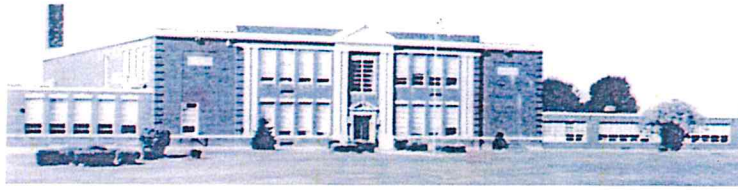


Board of Education

Stephanie Clark-Tanner
President
Jona Snyder
Vice President
Jessica Clark
Michael Filipovich
Jennifer Lavoie
Brittany Rizzo
Steven Yancey



Madison Central School District
7303 Route 20, Madison, New York 13402
Phone: (315) 893-1878
Fax: (315) 893-7111

Michael Davis
Superintendent
Larry Nichols
Building Principal
Brian J. Latella
Elementary Principal
Melanie Brouillette
Treasurer
Tracey Lewis
District Clerk

**BOARD OF EDUCATION
REGULAR MEETING**

**MAY 21, 2019
7:30 P.M. – LIBRARY**

- I. Call to Order
- II. Agenda Additions
- III. Consent Agenda
 - a. Approval of Agenda for This Meeting
 - b. Approval of Minutes
 - 1. April 23, 2019 Regular Meeting Minutes
 - 2. May 7, 2019 Budget Hearing Meeting Minutes
- IV. Public Forum
- V. Reports
 - a. Treasurer
 - 1. Internal Claim Auditor’s Report
 - 2. Treasurer’s Report dated April 30, 2019
 - 3. Detail Warrants
 - a. Warrant Number 39 – Fund A – 4/12/19 – 6 pages
 - b. Warrant Number 41 – Fund A – 4/26/19 – 3 pages
 - c. Warrant Number 20 – Fund C -4/12/19 – 2 pages
 - d. Warrant Number 11 – Fund TA – 5/1/19 – 4 pages
 - e. Warrant Number 13 – Fund FA19 – 4/12/18 – 1 page
 - f. Warrant Number 14 – Fund FA19 – 4/26/19 – 1 page
 - 4. Financial Status Report
 - b. Superintendent – Information and Discussion Items
 - 1. Rates for Basketball scoreboard and shot clock operators
 - 2. Wall of Fame
 - 3. Website
 - 4. Education Law 2-d

- c. Superintendent – Approval Items
 - 1. Acceptance of Annual Drinking Water Quality Report for 2018
 - 2. Approval of Uniform Guidance-Internal Controls report dated May 1, 2019
 - 3. Approval of Non-Resident Student for 2019-2020
 - a. Student entering K
 - 4. Acceptance of Grants
 - a. Preparing the Metal as We Prepare the Students valued at \$595.98
 - b. Teaching Career Skills valued at \$499.98
 - c. Filling Toolboxes as We Will Them Emotionally valued at \$581.92
 - d. Increasing Equipment and Accountability valued at \$539.48
 - 5. Approval of Summer Leadership Symposium for Administration
 - 6. Approval of the Corrective Action Letter for the Audit Report
- VI. Policy
 - a. First Reading of Policy # 5001 entitled “District-Wide Safety Plans and Building-Level Emergency Response Plan”
- VII. Old Business
- VIII. New Business
 - a. Personnel
 - 1. Appointments
 - a. Brett Lewis – Sub Cleaner effective 5/16/19
 - b. James Taylor – Sub Cleaner effective 5/21/19
 - 2. Leave Request
 - a. Christine Buschor – Leave Without Pay – half day May 15, 2019, May 23, 2019 and half day May 24, 2019
 - 3. Other
 - b. CSE/CPSE Recommendations – in official packet
 - c. Principal Reports
- IX. Correspondence
 - a. Richard Englebrecht’s monthly BOCES newsletter for May 2019
- X. Executive Session
 - a. 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 (Superintendent’s Contract)
- XI. Adjourn Executive Session
- XII. Adjournment

OK

DRAFT

The Regular Meeting of the Board of Education of Madison Central School was held on April 23, 2019 at 6:30 pm in the library.

MEMBERS PRESENT: Ms. Jessica Clark
Ms. Stephanie Clark
Mr. Mike Filipovich
Mrs. Jennifer Lavoie
Mrs. Brittany Rizzo
Mr. Jona Snyder
Mr. Steve Yancey

MEMBERS ABSENT: None

OTHERS PRESENT: Mr. Michael Davis, 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. Ms. Clark, 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 Mr. Filipovich, seconded by Mrs. Lavoie, the board moved to approve the agenda for this meeting. Motion carried 7 yes, 0 no.

- b. Approval of Minutes
 1. March 19, 2019 Regular Meeting Minutes
 2. April 2, 2019 Budget Workshop Meeting Minutes

MOTION # 2 – APPROVAL OF MINUTES

ON THE MOTION of Mr. Filipovich, seconded by Mr. Yancey, the board moved to approve the minutes from the March 19, 2019 Regular meeting with amendment and the April 2, 2019 Budget Workshop Meeting. Motion carried 7 yes, 0 no.

- IV. Public Forum
 - a. A resident questioned where the funds for the new sign would be coming from and also expressed continued concerns about visibility at the main entrance of the road, stressing that a new sign may draw more attention which would further inhibit visibility at the main entrance. The resident urged the board to continue to contact the DOT about removing obstacles to make visibility better.
 - b. A question about the building project progress was raised including punchlists and other issues noticed by the public.
 - c. A comment was raised that old letterhead is still being circulated.

V. Reports

a. Treasurer

1. Internal Claim Auditor's Report

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

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the Internal Claim Auditor's Report. Motion carried 7 yes, 0 no.

2. Treasurer's Report – dated March 31, 2019

MOTION # 4 – APPROVAL OF TREASURER'S REPORT

ON THE MOTION of Mr. Snyder, seconded by Mr. Yancey, the board moved to approve the March 31, 2019 Treasurer's Report. Motion carried 7 yes, 0 no.

3. Detail Warrants

MOTION # 5 – APPROVAL OF DETAIL WARRANTS

ON THE MOTION of Mr. Yancey, seconded by Mr. Filipovich, the board moved to approve the Detail Warrants as follow: Warrant Number 34 – Fund A – 3/1/19 – 4 pages, Warrant Number 36 – Fund A – 3/15/19 – 6 pages, Warrant Number 37 – Fund A – 4/1/19 – 4 pages, Warrant Number 17 – Fund C – 3/1/19 – 1 page, Warrant Number 18 – Fund C – 3/15/19 – 2 pages, Warrant Number 19 – Fund C – 4/1/19 – 1 page, Warrant Number 10 – Fund TA – 4/2/19 – 4 pages, Warrant Number 9 – Fund HBUS – 4/2/19 – 1 page, Warrant Number 10 – Fund FA19 – 3/1/19 – 1 page, Warrant Number 11 – Fund FA19 – 3/15/19 – 1 page, Warrant Number 12 – Fund FA19 – 4/1/19 – 1 page. Motion carried 7 yes, 0 no.

4. The Financial Status Report was shared.

5. Approval of Transfers as provided

MOTION # 6 – APPROVAL OF TRANSFERS

ON THE MOTION of Mr. Yancey, seconded by Mr. Filipovich, the board moved to approve the Transfers as provided. Motion carried 7 yes, 0 no.

6. The Quarterly Student Activity Report was shared.

b. Superintendent – Information and Discussion Items

1. Mr. Davis provided notice of Annual General Membership Meeting May 9, 2019.

2. Discussion on wage rates for basketball positions as per Dec. 16, 2019 Regular Meeting Motion #7 was held. This will be explored further at the next meeting.

3. The 2019-2020 Budget was discussed.

c. Superintendent – Approval Items

1. Approval of the 2019-2020 Budget of \$10,651,697

MOTION # 7 – APPROVAL OF THE 2019-2020 BUDGET OF \$10,651,697

ON THE MOTION of Mr. Snyder, seconded by Mr. Filipovich, the board moved to approve the 2019-2020 budget of \$10,651,697 with a tax increase on the tax levy of 2.30% at \$3,337,225. Motion carried 7 yes, 0 no.

2. 2019-20 BOCES Administrative Budget Resolution Approval of \$4,946,906

MOTION # 8 – APPROVAL OF 2019-20 BOCES ADMINISTRATIVE BUDGET

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Lavoie, the board moved to approve the 2019-20 BOCES administrative budget of \$4,946,906. Motion carried 7 yes, 0 no.

