. Recruitment and hiring of support staff is governed by the Civil Service Law. Candidates for competitive class positions must pass a civil service examination and appear on the eligible list provided to the school district by the Madison County Personnel Department.

Madison Central School District

Legal Ref: Sections 23, subdivision 4-a, New York State Civil Service Law

Adopted: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 03/11/2015

PERSONNEL

6001.1 Renumber/Revise 6011

STAFF RECRUITMENT, SELECTION AND EMPLOYMENT PROCEDURES

- I. Whenever a position is vacated, or a new position is created, the following procedure will be followed:
 - A. The Superintendent shall determine if the position is recommended to be filled.
 - B. Whenever a permanent full-time professional position (Administrative and Teachers' positions) becomes vacant or a new position is created during the school year, it will be posted on a bulletin board in the Teacher' Room; and a notice will be sent to the Association President. The notice shall be made as far in advance of the appointment as possible.
 - C. During the summer recess, teachers who are interested in permanent full-time professional positions (Administrative and Teachers' positions) shall leave their names in the Business Office. The Association president will be provided with a written notice of vacancies during the summer.
- II. Interview and Selection of Candidates
 - A. The Superintendent shall interview final candidates for all teaching and administrative and professional positions.
 - B. The appropriate administrator shall:
 - a. Conduct personal interviews.
 - b. Contact by phone at least three (3) previous employers and/or character references concerning the candidate's suitability for employment. Individual applicants shall be given a form or application containing a release/consent from the employee for references requested from prior employers, which shall indemnify the prior employer.
 - c. Contact all educational institutions attended by the candidate concerning suitability for employment in our Board of Cooperative Educational Services.
 - d. Verify the candidate's employment eligibility using U.S. Government Form I-9.
 - C. The appropriate administrator shall compile and forward to the Superintendent the following items for each candidate recommended to be hired:

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 03/11/2015

PERSONNEL

6001.1 Renumber/Revise 6011

STAFF RECRUITMENT, SELECTION AND EMPLOYMENT PROCEDURES

- a. References of at least three (3) previous employers.
- b. Character Reference phone inquiries.
- c. Credentials (Placement Folder).
- d. College transcripts.
- e. A completed "Federal Employment Eligibility Form", Form I-9, along with photocopies of identity documents.

III. Final selections shall be made by the Superintendent, subject to approval by the Board.

=====

Approved by the Superintendent: _____

~~Madison Central School District~~

Adopted: _____ 1984

Readopted: _____ 03/18/99

Revised: _____ 02/25/02



§ 3002. Oath to support federal and state constitutions

McKinney's Consolidated Laws of New York Annotated Education Law (Approx. 2 pages)

NOTES OF DECISIONS (5)

McKinney's Consolidated Laws of New York Annotated
Education Law (Refs & Annos)
Chapter 16. Of the Consolidated Laws (Refs & Annos)
Title IV. Teachers and Pupils
Article 61. Teachers and Supervisory and Administrative Staff (Refs & Annos)

Filing
Hearings
Professional standards
Validity

McKinney's Education Law § 3002

§ 3002. Oath to support federal and state constitutions

Currentness

It shall be unlawful for any citizen of the United States to serve as teacher, instructor or professor in any school or institution in the public school system of the state or in any school, college, university or other educational institution in this state, whose real property, in whole or in part, is exempt from taxation under section four of the tax law¹ unless and until he or she shall have taken and subscribed the following oath or affirmation: "I do solemnly swear (or affirm) that I will support the constitution of the United States of America and the constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the position of (title of position and name or designation of school, college, university or institution to be here inserted), to which I am now assigned."

The oath required by this section shall be administered by the president or other head of such school, college, university or institution, or by the officer or person, or in the case of a board or body by a member of the board or body, having authority to employ such person as a teacher, instructor or professor in such school, college, university or institution, and each is hereby authorized to administer it. The officer, person or member administering such oath shall cause a record or notation of the fact to be made in the books or records of the school, college, university or institution. In lieu of the oath administered by an officer, person or member, an employee may comply with the requirements of this section by subscribing and filing the following statement: "I do hereby pledge and declare that I will support the constitution of the United States and the constitution of the State of New York, and that I will faithfully discharge the duties of the position of according to the best of my ability." Such oath or statement shall be filed with the clerk of a school district or with such officer or employee of any such college, university or other educational institution that shall be designated for such purpose. Such oaths or statements shall be available for public inspection and for transmittal to the commissioner of education upon his request. It shall be unlawful for an officer, person or board having control of the employment, dismissal or suspension of teachers, instructors or professors in such a school, college, university or institution, to permit a person to serve in any such capacity therein in violation of the provisions of this section. This section shall not be construed to require a person to take such oath or to execute such statement more than once during the time he or she is employed in the same school, college, university or institution, though there be a change in the title or duties of the position.