3. Approval of Resolution to authorize District Clerk to cast ballots for members of the Madison-Oneida BOCES

MOTION # 9 – APPROVAL OF RESOLUTION TO CAST BALLOTS

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the board moved to approve the resolution to authorize the District Clerk to cast ballots for the members of the Madison-Oneida BOCES. Motion carried 7 yes, 0 no.

4. Approval of Sally Sherwood as the Camden Central School District Madison-Oneida BOCES Representative
5. Approval of Dr. John J. Costello, Sr. as the Oneida City School District Madison-Oneida BOCES Representative
6. Approval of Suzanne Carvelli as the Rome City School District Madison-Oneida BOCES Representative
7. Approval of Joseph Monfiletto as the Stockbridge Valley Central School District Madison Oneida BOCES Representative

MOTION # 10 – APPROVAL OF REPRESENTATIVES FOR MADISON ONEIDA BOCES

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the board moved to approve the Madison Oneida BOCES representatives of Sally Sherwood for Camden, Dr. John J. Costello Sr. for Oneida City, Suzanne Carvelli for Rome City, and Joseph Monfiletto for Stockbridge School Districts. Motion carried 7 yes, 0 no.

8. Acceptance of Ferrara Fiorenza PC rates for legal services for 2019-2020

MOTION # 11 – ACCEPTANCE OF FERRARA FIORENZA PC 2019-2020 RATES

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Rizzo, the board moved to approve the 2019-2020 rates for Ferrara Fiorenza PC Legal Services. Motion carried 7 yes, 0 no.

9. Approval of Transportation to Non Public School for 2019-2020
 - a. Five students to New Life Christian School

MOTION # 12 – APPROVAL OF TRANSPORTATION

ON THE MOTION of Mr. Filipovich, seconded by Mr. Yancey, the board moved to approve the transportation of five students to New Life Christian School for the 2019-2020 school year. Motion carried 7 yes, 0 no.

10. Approval of Non Resident Student for 2019-2020
 - a. Student entering PreK

MOTION # 13 – APPROVAL OF NON-RESIDENT STUDENT

ON THE MOTION of Mrs. Lavoie, seconded by Mrs. Rizzo, the board moved to approve the 2019-2020 application for non-resident student entering PreK. Motion carried 7 yes, 0 no.

11. Approval to surplus Bus # 97

MOTION # 14 – APPROVAL TO SURPLUS BUS # 97

ON THE MOTION of Ms. Clark, seconded by Mr. Filipovich, the board moved to surplus bus #97. Motion carried 7 yes, 0 no.

12. Approval of sale of Bus # 97 for \$6,500.00 to the Madison-Oneida BOCES

MOTION # 15 – APPROVAL OF SALE OF BUS # 97

ON THE MOTION of Mr. Filipovich, seconded by Ms. Clark, the board moved to approve the sale of bus # 97 to Madison –Oneida BOCES for \$6,500.00. Motion carried 7 yes, 0 no.

13. Approval of creation of new annual scholarship entitled "Kaden R. Eckrich" award

MOTION # 16 – APPROVAL OF CREATION OF GRADUATION AWARD

ON THE MOTION of Mrs. Lavoie, seconded by Mrs. Rizzo, the board moved to approve the creation of the Kaden R. Eckrich graduation award. Motion carried 7 yes, 0 no.

14. Approval of Retirement Contribution Reserve Sub-Fund Resolution

MOTION # 17 – APPROVAL OF RETIREMENT CONTRIBUTION RESERVE SUB FUND RESOLUTION

ON THE MOTION of Mr. Yancey, seconded by Mr. Filipovich, the board moved to create a Retirement Contribution Reserve Sub-Fund. Motion carried 7 yes, 0 no.

15. Approval of Resolution for Board President to respond to FOIL request

MOTION # 18 – APPROVAL OF RESOLUTION FOR BOARD PRESIDENT TO RESPOND TO FOIL REQUEST

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Lavoie, the board moved to approve the resolution for the Board President to respond to the FOIL request. Motion carried 7 yes, 0 no.

16. Acceptance of FFA Grants for Growing award of \$5,000.00

MOTION # 19 – APPROVAL OF FFA GRANTS FOR GROWING AWARD

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Snyder, the board moved to approve the FFA Grants for Growing award of \$5,000.00. Motion carried 7 yes, 0 no.

VI. New Business

a. Personnel

1. Leave Request

- a. Mary Belfield – Leave without pay from May 9-15, 2019
- b. Lindsay Murphy – FMLA using sick time from date of child's birth through the 6-8 week disability period depending on birth and then unpaid leave from that date through Friday, February 7, 2020 with an anticipated return to work date of February 10, 2020

MOTION # 20 – APPROVAL OF LEAVE REQUESTS

ON THE MOTION of Mr. Snyder, seconded by Ms. Clark, the board moved to approve the unpaid leave request of Mary Belfield for May 9-15, 2019 and the FMLA leave for Lindsay Murphy utilizing sick time through the disability period which may include portions of the 2019-2020 school year and unpaid leave from the end date of her disability period through February 7, 2020 with an anticipated return to work date of February 10, 2020. Motion carried 7 yes, 0 no.

2. Appointment

a. Vote Inspectors

- a. Laura Fuess
- b. Kathy Burns
- c. Susan Anderson
- d. Barbara Andrews - Alternate

MOTION # 21 – APPROVAL OF APPOINTMENT OF VOTE INSPECTORS

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to approve the appointment of Laura Fuess, Kathy Burns, Susan Anderson, and Barbara Andrews as an alternate Vote Inspectors for the 2019-2020 Annual Budget Vote on May 21, 2019. Motion carried 7 yes, 0 no.

b. CSE/CPSE Recommendations

MOTION # 22 – APPROVAL OF CSE/CPSE RECOMMENDATIONS

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the CSE/CPSE Recommendations as provided. Motion carried 7 yes, 0 no.

c. Principal Reports

1. Mr. Latella discussed the staggered grade 3-8 ELA testing schedule and how it helped with staffing and testing locations, he discussed the 3,4,5 field trip to the Metz baseball game, and invited the board to see the 3rd grade wax museum.

2. Mr. Nichols discussed how important it is for the students to take these state tests, how you cannot opt out for regents, the top 10 celebration, applauded the SHREK the musical performance, shared that the Merry-Go-Round Theater just performed and will be coming one more time this year, the Puerto Rico trip was a great success, the upcoming field tests, the upcoming grades 3-8 Math tests and regents.

VII. Correspondence

- a. Richard Engelbrecht's monthly BOCES newsletter for April 2019 was shared.
- b. The Library Media Center Monthly Report for March 2019 was shared.

VIII. Adjournment

MOTION # 23 – ADJOURNMENT

ON THE MOTION of Mr. Snyder, seconded by Mr. Filipovich, the board moved to adjourn for the evening at 7:40 pm. Motion carried 7 yes, 0 no.

OK

DRAFT

The Budget Hearing Meeting of the Board of Education of Madison Central School was held on May 7, 2019 at 6:30 pm in the auditorium.

MEMBERS PRESENT: Ms. Jessica Clark
Ms. Stephanie Clark
Mr. Mike Filipovich
Mrs. Jennifer Lavoie
Mrs. Brittany Rizzo
Mr. Jona Snyder
Mr. Steve Yancey

MEMBERS ABSENT: None

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

- I. Call to Order
 1. Ms. Clark, president, called the meeting to order at 6:37 pm.

- II. Budget Hearing Presentation – The 2019-20 Budget was presented at this time.

- III. Public Forum
 1. A question was asked regarding the heating expenses of the school. Has the change to propane actually resulted in a cost savings and can the taxpayers see a line item on the budget that says propane as well as fuel oil? Also, can the district provide a cost analysis of the heating expenses as they have evolved from fuel oil to propane?
 2. Concerns were raised over the bus driver shortage. Questions were asked as to what the district is doing to attract new drivers. Also, should the district consider raising their pay rates for drivers?
 3. Questions were asked about the new buses slated to be purchased being gas engines. Should the taxpayers expect the gas expense to be higher in the budget?
 4. A comment was made that it is disappointing to see so few people attending the Budget Hearings. The lack of public interest in the school districts management is discouraging.
 5. A question was raised asking for clarification from the past energy performance contract and how we could prove any cost savings from the switch to propane.
 6. A question was asked for clarity on how the Capital Reserve Account works.
 7. A question was asked about the amount of allocated supply lines for capital and teachers are distributed.
 8. Questions were asked about the equalization rates and the effect these rates have on the school budget.

- IV. Superintendent Discussion Items
 1. School Audit Response Letter

MOTION # 1 – APPROVAL OF AUDIT RESPONSE LETTER

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the board moved to approve the district's Audit Response Letter as provided. Motion carried 7 yes, 0 no.

2. Capital Outlay Letter

MOTION # 2 – ACCEPTANCE OF CAPITAL OUTLAY LETTER

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Rizzo, the board moved accept the March Associates proposal for the Capital Outlay Project. Motion carried 7 yes, 0 no.

V. Approval Item

1. Approval of Gary Anderson as Budget Vote Inspector

MOTION # 3 – APPROVAL OF VOTE INSPECTOR

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Filipovich, the board moved to approve Gary Anderson as the Vote Inspector for the annual vote on May 21, 2019. Motion carried 7 yes, 0 no.

2. Approval of Surplus List as provided

MOTION # 4 – APPROVAL OF SURPLUS LIST

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Rizzo, the board moved to approve the surplus list as provided. Motion carried 7 yes, 0 no.

MOTION # 5 – ENTER EXECUTIVE SESSION

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Lavoie, the board moved to enter Executive Session at 7:26 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. Mr. Davis was invited to attend. Motion carried 7 yes, 0 no.

MOTION # 6 – ADJOURN EXECUTIVE SESSION AND RESUME REGULAR SESSION

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Filipovich, the board moved to adjourn Executive Session and Resume the Regular Meeting at 7:50 pm. Motion carried 7 yes, 0 no.

VI. New Business

1. Resignation

a. Elijah Hafelin – Bus Driver effective 5/17/19

MOTION # 7 – ACCEPTANCE OF RESIGNATION

ON THE MOTION of Mrs. Rizzo, seconded by Mr. Filipovich, the board moved to accept the resignation of Elijah Hafelin as a Bus Driver effective 5/17/19. Motion carried 7 yes, 0 no.

VII. Adjournment

MOTION # 8 – ADJOURNMENT

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Lavoie, the board moved to adjourn for the evening at 7:53 pm. Motion carried 7 yes, 0 no.

Madison Central School District

WALL OF FAME

Madison Hall of Fame Induction Criteria

I. Category for Consideration

- A. Athlete
- B. Coach/Administrator/Teacher/Staff
- C. Honorary

II. Basic Qualifications for Consideration

1. Athlete

- a. Must have graduated from Madison High School.
- b. A minimum of ten years out of high school.
- c. Significant athletic accomplishments during high school career and continued on with higher education/military service.
- d. Impeccable Leadership/Citizenship/Character.

2. Coach/Administer/Teacher

- a. Retired as a Coach /Administrator/Teacher/Staff.
- b. Outstanding contributions to the Madison School District.
- c. Significant Accomplishments
- d. Impeccable Leadership/Citizenship/Character.

3. Honorary

- a. Does not qualify under either of the above two categories.
- b. Must have graduated from Madison High School.
- c. Outstanding contributions to the Madison School District/Community or the Country.
- d. Impeccable Leadership/Citizenship/Character.

III. Voting Procedure.

- 1. 10 Member Committee- 9 Total Votes-Chairperson does not Vote
- 2. Panel made up of school and community members.
- 3. Panel will consist of the Athletic Director, one administrator, 2 Teachers, 2 board members, Student Council President and 3 community members.
- 4. Vote to Approve all Nominees for Induction- 5 Votes

IV. Induction

1. Community notified of ballots in August.
2. Deadline for ballots first week of September.
3. Inductee(s) notified by third week of September.
4. Induction during half time of first Homecoming soccer game.

Wall of Fame Project

Project: This project will be focused on establishing a Wall of Fame in the Madison Central School District. For a district with a rich tradition, this project will commemorate the exceptional individuals that graced the hallways of this fine institution.

Committee:

- Who will be on the committee?
 - We will try to get the Athletic Director and/or HS Principal, 2 Board Members, 2 teachers, 1 student council members and 3 community members
- How will committee members be selected?
 - A notice sent out for community members and teachers to volunteer for the committee. The board of education will select their 2 members and students council will select their members
- How often will they meet?
 - Two times in September to look over nominations and appoint inductees.

Selection Criteria:

- How do we select candidates?
 - Notice sent in the newsletter and on the website. The form on the website will be needed to be filled out.
- How many per year will be selected?
 - 2 people per year but possibly 3 the first year.
- What areas will the candidates come from?
 - 3 areas. Athletic, Employee of the District or Honorary

Design of Wall:

- Where shall it be located?
 - Either the wall by the cafeteria by the flagpole entrance to the right of the cabinets or the hallway wall next to the chorus room.
- What should it look like?
 - 8 x 10 plaque with a picture and short bio of the person. (Malone's in Oneida)

Location & Date of Induction Ceremony:

- When should the induction take place?
 - Half time of the first game during homecoming soccer game.
- Where should it take place?
 - Out on the soccer field.

Design of Plaques:

- What should they look like?
 - 8 x 10 plaque with picture, bio and why the person won the award. (Malone's in Oneida)
- What size should they be?
 - 8 x 10
- Should there be a picture, information or both?
 - Both

Notification of Inductees:

- How should inductees be notified?
 - Special invitation to the game explaining that they will be inducted into the Wall of Fame.
- When will inductees be notified?
 - A month in advance with a follow up letter or call to remind them when it gets close.

Induction Ceremony:

- Where will this take place?
 - Out on the soccer field.
- When will this take place?
 - Half time of first soccer game during homecoming.

Hall of Fame Time Line:

- What will the time line look like?
 - Nomination forms for out during the month of August. First week of September the committee meets to determine all candidates and selects the recipients, Inductees are notified by third week of September. Induction occurs in October at homecoming soccer game.

Madison Central School District Wall of Fame Nomination Form

Name of Nominee: _____

(Place a check after the appropriate nominee description)

Athlete _____

Coach/Administrator/Teacher _____

Honorary _____

Address (if Known): _____

Name of Person Submitting Nomination: _____

Year Nominee Graduated/Retired from the District: _____

Sports or Club Participated in: _____
(Include Years)

Academic Achievement/GPA _____

Awards and Honors: _____

Other Achievements: _____

Community Service: _____

Please list any additional information that you feel would be beneficial to the committee on the back of this sheet and return to Michael Davis. Contact information on following page.

Additional Information that the committee should
consider when voting on candidate:

Michael Davis
Superintendent
Madison Central School District
7303 State Route 20
Madison, NY 13402
Email: mdavis@madisoncentralny.org
Phone Number: 315-893-1878
Fax Number: 315-893-7111

Annual Drinking Water Quality Report for 2018

Madison Village
7358 State Route 20
Madison, NY 13402
PWS # NY2602378

INTRODUCTION

To comply with State regulations, the Village of Madison, will be annually issuing a report describing the quality of your drinking water. The purpose of this report is to raise your understanding of drinking water and awareness of the need to protect our drinking water sources. Last year, your tap water met all State drinking water health standards. We are proud to report that our system did not violate a maximum contaminant level or any other water quality standard. This report provides an overview of last year's water quality. Included are details about where your water comes from, what it contains, and how it compares to State standards.

If you have any questions about this report or concerning your drinking water, please contact Mark Lewis, Water Operator, Village of Madison at 315-893-1894. We want you to be informed about your drinking water. If you want to learn more, please attend any of our regularly scheduled village board meetings. The meetings are held the second Wednesday of every month at 7:00 P.M. at the Village Offices.

WHERE DOES OUR WATER COME FROM?

In general, the sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activities. Contaminants that may be present in source water include: microbial contaminants; inorganic contaminants; pesticides and herbicides; organic chemical contaminants; and radioactive contaminants. In order to ensure that tap water is safe to drink, the State and the EPA prescribe regulations which limit the amount of certain contaminants in water provided by public water systems. The State Health Department's and the FDA's regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Our water system serves approximately 450 people through 160 service connections. Our water source is a 75-foot drilled well which is located off Solsville Road. Our well water is disinfected with chlorine prior to distribution. We also have a backup spring source, to only be used in the event of an emergency. Approval from the Madison County Department of Health is required prior to the utilization of the spring source. The spring source is not disinfected and is not normally distributed to our customers.