The provisions of section sixty-two of the civil service law shall not apply to a person who is required to take the oath or execute the statement prescribed by this section.

An enrolled member of an Indian nation or an Indian individual having an affiliation with an Indian nation recognized by the United States or the state of New York may elect to comply with the requirements of this section by instead subscribing and filing the following statement:

"I do solemnly affirm that I will faithfully discharge the duties of the position of _____ according to the best of my ability, and perform my duties in a manner consistent with the constitution of the United States and the constitution of the state of New York."

Credits

(L.1947, c. 820. Amended L.1967, c. 485, § 1; L.1969, c. 194, § 1; L.1990, c. 195, § 2.)

Notes of Decisions (5)

Footnotes

1 Repealed 1959 by RPTL § 1614 (now § 2014).
McKinney's Education Law § 3002, NY EDUC § 3002
Current through L.2015, chapters 1 to 4.

End of Document

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PERSONNEL

ORIENTATION

All employees should receive an orientation program to familiarize them with the expectations of the district regarding the performance of their responsibilities. Supervisory personnel as well as colleagues should be identified to provide orientation assistance as needed.

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

PERSONNEL

Draft 01/05/2015
6003 Renumber/Revise 6013

LOYALTY OATH

All personnel, excluding employees in the labor class, shall be required to take an oath of allegiance to the Constitution of the United States of America and the State of New York before the effective date of their appointment; or to comply with this requirement by subscribing and filing a written affirmation attesting to the loyalty oath, with the District Clerk.

Madison Central School District

Legal Ref: Education Law Section 3002

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

Draft 01/05/2015

PERSONNEL

6004 Renumber/Revise 6014, 6015, 6016

EVALUATION, RESIGNATION AND TERMINATION

I. Evaluation:

- A. All personnel in the district shall be subject to a continuous program of supervision and evaluation in order to promote improved performance and to make decisions regarding the occupancy of positions.
- B. The process of evaluation during the probationary period shall be intensified and adequately documented to support the administrative recommendations regarding continued employment.
- C. The Superintendent shall establish procedures for evaluation of all professional and non-professional staff. ~~regulations and procedures to assure compliance with this policy.~~
- D. The supervision and evaluation of the instructional staff shall be guided by the contractual agreement and the Annual Professional Performance Review Plan adopted by the Board of Education.

II. Resignation:

Employee resignations should be submitted in writing to the Superintendent with a minimum of thirty (30) days. Resignation notices of a shorter duration may be accepted and approved when mutually agreed upon.

III. Termination:

Termination of employment will be carried out in compliance with applicable laws, regulations and negotiated agreements.

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Revised: _____

CERTIFICATION AND INCIDENTAL TEACHING

- I. All employees filling positions for which certification is required shall meet certification requirements of the Commissioner of Education as implemented through the State Education Department Office of Teaching Initiatives (Teacher Education and Certification).
- II. Incidental Teaching
 - A. The Superintendent may assign a teacher to teach a subject not covered by the teacher's certificate for a period not to exceed five classroom hours per week when, after extensive recruitment, no certified teacher is available.
 - B. Upon making such an assignment, the Superintendent shall promptly apply to the Commissioner of Education for approval of the assignment, in accordance with the Commissioner's regulations.

Madison Central School District

Legal Ref: 8 NYCRR §80-5.3, NYS Education Law, Section 3004

Adopted: 1984, 05/19/99

Revised: 03/19/99, _____

Policy

Draft 01/05/2015

6101 Replaces 6031, 6032

PERSONNEL

PROBATION AND TENURE (EDUCATIONAL POSITIONS)

I. Scope of Policy

This Policy applies to all appointments of professional educators to full-time service in one or more positions in which tenure may be acquired in accordance with the provisions of the Education Law. This includes administrators, teachers in the classroom service, teachers in pupil personnel services, and teaching assistants.

II. Board Appointments

A. Appointments of professional educators are made by a majority vote of the Board upon recommendation of the Superintendent. The Board shall appoint and assign a full-time professional educator so that at least 40% of the educator's time is devoted to a designated tenure area.