NEW YORK STATE DEPARTMENT OF HEALTH SOURCE WATER ASSESSMENT – GROUNDWATER SOURCE

The NYS DOH has completed a source water assessment for this system, based on available information. Possible and actual threats to this drinking water source were evaluated. The state source water assessment includes a susceptibility rating based on the risk posed by each potential source of contamination and how easily contaminants can move through the subsurface to the wells. The susceptibility rating is an estimate of the potential for contamination of the source water, it does not mean that the water delivered to consumers is, or will become contaminated. See section "Are there contaminants in our drinking water?" for a list of the contaminants that have been detected. The source water assessments provide resource managers with additional information for protecting source waters into the future.

The public water supply serving the Village of Madison is derived from 1 drilled well. The source water assessment has rated this well as having a high to very high susceptibility rating for microbials, a high susceptibility for industrial solvents, a medium-high to high susceptibility for other industrial contaminants, and a very high susceptibility for

nitrates. These ratings are due primarily to the close proximity of permitted discharge facilities (industrial/commercial facilities that discharge wastewater into the environment and are regulated by the state and/or federal government) identified within the assessment area. Based on submitted data, the well draws from fractured bedrock and overlying soils may not provide adequate protection from potential contamination. Please note that, while the source water assessment rates the well as being susceptible to microbials, the water is disinfected to ensure that the finished water delivered into your home meets the New York State drinking water standards for microbial contamination.

NEW YORK STATE DEPARTMENT OF HEALTH SOURCE WATER ASSESSMENT – SPRING SOURCE:

The NYS DOH has evaluated this PWS’s susceptibility to contamination under the Source Water Assessment Program (SWAP), and their findings are summarized in the paragraph(s) below. It is important to stress that these assessments were created using available information and only estimate the potential for source water contamination. Elevated susceptibility ratings do not mean that source water contamination has or will occur for this PWS. This PWS provides does not provide treatment and regular monitoring for this emergency use source. This assessment found an elevated susceptibility to contamination for this emergency source of water. The amount of agricultural and residential lands in the assessment area results in elevated potential for microbials, phosphorus, DBP precursors, and pesticide contamination. While there are some facilities present, permitted discharges do not likely represent an important threat to source water quality, there are no noteworthy contamination threats associated with other discrete contaminant sources. Finally it should be noted that underground water flows to springs could make water sources highly sensitive to existing and new sources of contamination from solvents and petroleum products. In the event that we will be required to distribute water from our emergency spring source we will be required to issue a boil water order for all residents serve by the water system. If you have any questions or concerns regarding the Source Water Assessments or if you would like to review it please feel free to contact the Madison County Department of Health at 315-366-2526

ARE THERE CONTAMINANTS IN OUR DRINKING WATER?

As the State regulations require, we routinely test your drinking water for numerous contaminants. These contaminants include: total coliform, inorganic compounds, nitrate, lead and copper, volatile organic compounds, total trihalomethanes, haloacetic acids, radiological and synthetic organic compounds. The table presented below depicts which compounds were detected in your drinking water. The State allows us to test for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of our data, though representative, are more than one year old. It should be noted that all drinking water, including bottled drinking water, may be reasonably expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA’s Safe Drinking Water Hotline (800-426-4791) or the Madison County Health Department at 315-366-2526.

Table of Detected Contaminants							
Contaminant	Violation Yes/No	Date of Sample	Level Detected Avg/Max (Range)	Unit	MCLG	Regulatory Limit (MCL, TT or AL)	Likely Source of Contamination
Inorganic Contaminants							
Nitrate	No	3/19/18	3.64	ppm	10	10	Runoff from fertilizer and erosion from natural deposits.

Contaminant	Violation Yes/No	Date of Sample	Level Detected Avg/Max (Range)	Unit	MCLG	Regulatory Limit (MCL, TT or AL)	Likely Source of Contamination
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Inorganic Contaminants

Copper See footnote #1	No	8/30/16 9/1/16	0.18 Range (ND-0.260)	ppm	1.300	AL = 1.300	Corrosion of household plumbing systems; Erosion of natural deposits; leaching from wood preservatives.
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Sodium See footnote #2	No	3/19/18	98.8	ppm	N/A	20	Erosion of natural deposits; water softeners, animal wastes, road salt.
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Barium	No	11/27/17	0.261	ppm	2.0	2.0	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits.
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Disinfection By-Products

Total Haloacetic Acids	No	8/27/14	2.2	ppb	N/A	60	By-product of drinking water chlorination needed to kill harmful organisms.
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Total Trihalo-methanes	No	8/24/17	4.3	ppb	N/A	80	By-product of drinking water chlorination needed to kill harmful organisms. TTHMS are formed when source water contains large amounts of organic matter.
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Radiological Contaminants

Gross Alpha	No	12/3/14	0.0812	pCi/L	0	15	Erosion of natural deposits.
Ra226+Ra228	No	12/3/14	0.249	pCi/L	0	5	Erosion of natural deposits.

Contaminant	Violation Yes/No	Date of Sample	Level Detected Avg/Max (Range)	Unit	MCLG	Regulatory Limit (MCL, TT or AL)	Likely Source of Contamination
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Organic Contaminants

Methylene Chloride See footnote # 3	No	11/27/17	2.5	ppb	N/A	5	Used as a solvent in paint strippers, as a propellant in aerosols, as a process solvent in the manufacturing of drugs, as a metal cleaning and finishing solvent
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Footnotes:

- 1 – The level presented represents the 90th percentile of the 5 sites tested. A percentile is a value on a scale of 100 that indicates the percent of a distribution that is equal to or below it. The 90th percentile is equal to or greater than 90% of the lead and copper values detected at your water system. In this case, five samples were collected at your water system and the 90th percentile value was 0.18 ppm for copper. The action level for copper was not exceeded at any of the sites tested.
- 2 – Water containing more than 20 ppm of sodium should not be used for drinking by people on severely restricted sodium diets. Water containing more than 270 ppm of sodium should not be used for drinking by people on moderately restricted sodium diets.
- 3 – Methylene Chloride was detected in the water sample and in the blank that traveled with the sample. A second water sample was tested for Methylene Chloride on 2/27/2018 and none was detected.

Definitions:

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contamination.

Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Non-Detects (ND): Laboratory analysis indicates that the constituent is not present.

Milligrams per liter (mg/l): Corresponds to one part of liquid in one million parts of liquid (parts per million - ppm).

Micrograms per liter (ug/l): Corresponds to one part of liquid in one billion parts of liquid (parts per billion - ppb).

Picocuries per liter (pCi/L): A measure of the radioactivity in water.

Not Applicable (N/A): A MCLG is not applicable for this contaminant.

WHAT DOES THIS INFORMATION MEAN?

As you can see by the table, our system had no violations. We have learned through our testing that some contaminants have been detected; however, these contaminants were detected below the level allowed by the State. We are required to present the following information on lead in drinking water:

If present, elevated levels of lead can cause serious health problems, especially for pregnant women, infants, and young children. It is possible that lead levels at your home may be higher than at other homes in the community as a result of materials used in your home's plumbing. The Village of Madison is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline (1-800-426-4791) or at <http://www.epa.gov/safewater/lead>.

IS OUR WATER SYSTEM MEETING OTHER RULES THAT GOVERN OPERATIONS?

During 2018, our system was in compliance with applicable State drinking water operating, monitoring and reporting requirements.

DO I NEED TO TAKE SPECIAL PRECAUTIONS?

Although our drinking water met or exceeded state and federal regulations, some people may be more vulnerable to disease causing microorganisms or pathogens in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice from their health care provider about their drinking water. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium, Giardia and other microbial pathogens are available from the Safe Drinking Water Hotline (800-426-4791).

WHY SAVE WATER AND HOW TO AVOID WASTING IT?

Although our system has an adequate amount of water to meet present and future demands, there are a number of reasons why it is important to conserve water:

- ◆ Saving water saves energy and some of the costs associated with both of these necessities of life;
- ◆ Saving water reduces the cost of energy required to pump water and the need to construct costly new wells, pumping systems and water towers; and
- ◆ Check your toilets for leaks by putting a few drops of food coloring in the tank, watch for a few minutes to see if the color shows up in the bowl. It is not uncommon to lose up to 100 gallons a day from one of these otherwise invisible toilet leaks. Fix it and you save more than 30,000 gallons a year.