B. Each resolution of the Board making a probationary appointment or an appointment on tenure to a full-time position shall set forth:

1. the name of the appointee,
2. each tenure area in which the professional educator will devote at least 40 % of their time,
3. the beginning date of the appointment,
4. the expiration date of the appointment, if probationary, and
5. the certification status of the appointee in reference to the position(s) to which appointed.

C. Tenure Areas

1. The tenure area designated in each Board resolution of appointment to a full-time teacher or teaching assistant position shall be in conformance with Part 30 of the Regents' Rules. Administrative tenure areas shall be determined by the Board, upon recommendation from the Superintendent.
2. If, at the time of initial appointment, the Board proposes to assign an educator to devote 40% of their time to more than one tenure area, the Board resolution shall designate each such tenure area.
3. After initial appointment, no professional educator may be assigned to devote 40% or more of their time to a different tenure area without their written consent. When an educator consents to such an assignment, a

POLICY

PERSONNEL

Draft 01/05/2015
6101 Replaces 6031, 6032

PROBATION AND TENURE (EDUCATIONAL POSITIONS)

separate resolution of probationary appointment in the new area shall be adopted by the Board.

D. Probationary Period

It is the policy of the Board to provide responsible administrators with the maximum allowable time to evaluate each professional educator before a tenure determination is made. Therefore, appointments will be made for a full three (3) year period except where a shorter period is provided for by law.

III. Tenure Determinations

A. Superintendent Recommendation

With respect to each professional educator serving under a probationary appointment, the Superintendent shall provide the Board with a written recommendation as to whether that person should be awarded an appointment with tenure. The recommendation shall be provided in time for Board action on the recommendation to be taken at least thirty (30) days before the end of the probationary appointment.

B. Board Action

1. Where the Superintendent recommends an appointment upon tenure, the Board may accept that recommendation and make such an appointment by majority vote.
2. Where the Superintendent recommends an appointment upon tenure, the Board may nevertheless vote to deny tenure, which shall be considered a tentative action by the Board and shall be reconsidered at a second Board meeting, and the educator shall be provided at least thirty (30) days notice of the Board's intent to deny tenure and the date set for final action.
3. Where the Superintendent recommends against an award of tenure, the Board shall adopt a resolution removing the individual from service with the District.
4. Where a professional educator has been appointed to devote 40% of their time to more than one tenure area, tenure shall be separately conferred or denied in each area.

Madison Central School District

Legal Ref: Sections 3012, 3014 and 2509, New York State Education Law; 8 N.Y.C.R.R. 30; Matter of Griswold, Ed. Rept. 527 (1960).

Adopted: 1984

Revised: 03/18/99, _____

Policy

Draft 01/05/2014

6102 Renumber/Revise 6034

PERSONNEL

ASSIGNMENT, REASSIGNMENT, AND TRANSFER

- I. Personnel shall be assigned to a position, location, and schedule at the time of initial employment consistent with the appointment as approved by the Board. Reassignments and transfers shall be done in accordance with the negotiated agreements with the employee organizations and State laws.
- II. Transfers shall be made when in the judgment of the administration they shall best meet the needs of the district.

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

PERSONNEL

Draft 01/05/2015
6103 Renumber/Revise 6051

EMPLOYMENT OF TEACHER AIDES

- I. In accordance with Regulations of the Commissioner, the Board of Education may employ teacher aides to assist in non-teaching duties.
- II. The duties and responsibilities to be assumed by teacher aides shall be outlined by the Superintendent of Schools.
- III. Persons employed as teacher aides shall be responsible to the building principal and/or his/her designated representatives.

Madison Central School District

Legal Ref: 8 NYCRR 80-5.6 ~~Commissioner's Regulations Section 149~~

Adopted: 1984

Revised: 03/18/99, _____

PERSONNEL

SUBSTITUTE TEACHERS

The District establishes the following procedures relative to Substitute Teachers:

I. Recruitment and Selection

- A. Candidates for substitute teaching positions must fill out the "Substitute Teacher Application Form" (~~attached~~) and return it to the District Clerk.
- B. Copies of teaching certificates, transcripts, and/or other pertinent data should also be sent to the District Clerk to expedite the application process. All substitute teacher candidates must have a minimum of two years of post secondary education.
- C. Applicants may ~~then~~ be scheduled for an interview with an appropriate administrator.
- D. Substitute teachers shall be approved on the basis of certification, personal qualifications and the administrative interview. All substitutes must have fingerprint clearance.
- E. Substitute teachers shall be selected by the Building Principals (or others who have this responsibility) from an available list approved by the Superintendent. The list shall be periodically updated.
- F. Substitute teachers should inform the Office of the Superintendent when they are no longer available for substitute work or of other restrictive circumstances.
- G. Substitutes will receive a written request annually to reapply for the next school year.

II. Compensation

Substitute compensation will be determined annually by the Board of Education.

III. Duties of the Substitute Teacher

- A. Each building will have written guidelines for substitute teachers. The substitute teacher should review all such guidelines in a particular building.
- B. The substitute teacher is expected to be at school at least twenty (20) minutes before school opens, and may leave after school is dismissed. Substitute teachers should report to the school office upon arrival to obtain keys and instructions.

POLICY

PERSONNEL

Draft 01/05/2015

6104 Renumber/Revise 6033

SUBSTITUTE TEACHERS

- C. All regular and other assigned duties of the regular teacher are to be assumed by the substitute teacher. (I.E. bus, hall and cafeteria duties.)
- D. The substitute teacher shall complete all forms required by the Building Principal.
- E. All information regarding students is to be considered strictly confidential.
- F. Check the office mailbox of the absent teacher before school, at noon and before leaving the building at night.
- G. Make the school day as productive as possible based on the plans left by the regular teacher, carrying on all classes and other assignments of that person.
- H. Report to the office at the end of the day and place in the teacher's mailbox a summary of the work accomplished.

IV. General Provisions:

- A. Be on time.
- B. Report in at the Main Office.
- C. Look over regular teacher's plans ahead of class, if possible.
- D. Follow the regular teacher's plans as closely as possible.
- E. Be friendly to students.
- F. Never criticize the regular teacher's methods.
- G. Use the better students in class if subject matter is unfamiliar.
- H. Leave a note for the regular teacher describing work covered and any irregularities in students' behavior.
- I. Report serious violations of good conduct immediately.
- J. Report departure at the end of the day at the Main Office.

V. Code of Conduct ~~Corporal Punishment~~

POLICY

PERSONNEL

Draft 01/05/2015

6104 Renumber/Revise 6033

SUBSTITUTE TEACHERS

Substitute teachers should be familiar with ~~should not, under any circumstances, strike, hit, slap, etc. a student!~~ The only possible exception to the rule would be for purposes of self protection as defined by the District's Code of Conduct (Policy No. 0040).

Discipline cases should be referred to the Building Principal's office.

V. Administrative Responsibilities

Substitute teachers shall be employed only from the approved list provided by the Superintendent. Whenever possible, teachers qualified within a subject matter area shall be assigned to substitute teach within that area.

A. The job of the Principal in relation to the substitute teacher is to create a system that acquaints the substitute with building and system-wide procedures. Therefore, the Principal and/or designee shall:

1. Help acquaint the substitute teacher with the building:
 - a) Cafeteria and gymnasium
 - b) Teachers' lounge and rest rooms
 - c) Fire exits and fire extinguishers
 - d) Individual classrooms
2. Have the substitute teacher introduced to teachers of the same grade level and other staff members.
3. Have the substitute teacher taken to the homeroom:
 - a) Check over lesson plans with the substitute.
 - b) See that appropriate textbooks, manuals, seating charts and seatwork (elementary) are available.
4. Have procedures explained for:
 - a) Taking lunch count
 - b) Cafeteria procedure
 - c) Recess and dismissal
 - d) Taking attendance
 - e) Special pupil classes -- speech, band, vocal music, etc.
5. Make sure the substitute teacher knows where help may be obtained for any type of emergency.

POLICY

PERSONNEL

Draft 01/05/2015
6104 Renumber/Revise 6033

SUBSTITUTE TEACHERS

- B. The green form, "Substitute Teachers Report", shall be completed for each substitute on the first day of work and sent to the Personnel Clerk for review by the District Superintendent. An oath of allegiance must also be signed.
- C. Unsatisfactory service by a substitute teacher should be reported as soon as possible to the Superintendent for removal from the approved list.

VII. Regular Teacher's Responsibilities

In order to aid the substitute teacher in doing the assigned job as well as possible, it is necessary for the regular teacher to plan each day as though a substitute were going to take over. A notice of absence should be given as far in advance as possible.