CLOSING

Thank you for allowing us to continue to provide your family with quality drinking water this year. In order to maintain a safe and dependable water supply we sometimes need to make improvements that will benefit all of our customers.

Uniform Guidance-Internal Controls

Madison Central School District

May 1, 2019

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Statement

A large portion of financial support for the Madison Central School District is derived from the Federal government. This funding is in the form of direct grants from the Departments of Education, Agriculture, and Defense as well as grants which flow through the New York State Education Department. The Federal Uniform Grant Guidance identifies the criteria that must be met in order to properly charge costs to federally funded projects.

The Madison Central School District shall adhere to all applicable cost principles governing the use of Federal grants and contracts. This policy addresses the importance of properly classifying costs, both direct and indirect, charged to grant funded projects and that proposed and actual expenditures are consistent with the grant agreement and all applicable Federal rules embodied in the Uniform Grant Guidance at 2 CFR 200 (UGG). District personnel who are responsible for administering, expending or monitoring grant funded programs should be well versed with the categories of costs that are generally allowable and unallowable.

All costs expended using Federal funds must meet the following general criteria laid forth in the UGG at 2 CFR 200, Subpart E:

- Be **necessary and reasonable** for the proper and efficient performance and administration of the grant program.
- Be **allocable** to Federal awards under the provisions of the Federal circular.
- Be authorized and not prohibited under state or local laws or regulations.
- Conform to any limitations or exclusions set forth in the principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
- Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the District.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost and also be charged to a Federal award as an indirect cost.
- Except as otherwise provided for in the Federal circular, be determined in accordance with generally accepted accounting principles and not included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period.
- Be net of all applicable credits.
- Be adequately documented.

The cost guidelines of the UGG must be considered any time Federal award funds are to be expended. The District may apply Federal UGG requirements to non-Federal projects. This applies, in particular, to the use of Federal Impact Aid under §7003, Elementary and Secondary Education Act of 1965, as amended. Funds received under the basic aid portion of this section of law are considered unrestricted, providing that the expenditure does not violate any of the assurances provided for during the application for the grant.

Federal regulations also require that any other District policies related to specific types of expenditures must also be followed. Examples include student incentives, travel, meals, procurement or equipment accountability.

Direct and indirect costs

Allowable and allocable costs must be appropriately classified as direct or indirect. In general, direct costs are those that can be identified specifically with a particular cost objective while indirect costs are those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

If an indirect cost rate is going to be utilized for charging indirect rates, the rate must first be approved by the applicable approving authority or not exceed the minimum level of 10%. In general, however, indirect costs will be borne by the District and not allocated to the grant.

Cost transfers

Any costs charged to a Federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to Federal UGG or other applicable guidelines. Cost transfers must be performed in accordance with the District's policy and will be approved by the Superintendent of Schools as a transfer.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding. The Superintendent, school personnel and any other individuals responsible for expending grant funds are held responsible for compliance with UGG.

Responsibilities

Designated Program Office personnel and the District Treasurer are responsible for creating purchasing documents and encumbering grant funds. They should be familiar with the general cost principles embodied in the Federal UGG. Purchasing office personnel must notify the Principal when they recognize a request as an unallowable cost and will reject the requisition.

The Superintendent along with the District Treasurer must ensure that any costs charged to their award are aligned with applicable cost principles, are computed correctly, and would not create a compliance violation. The District Treasurer will collect, maintain and where applicable, submit copies of adequate documentation to support the expenditures. The District Treasurer will monitor, review and approve (or disapprove) grant expenditures at the program office level as the first level of "Approver" for non-personnel expenditures to ensure that applicable cost principles, regulations and policies are followed.

Related Policies

The following policies detail the responsibility and controls regarding purchasing and the allocation of costs to grants pursuant to Federal OMB circulars.

- 0010 Equal Opportunity and Nondiscrimination Policy
- 0020 Code of Ethics
- 1101 Records Management
- 4002 Fiscal Responsibilities
- 4200 Budget Planning
- 4302 Investments
- 4400 General Procurement Standards
- 4406 Capital Assets Accounting
- 4504 Certification of Payroll
- 4702 Use of District Credit Card
- 4704 Mileage, Meal and Expense Reimbursement
- 5301 School Lunch Program
- 5401 Computer Network Acceptable Use
- 6001 Employment, Recruitment, Selection, Appointment of Personnel
- 7002 Education of Homeless Children
- 7403 Student Contests
- 8206 Limited English Proficiency Instruction English Language Learners
- 8402 Educational Support Materials Selection
- 8601 Parental Involvement in Title I Programs

Definitions

Direct costs are expenses that are specifically associated with a particular grant program that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include the GPM's salary and fringe benefits, equipment and supplies for the program, subcontracted service provider, or other materials consumed or expended in the performance of the grant.

Indirect costs are incurred for common or joint objectives and, therefore, cannot be readily and specifically identified with a particular program. They are expenses that benefit more than one grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

Acronyms

ACH	Automated Clearing House
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
DoED (ED)	US Department of Education
EDGAR	Education Department General Administrative Regulations
EPLS	Excluded Parties List System
ESEA	Elementary and Secondary Education Act
FERPA	Family Educational Rights and Privacy Act
FMV	Full Market Value
G5	The US DoED Grant Management System
GAN	Grant Award Notice
GAAP	Generally Accepted Accounting Principles
GPM	Grant Program Manager
GSA	General Services Administration
LEP	Limited English Proficiency
MORIC	Mohawk Regional Information Center
NY GML	New York General Municipal Law
NYSED	New York State Education Department
OMB	Office of Management and Budget
PCEN	Pupils with Compensatory Educational Needs
UGG	Uniform Grant Guidance
WAWF	Wide Area Work Flow

History:

Created October 31, 2017

Reviewed and revised May 1, 2019

Appendix A – Financial Standards

The District maintains a proper financial management system in order to receive both direct and state-administered grants and to expend funds associated with a grant award. Fiscal controls and procedures must be in place to ensure that all financial management system requirements are met. Failure to meet a requirement may result in return of funds or termination of the award.

A. Financial Management Standards

Financial management systems standards include:

Identification

The District shall identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received. Impact Aid will be identified as such but is a general revenue. Construction aid under the Impact Aid program (§7007) must be expended in the capital fund for capital purposes. Aid for children with disabilities must be expended on those children. Federal program and award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and, if applicable, name of the pass-through entity.

Financial Reporting

Accurate, current, and complete disclosure of the financial results of each Federal award or program must be made in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR). The District must maintain records which adequately identify the source and application of funds provided for Federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. Reports will be filed in a timely fashion on the forms directed by the state or Federal agency. These include, but are not limited to the FS-10 series, FS-25, and SF425.

Internal Controls

Effective control and accountability must be maintained for all funds, real and personal property, and other assets. The District shall safeguard all such property and must assure that it is used solely for authorized purposes. The District maintains an internal controls procedures manual which shall be followed to implement these activities. The District's internal auditor shall, from time to time, assess the effectiveness of these controls across all risk areas and shall include the controls of Federal grants and programs as part of this regular review.

B. Overview of the Financial Management/Accounting System

The District maintains a fund accounting system for financial management. This system is procured and maintained through the Mohawk Regional Information System (MORIC). The current system is nVision. This system manages fund accounting, the purchasing function, and the human resources function, including payroll. All budgets are loaded into the system after the approval by SED, transfers are made at that time for any expenses prior to the approval and transfers within accounts are authorized by the Superintendent of Schools and the District Treasurer. The District Treasurer along with the Superintendent of Schools are responsible for overseeing the entire system and its functional integration. Federal funds ("F" funds in nVision) are named in such a fashion to permit a clear delineation of the accounting for subsequent identification by CFDA title and number. Plain English names, including contract numbers if applicable, are used to track grants and targeted Federal funds.

The Treasurer and the Superintendent shall compile or cause to be compiled timely, accurate financial reports. Monthly grant reports shall include current and cumulative expenditures against project budget, with unencumbered amounts remaining identified

C. Budgeting

The Planning Phase: Meetings and Discussions

Before Receiving the Grant Award Notice (GAN): Upon notification of the availability of a grant, the Superintendent shall make an initial determination whether the District meets the minimum qualifications for the grant; whether this grant, if awarded, supplements and does not supplant any existing efforts in this area; and whether the grant is in concert with the District's educational objectives as outlined in the strategic plan. If the Superintendent determines that it is in the District's best interests to apply for a specific grant, he/she shall convene a small working group to develop a grant proposal meeting the objectives of the District and the awarding agency. In the event of grants continuing on a forward funded basis, the Director of the Office of Federal Programs shall develop a preliminary guide for the upcoming budget. Prior to filing the grant application for new awards, the Superintendent shall present the general grant concept to the Board of Education and receive its direction on filing for the grant. This direction may be in the form of informal guidance, including oral instructions.

Reviewing and Approving the Budget: The budget is developed with the Office of Federal Programs and the Superintendent once an amount is determined. The final approval of the grant budget normally resides with the awarding agency. Instructions and timelines for approval shall be followed in submitting the budget to the awarding agency. The Superintendent, in conjunction with the Treasurer, shall review the items in the budget to ensure allowability. See Appendix B for a discussion on allowability of costs. If this review determines that a cost is not allowable, then it shall be eliminated from the budget and the Principal shall be notified of this

action. Once the District Office determines that all budgeted items are allowable, the budget is approved by the Superintendent and forwarded to the awarding agency for its approval.

After Receiving the GAN: Upon receipt of notice that a new grant will be awarded, the Superintendent will prepare plans for implementation, including necessary hiring and procurement actions. In the case of continuation of forward funded grants, the Office of Federal Programs or the Treasurer will coordinate the budget with the Boces Central Business Office to ensure proper accounting for the expenditures.

Amending the Budget

The Office of Federal Programs, Treasurer, or Superintendent, as appropriate, shall prepare necessary documentation to amend any grants awarded. These amendments shall consider available carryover and shall comply with amendment provisions received in the Grant Award Notice. The Superintendent shall approve the amendments. If necessary, amendments shall be forwarded to and approved by the awarding agency.

Budget Control

On a monthly basis the Treasurer will provide the Board of Education, as well as the District administration, with a report of expenditures incurred during the month. This shall be incorporated into the monthly Treasurer's report for all District funds.

D. Accounting Records

Payroll and purchasing records for each grant, as well as application records, shall be maintained for a period of six years after the final receipts are made and the final bills are paid. Records will be maintained electronically in nVision along with the records management system in place.

E. Spending Grant Funds

The Treasurer shall oversee the accounting functions for all grants. Payroll operations will make allowable payments for personnel services. No employees shall be paid unless approved by the Board of Education. Purchasing operations shall be in accordance with the District Purchasing policy. Requisitions shall originate at the user level and be approved by the Superintendent and or Principal, before being forwarded to the Business Office for execution as a Purchase Order. Only the Purchasing Agent may commit the funds to a purchase.

Appendix B - Allowability of Cost

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state or Federally approved budget and grant application need prior approval from the state or Federal government. For grants flowing through the State Education Department, variations or changes are documented on Form FS-10 or FS-10A and submitted to the controlling state authority for approval. For grants originating directly from the Federal government, changes will be submitted in a format approved by the awarding agency.

When determining how the District will spend its grant funds, the Superintendent and/or the District Business Office will review the proposed cost to determine whether it is an allowable use of Federal grant funds *before* obligating and spending those funds on the proposed good or service. All costs supported by Federal education funds must meet the standards outlined in EDGAR, 2 C.F.R. Part 3474 and 2 C.F.R. Part 200, Subpart E, which are provided in the bulleted list below. District personnel must consider these factors when making an allowability determination. Additional helpful questions to ask when making allowability determinations are located on page 13-14 of this policy.

- **Be Necessary and Reasonable for the performance of the Federal award.** District staff must consider these elements when determining the reasonableness of a cost. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award.
- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; Federal, state and other laws and regulations; and terms and conditions of the Federal award.
- Market prices for comparable goods or services for the geographic area.
- Restrictions regarding product origin (e.g., "Buy American" requirements)
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students, the public at large, and the Federal government.
- Whether the district significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost. 2 C.F.R. §200.404

While 2 C.F.R. §200.404 does not provide specific descriptions of what satisfies the “necessary” element beyond its inclusion in the reasonableness analysis above, necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need, and can prove it. For example, the district may deem a language skills software program necessary for a limited English proficiency program.

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

- Whether the cost is needed for the proper and efficient performance of the grant program.
 - Whether the cost is identified in the approved budget or application.
 - Whether there is an educational benefit associated with the cost.
 - Whether the cost aligns with identified needs based on results and findings from a needs assessment.
 - Whether the cost addresses program goals and objectives and is based on program data.
-
- **Allocable to the Federal award.** A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This means that the Federal grant program derived a benefit in proportion to the funds charged to the program. 2 C.F.R. §200.405. For example, if 50% of a teacher’s salary is paid with grant funds, then that teacher must spend at least 50% of his or her time on the grant program. This will be documented in order to demonstrate the allocability determination.
 - **Consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the District.**
 - **Conform to any limitations or exclusions set forth as cost principles in the terms and conditions of the Federal award.**
 - **Consistent treatment.** A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
 - **Adequately documented.** All expenditures must be properly documented.
 - **Be determined in accordance with general accepted accounting principles (GAAP), unless provided otherwise in the condition of the Federal award.**

- **Not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.** Some Federal program statutes require the non-Federal entity to contribute a certain amount of non-Federal resources to be eligible for the Federal program.
- **Be the net of all applicable credits.** The term “applicable credits” refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the district relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate. 2 C.F.R. §200.406. Non-cash credits (reward programs based on points, miles, etc.) shall not be considered credits (see policy 9310) and shall not be accrued to the Federal award.

As provided above, in addition to Federal guidelines, Federal rules require state- and District-level requirements and policies regarding expenditures be followed as well. Policies relating to local expenditures are listed as Related Policy above.

Selected Items of Cost

Part 200 examines the allowability of 55 specific cost items (commonly referred to as Selected Items of Cost) at 2 C.F.R. §§ 200.420-200.475. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable. Do not assume that an item is allowable because it is specifically listed in the regulation as it may be unallowable in a specific award despite its inclusion in the selected items of cost section. The expenditure may be unallowable for a number of reasons, including: the express language of the regulation states the item is unallowable; the terms and conditions of the grant deem the item unallowable; or State/local restrictions dictate that the item is unallowable. The item may also be unallowable because it does not meet one of the cost principles, such as being reasonable because it is considered too expensive. If an item is unallowable for any of these reasons, Federal funds cannot be used to purchase it.

District personnel responsible for spending Federal grant funds and for determining allowability must be familiar with the Part 200 selected items of cost section. The District must follow these rules when charging these specific expenditures to a Federal grant. When applicable, District staff must check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules may deem a cost as unallowable and District personnel must follow those non-Federal rules as well.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	Allowable with restrictions
Advisory councils	Allowable with restrictions
Alcoholic beverages	Not allowable
Alumni/ae activities	Not specifically addressed
Audit services	Allowable with restrictions
Bad debts	Not allowable
Bonding costs	Allowable with restrictions
Collection of improper payments	Allowable
Commencement and convocation costs	Not specifically addressed
Compensation – personal services	Allowable with restrictions
Compensation – fringe benefits	Allowable with restrictions
Conferences	Allowable with restrictions
Contingency provisions	Not allowable with exceptions
Contributions and donations	Not allowable
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	Allowable with restrictions
Depreciation	Allowable with qualifications
Employee health and welfare costs	Allowable with restrictions
Entertainment costs	Not allowable with exceptions
Equipment and other capital expenditures	Based on specific requirements
Exchange rates	Allowable with restrictions
Fines, penalties, damages and other settlements	Not allowable with exception
Fund raising and investment management costs	Not allowable with exception
Gains and losses on disposition of depreciable assets	Allowable with restrictions
General costs of government	Not allowable with exceptions
Goods and services for personal use	Not allowable
Idle facilities and idle capacity	Idle facilities – not allowable with exceptions; idle capacity – allowable with restrictions
Insurance and indemnification	Allowable with restrictions
Intellectual property	Allowable with restrictions
Interest	Allowable with restrictions
Lobbying	Not allowable
Losses on other awards or contracts	Not allowable
Maintenance and repair costs	Allowable with restrictions

Materials and supplies costs, including costs of computing devices	Allowable with restrictions
Memberships, subscriptions, and professional activity costs	Allowable with restrictions, not allowable for lobbying organizations
Organization costs	Not allowable except Federal prior approval
Participant support costs	Allowable with prior approval of the Federal awarding agency
Plant and security costs	Allowable
Pre-award costs	Allowable with restrictions
Professional services costs	Allowable with restrictions
Proposal costs	Allowable with restrictions
Publication and printing costs	Allowable with restrictions
Rearrangement and reconversion costs	Allowable (ordinary and normal)
Recruiting costs	Allowable with restrictions
Relocation costs of employees	Allowable with restrictions
Rental costs of real property and equipment	Allowable with restrictions
Scholarships and student aid costs	Not addressed; refer to Federal agency awarding grant
Selling and marketing costs	Not allowable with exceptions
Specialized service facilities	Allowable with restrictions
Student activity costs	Not allowable unless specifically provided for in the Federal award
Taxes (including Value Added Tax)	Allowable with restrictions
Termination costs	Allowable with restrictions
Training and education costs	Allowable for employee development
Transportation costs	Allowable with restrictions
Travel costs	Allowable with restrictions
Trustees	Not specifically addressed, refer to Federal agency awarding agency

Likewise, it is possible for the State and/or District to put additional requirements on a specific item of cost. Under such circumstances, the stricter requirements must be met for a cost to be allowable. Accordingly, employees must consult Federal, State and District requirements when spending Federal funds. In general, district travel and procurement policy complies with state and Federal requirements. Compliance with district policy meets the intent of the uniform guidance.