It is suggested that the teacher:

- A. Leave plans that are clearly outlined and easily followed.
 - 1. Completed plans should be crossed out.
 - 2. Plans should note pages in books and manuals.
 - 3. If a project or unit of work has been started, a detailed plan must be attached to the plan book.
- B. Have Teacher's Manuals, desk copies of textbooks and seatwork (elementary) available.
- C. Leave an up-to-date seating chart.
- D. List daily duties on plan book.
- E. Attach the class schedule to the plan book.
- F. Leave important information about any child.
 - (1) Physical defect, e.g. sight, hearing, epilepsy.
 - (2) Emotional instability.
- G. List of Reading, Arithmetic and other groups.
- I. List names of pupils for special classes; e.g. speech, band, chorus, etc.

POLICY

PERSONNEL

Draft 01/05/2015
6104 Renumber/Revise 6033

SUBSTITUTE TEACHERS

- J. Specify any special plan for classroom procedure.
- I. Names of pupils who can be of help to the substitute teacher.
- K. Each teacher should prepare his/her class for the event of a substitute teacher assignment.

Madison Central School District
Adopted: 1984
Readopted: 03/18/99
Revised: 01/08/08, _____

PERSONNEL

APPOINTMENT OF ATHLETIC COACHES

I. Statement of Policy

- A. It is the Policy of the District to appoint interschool athletic coaches in conformance with Sections 135.4 and 135.5 of the Commissioner's Regulations. This includes all head coaches and assistants for varsity, junior varsity, freshman and junior high (modified) teams.
- B. Interschool athletic coaches shall be appointed by the Board, upon recommendation of the Superintendent.
- C. This Policy governs the appointment of all interschool athletic coaches, whether serving in a paid or unpaid (volunteer) capacity.

II. Minimum Qualifications To Be Appointed An Interschool Athletic Coach

- A. To be considered for appointment by the Board as an athletic coach, an individual must:
 - 1. Be a certified physical education teacher with valid first aid and CPR certification, as described in Section 135.5 of the Commissioner's Regulations, or
 - 2. Be a teacher certified in an area other than physical education who
 - a. possesses coaching qualifications and experience, and
 - b. has a valid completed the first aid and CPR certification, as requirement described in Section 135.5 of the Commissioner's Regulations, and
 - c. has completed the education program for coaches described in Section 135.4(c)(7)(i)(c)(2), or has demonstrated a plan and intention to complete such a program within the time frame described there, and
 - d. on a biennial basis, completes a course of instruction relating to mild traumatic brain injuries; or
 - 3. Hold a professional coaching certificate issued by the Commissioner and, if that certificate was issued before August 7, 2014, complete two-hours of coursework or training in child abuse and maltreatment in compliance with Section 3036 of the Education Law, or

POLICY

PERSONNEL

Draft 01/05/2015
6105 Renumber/Revise 6038

APPOINTMENT OF ATHLETIC COACHES

4. If no one holding the qualifications described in subsections 1 through 3 above is a candidate, hold a temporary coaching license issued by the Commissioner and, if that license was issued before August 7, 2014, complete two-hours of coursework or training in child abuse and maltreatment in compliance with Section 3036 of the Education Law, or
 5. Have been employed as a coach in New York State schools on or before September 1, 1974.
- ~~B. These minimum requirements apply whether the candidate will serve as an interschool athletic coach in a paid capacity or an unpaid (volunteer) capacity.~~
- B. When the District is unable to obtain the services of a teacher with coaching qualifications and experience, and a person with coaching qualifications and experience satisfactory to the Superintendent is available, the Superintendent is authorized to support that person's application for a temporary coaching license by submitting to the Commissioner the statement described in Section 135.4(c)(7)(i)(c)(3)(i) of the Commissioner's Regulations.
- C. No one shall serve as an athletic coach in the District who has not undergone fingerprinting and received clearance from the State Education Department.

III. Evaluation of Coaches Holding A Professional Coaching Certificate

- A. Each person who serves in the District as a coach pursuant to a professional coaching certificate shall be evaluated in writing each year. The evaluation shall be performed by the athletic director or principal who has been responsible for the supervision of the coach that year.
- B. Each evaluation of a person holding a professional coaching certificate shall include an assessment of the following components:
 1. communication and interpersonal skills, including interactions with colleagues, students, parents, and the general public,
 2. supervisory capabilities,
 3. organizational capabilities,
 4. leadership capabilities,
 5. knowledge and proficiency in first aid, CPR, sexual abuse guidelines, and athlete injury-related protocols and procedures,

POLICY

PERSONNEL

Draft 01/05/2015
6105 Renumber/Revise 6038

APPOINTMENT OF ATHLETIC COACHES

6. compliance with District requirements and guidelines for purchasing equipment, uniforms, and related supplies, and for storing and maintaining sports equipment.