In order for a cost to be allowable, the expenditure must also be allowable under the applicable program statute (e.g., ESSA of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, non-regulatory guidance and grant award notifications.

The state and/or District rules related to some specific cost items are discussed below. All purchases of goods and services must be accomplished through the Business Office, with the Purchasing Agent acting to commit the funds. The Business Office shall coordinate personnel services procured through Federal awards, including both assignment of personnel costs to the grant and procurement of personnel services from an outside source. District employees must be aware of these State and District rules and ensure they are complying with these requirements.

Time and Effort Standards

All employees who are paid in full or in part with Federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required “match” in a Federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to Federal grants.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into official records;
- Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- Encompass both Federally assisted and all other activities compensated by the District on an integrated basis;
- Comply with the established accounting policies and practices of the District and Support the distribution of the employee’s salary or wages among specific activities or costs objectives.
- Be certified by the supervisor to assure that the work was in compliance with the grant or award intent.

Time and Effort Procedures

The District's time and attendance accounting procedures are based on accounting for time "lost." Specifically, the District requires that all time away from work be reported, while time on the job is generally considered as having been accomplished without providing documentation to that effect. Individuals compensated by Federal grant or award must account for the time on the job, and the portion of time spent on Federally related work, separately in order to properly meet the time and effort requirements. These records will be filed with the applicable grant to substantiate the use of time.

Helpful Questions for Determining Whether a Cost is Allowable

In addition to the cost principles and standards described above, the Office of Federal Programs or the award program manager can refer to this section for a useful framework when performing an allowability analysis. In order to determine whether Federal funds may be used to purchase a specific cost, it is helpful to ask the following questions:

- Is the proposed cost allowable under the relevant program?
- Is the proposed cost consistent with an approved program plan and budget?
- Is the proposed cost consistent with program specific fiscal rules?
 - For example, the District may be required to use Federal funds only to supplement the amount of funds available from non-Federal (and possibly other Federal) sources.
- Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?

As a practical matter, the Office of Federal Programs or the award program manager should also consider whether the proposed cost is consistent with the underlying needs of the program and the approved District goals and strategy. For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for limited English proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students. Funds should be targeted to address areas of weakness, as necessary. To make this determination, the Superintendent or the Principal should review data when making purchases to ensure that Federal funds to meet these areas of concern.

Appendix C – Cash Management

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the New York State Department of Education on a reimbursement basis. However, if the District receives an advance in Federal grant funds, the District will remit interest earned on the advanced payment quarterly to the Federal agency consistent with 2 C.F.R. § 200.305(b)(9).

According to guidance from the U.S. Department of Education (ED), when calculating the interest earned on ED grant funds, regardless of the date of obligation, interest is calculated from the date that the Federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the District.

Interest would not accrue if the District uses non-Federal funds to pay the vendor and/or employees prior to the funds being drawn down from the G5 or Wide Area Work Flow (WAWF) system, commonly known as a reimbursement.

Payment Methods

Reimbursements: The District will initially charge Federal grant expenditures to non-Federal funds.

The District Business Office will request reimbursement for actual expenditures incurred under the Federal grants at least semi-annually, and more frequently if dictated by the awarding agency. Requests for reimbursement will be filed with the Grants Finance Unit of NYSED, through G5, or through WAWF, depending on the source of the grant. The reimbursement method will dictate the required forms to substantiate the claim. All reimbursements shall be based on actual disbursements, not on obligations.

Consistent with state and Federal requirements, the District will maintain source documentation supporting the Federal expenditures (invoices, time sheets, payroll stubs, etc.) for a period of six years after the grant is closed and the final funds are received and will make such documentation available for review by NYSED upon request.

Reimbursements of actual expenditures do not require interest calculations.

Advances: To the extent the District receives advance payments of Federal grant funds, the District will strive to expend the Federal funds on allowable expenditures as expeditiously as possible. Specifically, the District attempts to expend all drawn downs of Federal funds within 72 hours of receipt. The District will hold Federal advance payments in interest-bearing accounts, unless an allowable exception applies. The District will begin to calculate interest earned on cash balances once funds are deposited into the District's account.

Interest on advances will be calculated based on interest received daily and shall be apportioned to the Federal funds in the account in direct proportion to the overall amount in the account. Total Federal grant cash balances will be calculated on cash balances per grant and applying the District's actual interest rate. The District will remit interest earned on grant funds annually to the U.S. Department of Health and Human Services Payment Management System (regardless of the Federal awarding agency for the grant) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. The District may retain up to \$500 of interest earned per year. To the maximum extent possible, use of advance payments shall be avoided. Reimbursements are the preferred means of utilizing Federal grants.

Carryover

State-Administered Grants: The District may be able to "carryover" any funds left over at the end of the initial 15 month period into the next year. These leftover funds are typically referred to as carryover funds and continue to be available for obligation for an additional 12 months. 34 C.F.R. § 76.709. Accordingly, the District may have multiple years of grant funds available under the same program at the same time. The Treasurer will track the expenditures and encumbrances and will determine the amount of available funding for carryover. The Superintendent will be kept aware of this amount and will adjust the expenditures to reflect this factor. The carryover will be reported in the monthly fiscal reports submitted to the Board of Education.

Direct Grants: Direct grants are not normally subject to carryover provisions. However, under 2 C.F.R. § 200.308, direct grantees enjoy unique authority to expand the period of availability of Federal funds. The District is authorized to extend a direct grant automatically for one 12-month period. Prior approval is not required in these circumstances; however, in order to obtain this extension, the District must provide written notice to the Federal awarding agency at least 10 calendar days before the end of the period of performance specified in the award. This one-time extension may not be exercised merely for the purpose of using unobligated balances. The Superintendent will coordinate the notice to the awarding agency and monitor the progress in obtaining the extension.

The District will seek prior approval from the Federal agency when the extension will not be contrary to Federal statute, regulation or grant conditions and:

- The terms and conditions of the Federal award prohibit the extension;
 - The extension requires additional Federal funds; or
 - The extension involves any change in the approved objectives or scope of the project.
- 2 C.F.R. § 200.308(d)(2).

Appendix D - Standards of Conduct

In accordance with 2 C.F.R. §200.112, NY GML §§ 806 and 808, and District policies 2160 and 2320, the District maintains of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part shall not be accepted. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature, and of significant financial value, may be accepted in the spirit in which they are given.

“Officer or Employee” means an officer or employee of the District, whether paid or unpaid, including members of the Board and their appointed professional or nonprofessional staff.

“Interest” means an officer or employee shall be deemed to have an interest in the contract of (a) his spouse, minor children and dependents, except a contract of employment with the municipality which such officer or employee serves, (b) a firm, partnership or association of which such officer or employee is a member or employee, (c) a corporation of which such officer or employee is an officer, director, or employee and (d) a corporation any stock of which is owned or controlled directly or indirectly by such officer or employee."

Any employee, officer, or member of the public noting or suspecting a violation of this policy is encouraged to bring the matter to the Board or the Superintendent of Schools. Matters of this nature shall be held in confidence to the maximum extent possible pending a thorough investigation of the allegations of impropriety. Knowing or willful violation of this policy by any employee or member of the Board may result in disciplinary action up to and including dismissal.