IV. Compliance and Recordkeeping

- A. The Superintendent shall establish procedures to insure that all appointed coaches complete any necessary courses and maintain current first aid skill and knowledge.
- B. Permanent records of persons who serve in the District as athletic coaches shall be maintained.

Madison Central School District

Legal Ref.: 8 NYCRR 80-1.4, 135.4 and 135.5; Ed Law 3036

Adopted: 01/22/13

Revised: _____

PERSONNEL

HEALTH EXAMINATION – PERSONNEL

- I. The Board of Education seeks to provide a healthful and safe working and learning environment for the total school community.
 - A. Prospective employees of the Madison Central School District are required to undergo physical examinations after a conditional offer of employment has been made and prior to employment in programs where such examination is a prerequisite.
 - B. Examination of any employee may be required when, in the judgment of the District's physician and the District administration, such procedure is indicated in order to determine fitness for duty or other medical monitoring that is required by medical standards or by federal, state or local law; or to determine whether an employee is still able to perform the essential functions on his or her job.
- II. Examination
 - A. Employees shall have the option to elect either his/her personal physician or the school physician to perform the physical examination. The employee shall pay the cost of examinations performed by his/her personal physician.
 - B. The physical examination shall include all of the requirements as specified on the official District physical examination form as approved by the Superintendent.
 - C. Individuals who receive required physicals from personal physicians are required to authorize the physician to forward the completed physical examination form to the office of the Superintendent.
 - D. The physical examination form once received by the school district shall then become property of the school district and the information contained within shall be held in confidence.
 - E. Any subsequent follow-up physical examination, diagnostic test, and/or medical treatment received by an individual shall be at the expense of the individual so examined or treated.
- III. Annual or Frequent Examinations
 - A. Annual or more frequent examinations of any employee may be required, when, in their judgment of the District physician and the Superintendent, such procedure is deemed necessary.

POLICY

PERSONNEL

Draft 01/05/2014
6200 Replaces 6035, 6050

HEALTH EXAMINATION – PERSONNEL
HEALTH EXAMINATION – CERTIFICATED PERSONNEL

B. The Board reserves the right to require an additional physical examinations at any time during employment in accordance with Education law 913 in order to determine the physical and mental capacity of an employee to perform his/her duties. In addition the Board reserves the right to request a Tine Test in the event of a Tuberculosis outbreak.

IV. Acceptance or Rejection of Examination

The final acceptance or rejection of a medical report with reference to the health of an employee lies within the discretion of the Board. The decisions of the physician designated by the Board as the determining physician shall take precedence over all other medical advice.

Madison Central School District

Legal Ref: Section 913 N.Y.S. Education Law; 8 N.Y.C.R.R. Section 156.3; Commissioner's Regulations of Motor Vehicles, Section 5.09-b; Americans with Disabilities Act

Adopted: 1984

Revised: 03/18/99, _____

FYI

FROM OUR BOARD TO YOURS

A Report from the
MADISON-ONEIDA
Board of Cooperative Educational Services

From Richard Engelbrecht
To Perry Dewey

Madison Board of Education
April 2015

Career and Technical Education



THREE ADVANCE AT SKILLS USA COMPETITION
Madison-Oneida BOCES had three winners in this year's Skills USA competition at Morrisville State College. Mitch Brown from Oneida High School placed first in the Motorcycle Service contest at Skills USA. Brandon Chesebro of Vernon-Verona-Sherrill took second place in that event. Tyler Lemieux from Rome Free Academy came away with a third place finish in the Diesel Service contest. All three are students in the Recreational Outdoor Power Equipment program at MOBOCES.

The trio, along with 26 other students from Madison-Oneida BOCES, competed against more than 750 other students from across the region. The MOBOCES students came from **Rome Free Academy, Vernon-Verona-Sherrill, Canastota, Stockbridge Valley, Camden, Morrisville-Eaton, Oneida, Madison and Hamilton.**

Skills USA features high school students from technical schools and BOCES programs throughout Central New York. First place winner Mitch Brown is now eligible to compete at the state competition on April 23 at the New York State Fairgrounds in Syracuse.



Mohawk Regional Information Center

TECHNOLOGY PLANNING TOOL HELPS DISTRICTS

MORIC staff will be working collaboratively with school districts to develop and review technology plans in response to a New York State Education Department initiative asking districts to submit an electronic technology plan by fall of 2015. The electronic technology planning tool provides districts with the opportunity to compile all data related to technology planning needs in one location. The technology tool will prepare districts for future funding opportunities.

During the fall of 2014, Model Schools' staff worked with districts to pilot the electronic tool and shared districts' feedback with NYSED. This allowed them to revise questions, develop guidance and enhance the electronic tool's functionality. It is expected that districts will need an approved survey on file with NYSED as a requirement of the Smart Schools Bond Act application if a district is requesting funds for educational technology.

MORIC Model Schools staff will continue collaborating with districts by assisting with the technology planning process, providing best practice resources, and developing trainings. All districts in the Madison-Oneida BOCES region are responsible for developing a plan, sharing it with MORIC to be reviewed and certified, and submitting it to NYSED for approval.

Adult and Continuing Education

STUDENT CELEBRATES EQUIVALENCY DIPLOMA

The BOCES Consortium of Continuing Education (BCCE) has partnered with Mohawk Valley Community College, the Mohawk Valley Refugee Center, Utica City School District and the Veterans Outreach Center to provide an alternative education program for older youth who are new to the United States. Students in this program learn English and basic education skills. They also prepare for the high school equivalency examination. The program is located at the Veterans Outreach Center in Utica, and students have access to a café and gymnasium.

On March 9th several representatives from the partner organizations gathered to celebrate the first high school equivalency diploma graduate from the class. Henery Htun started the program one year ago and he recently passed the rigorous TASC™ examination – earning him his equivalency diploma from the New York State Education Department. Helping Henery and his classmates celebrate this achievement were Randy Van Wagoner, president of Mohawk Valley Community College, Dana Hubbard, a Refugee Center representative, Kathleen Rinaldo, director of the **BOCES Consortium of Continuing Education**, Ed Klesse, senior coordinator and Henery's teachers Erin Brewer and Jessica Holdridge, and his case manager Abby Simchik.

Staff and Curriculum Development



CONFERENCE DAY INCLUDES A VARIETY OF SPEAKERS

It was time to “Rock, Rhyme, Write & Read” for nearly 200 teachers, administrators and school staff who were part of Dr. Jean Feldman’s presentation in the Rossetti Education Center on the Madison-Oneida BOCES campus. Those who attended Dr. Feldman’s workshop were given strategies and ideas that they could immediately implement in their classrooms, including poems, songs and lesson plans that focus on Common Core Standards for English Language Arts.

Dr. Feldman was just one of many presenters who appeared on the MOBOCES campus and at locations throughout the region for the March 20 Superintendent’s Conference Day. Teachers, administrators and non-instructional staff had a host of workshops to choose from and topics included best practices for dealing with students with intellectual disabilities, autism and other diagnoses; tips and strategies for avoiding power struggles if you work in the cafeteria, on a bus or in a classroom; updates on Positive Behavioral Intervention Services data and the next steps in implementing the program; best practices for dealing with children who have chronic stress and trauma; and how to form collaborative relationships with “at risk” students.

The workshops topics and presenters were coordinated through the MOBOCES Staff Development Department.

Management Services

FACILITIES MANAGEMENT HOSTS INTERNS

Todd VanDresar, Director of Facilities at Madison-Oneida BOCES along with the workers in his department are taking on three interns from the Trade Electricity Department, part of the Continuing Education program at Madison-Oneida BOCES.

The interns will work around 90 minutes a day, five days a week, and will shadow employees in the facilities department. “They’ll learn how to run environmental controls and learn about purchasing and parts research as well as how to do work orders, pretty much everything they would need to know if they were going to run an operation this size,” Mr. VanDresar said. He said he tells the students that working in facilities at MOBOCES is no different than running a business. “They need strong interpersonal skills and professionalism is a must.” He also likes to get the students to focus on what they want to do when they finish up at MOBOCES. “I want to expose them to everything, as much as I can, because then they can make decisions about their future.”

Mr. VanDresar and his facilities crew have been hosting interns from the Career and Technical Education program for five years. He said the work the students do in the trade electricity program fits nicely with the work his crew does on the MOBOCES campus.

Alternative and Special Education/CTE

MOBOCES STUDENTS ATTEND ADVOCACY DAY

Five students from Madison-Oneida BOCES participated in Legislative Advocacy Day in Albany in early March. The group toured the State Capitol building and then had a chance to speak with several state legislators.

The students were able to talk to legislators about their experiences in MOBOCES Career and Technical Education and Alternative Education programs. They met with Senator David Valesky, Senator Joseph Griffo, Senator John Flanagan, Senate Education Committee chair; and Assemblyman William Magee.

Students who participated were Matthew Russell a student at **Madison Central School** who is in the HVAC/Electrical Trades program; Brooke Scribner of **Oneida High School** who is in the Allied Health Partnership program; Kally DeGroat of **Stockbridge Valley** who is in the New Ventures program; and Tia Hughes and Ryan Deeley, students from **Rome City Schools**. Tia is in the cosmetology program.



Early Childhood Education

PARENTS, STUDENTS ENJOY ACTIVITY NIGHT

Students in the three Pre-Kindergarten classes at **Willard Prior Elementary School** in Oneida enjoyed time with their parents while learning at a recent event at the school. The families played table activities, rotating through several games. Parents helped by encouraging turn-taking and sharing among the children. The students practiced their skills such as color and number identification, matching, sequencing, hand-eye coordination, fine motor, listening, and pre-reading skills. In addition, they were able to learn about appropriate peer interactions and how to be a good winner.

Canastota Pre-K students will have the opportunity to participate in a parent-child activity night in April.

Center for Instructional Support

WIKIPEDIA USE FOCUS OF WORKSHOP FOR LIBRARIANS

School librarians recently attended a workshop on using Wikipedia with students. Presenter Debbie Kraemer, a digital learning and media librarian and the Wikipedia Campus Ambassador at Colgate University, shared tips on how to get students researching and writing. She also talked about teaching students skills for coding and searching when using the tool. The workshop, sponsored by Madison-Oneida BOCES School Library System, was at the Costello Conference Center in Oneida. School librarians from **Camden** (middle and high schools), **Canastota** (Roberts Street and Southside Elementary schools), **Madison Central**, **New York State School for the Deaf**, **Morrisville-Eaton**, **Rome**, **Stockbridge Valley** and **Vernon-Verona-Sherill** attended.

Those in attendance said the workshop changed how they viewed Wikipedia’s usefulness as a teaching tool and that they hoped to use it to help students learn about digital literacy and digital ethics.

**Madison Central School Library Media Center
March Monthly Report**

March 2015

Total number of materials borrowed or renewed:	1616
Number of instructional days:	19

High School:

Total number of JH/HS study hall students utilizing the library:	534
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JH/HS Class research:

7 th grade Science w/Ms. Barnes—Ocean animals	(4 pds)
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Elementary:

This month each elementary class (Pk-5th) participated in PARP. The library was open during additional periods each day for readers to borrow new books. Also, each day I went to their classrooms and brought any Pre-K and Kindergarten students who wanted to select new books to the library for books. Some days I had quite a line! Throughout the month each elementary class had the opportunity to participate in a PARP scavenger hunt during one of their library classes. We had a great time!

Pre-K

Book exchange and one story

Kindergarten

Library stories about fish and maple syrup

Vocabulary: author, title, non-fiction, illustration, photographs

1st Grade

Author study: Dr. Seuss

Vocabulary: author, title, illustrator, character

2nd grade

Folktale unit about Ireland

Other resources: Maps, globes, easy non-fiction

3rd grade

Shared chapter book choices

4th grade

Booktalked new book choices

5th grade

Each student completed a book review of the book of their choice that now appears in our online catalog

6th grade

Each student completed a project after we finished reading Freak the Mighty. Their projects were displayed during the Academic Showcase and a few are now displayed in the hallway.

Library Upkeep

Assisted faculty members with resource searches borrowing books not only through our SLS inter-library loan, but also from the public libraries

Inventoried and processed 13 new titles

Met with the members of the Literacy Leaders Committee

to discuss future plans necessary for the Dolly Parton Imagination

Library initiative for children in our district from birth to age 5. **As of the end of March, we have registered 136 children.**

Participated in our PARP activities

Attended the bi-monthly School Library System meeting

Most circulated title this month: Green Eggs and Ham by Dr. Seuss!

Laura Winchester

Madison Library-Media Specialist