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended, or removed from office or employment, as the case may be, in the manner provided by law.

Any District officer or employee who has, will have, or later acquires an interest in any action, legislation, or proposed contract shall publicly disclose the nature and extent of such interest in writing to the Board of Education, except that such disclosure shall not be required for any of the exceptions listed under New York General Municipal Law §802

No District officer or employee shall, after termination of services or employment with the District, appear before any board, department, or agency of the District in relation to any case in which the individual personally participated during the period of service or employment, or which was under active consideration.

No District officer or employee shall engage in, solicit, negotiate for, or promise to accept private employment when such interests or services create a conflict with or impairs the proper discharge of official duties. This shall include entering into contingency agreements to represent clients before the Board.

Board members shall disclose, in writing, upon assuming office, any possible conflicts of interest. This shall be entered into the minutes of the Board at the reorganization meeting in July. At any time where a possible conflict arise, the Board member will also make such disclosure in writing. As an example, a board member married to the owner of a business, or acting as an officer in the business, with which the District conducts business exceeding \$750 annually, must make such disclosure. The disclosure only needs to be made once unless there is a material change to the underlying factors. By making such a notice the appearance of impropriety is mitigated and the ability to influence the District for personal gain it in full view.

Appendix E – Eligibility

The main objective of this compliance requirement is that only eligible individuals or organizations participate in Federal assistance programs. The criterion for determining eligibility will vary from program to program, but the objective that only eligible individuals or organizations participate remains consistent across all Federal programs. To comply with this objective, recipients must first assure that proper eligibility determinations are made, which means that the recipient must determine the parameters and limitations to define eligibility for a specific program in accordance with the program's purpose. Eligibility for a specific award will be announced in the award notice. Some awards are dependent on the level of enrollment of a specific class of students in a building or in the district. Examples are numbers of military children, numbers of English Language Learners, and numbers of children living at or below a specified poverty level. In making application for a grant or award, the District will ensure that it is qualified for all eligibility criteria and shall maintain evidence of the qualification for the duration of the award period and the required records holding period.

Appendix F – Equipment and Real Property Management

Equipment and real property procured through any Federally funded award shall be accounted for under District Policies 5133 – Procurement; 5310 – Purchasing; and 5312 - Depreciation Policy. The District shall maintain an active accounting and inventory system for all items procured through Federal grants.

A. Property Classifications

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000. 2 C.F.R. § 200.33.

Supplies means all tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. § 200.94.

Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. § 200.20.

Capital assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. § 200.12.

B. Inventory Procedure

Upon receipt any property classified above, the Shipping and Receiving Department or the Technology Department shall identify the equipment, inspect it for condition, ensure it matches the requirement stated on the purchase order, and shall apply asset control tags to the equipment/item. The item shall be entered into the inventory system in sufficient detail to provide a discrete identification of the item (nomenclature, serial numbers, model numbers, etc.) as well as the location where the equipment will ultimately be situated. Only after this is

accomplished will the equipment be shipped to the final destination. Receiving reports will then be signed and forwarded to the Business Office for processing and payment.

C. Inventory Records

For each equipment and computing device purchased with Federal funds, the following information is maintained:

- Serial number or other identification number;
- Source of funding for the property;
- Who holds title (this may be MORIC if they acted as purchasing agent);
- Acquisition date and cost of the property;
- Percentage of Federal participation in the project costs for the Federal award under which the property was acquired;
- Location, use and condition of the property; and
- Any ultimate disposition data including the date of disposal and sale price of the property.

Upon final disposition of the property (either at the end of useful life, sale, loss, etc.) the shipping and receiving department shall request that the Board of Education declare the item excess to the needs of the District. Once this resolution is recorded in the minutes, the Shipping and Receiving clerk may dispose of the property within the guidelines approved by the Board of Education. Any monetary value derived from the disposal of the property shall be applied as a credit to the Federal Grant, if applicable.

D. Physical Inventory

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. The inventory will be accomplished by the Technology Department Micro-computer Technician assigned to the specific building or by the Shipping and Receiving clerk during his annual inventory.

E. Maintenance

In accordance with 2 C.F.R. § 200.313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition. Issues arising during normal operations will be reported to the appropriate agency (Buildings and Grounds or Technology) .

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. Devices are assigned for use by trained personnel. Losses will be reported to the building office as soon as practicable after the loss is noticed. At that time, appropriate administrative personnel will conduct an inquiry to determine the nature and cause of the loss. If a theft is suspected, a police report will be filed (contact the School Resource Officer for processing procedures). If the property is not recovered in 60 days, it can be removed from the inventory as a loss.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the District will not encumber the property without prior approval of the Federal awarding agency and the pass-through entity.

During the time equipment is used on the project or program for which it was acquired, the equipment will also be made available for use on other projects or programs currently or previously supported by the Federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the Federal awarding agency that financed the equipment. Second preference is given to programs or projects under Federal awards from other Federal awarding agencies. Use for non-Federally funded programs or projects is also permissible.

When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority: (1) activities under a Federal award from the Federal awarding agency which funded the original program or project; then (2) activities under Federal awards from other Federal awarding agencies.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the Superintendent will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the Federal awarding agency. If the item has a current FMV of more than \$5,000, the Federal awarding agency is entitled to the Federal share

of the current market value or sales proceeds. All final decisions to excess property are reserved to the Board of Education.

If acquiring replacement equipment, the District may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. Net cost will be applied to any accounts used to acquire equipment including a trade in.

Appendix G – Matching, Level of Effort and Earmarking

Matching, also referred to as “cost sharing”, is a requirement for the recipient to provide contributions or donations of a specified amount or percentage to supplement Federal assistance received. In other words, when the recipient participates in a Federal program and an operating budget is prepared, the Federal government may require the recipient to provide contributions to cover a portion of that program’s operations.

Level of effort defines particular goals or objectives the recipient must achieve with the assistance received, and includes recipient requirements for a specified level of service, specified level of expenditures for designated activities, and Federal funds to supplement and not supplant non-Federal services.

Earmarking is a requirement that specifies a limit amount or percentage of the program’s assistance that must (minimum) or may (maximum) be used for specified activities. Examples of this include limits imposed on the Federal government on the amount of Federal funds to cover administrative expenses, or a percentage requirement for total program funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered (e.g. a limit on how many participants a recipient can provide assistance to).

Individual Federal grants may have matching or level of effort requirements associated with the grant as a condition of award. The Superintendent will determine these requirements during the application/pre-award phase of the process. These requirements will be budgeted and tracked during execution of the award. The following criteria will be met when identifying matching/level of effort/earmarking of funds by the District:

- Must be verifiable in the District’s accounting system
- Must not be included as the contribution to any other Federal award (no “double-dipping”)
- Must be necessary and reasonable for accomplishing the program objectives
- Must be allowable under cost principles previously stated in this guidance
- Must not be paid by another Federal agency or under another Federal award
- Must be provided for in the budget approved for the award by the applicable Federal Agency.

The Grant Program Director will ensure that earmark requirements are fully complied with. The Business Office will monitor this aspect and ensure that no funds are disbursed that do not meet the earmark requirements.

Appendix H – Period of Performance

The period of performance will be described in the grant award notice. All obligations must occur on or between the beginning and ending dates of the grant project. 2 C.F.R. § 200.309. This period of time is known as the period of performance. 2 C.F.R. § 200.77. The period of performance is dictated by statute. Further, certain grants have specific requirements for carryover funds that must be adhered to. The period of performance is a required data point for claiming reimbursement through G5 or WAWF. The period of performance can only be changed by the awarding agency. In instances where the budget is under executed and funding will remain at the end of the performance period, the Superintendent, or the District Treasurer will apply to the awarding agency for an extension of the time for performance. If granted, this extension will be listed on a modification to the grant award notice. On application for reimbursement, all information on award notice modifications must be annotated on the claim in order for it to be processed properly and in a timely fashion.

Appendix I – Procurement and Suspension and Debarment

This section covers compliance of laws and regulations when obtaining a good or services from a vendor, supplier, or provider. The District will comply with its established Procurement policy (Policy 5133) and its Purchasing policy (Policy 5310) in all purchases made through Federal grants or awards. The fact that the source is a Federal grant/award does not relieve the District from complying with all aspects of the effective policy. The procurement requirement is established to ensure that such goods and services are obtained in an effective manner, including the prohibition of conflicts of interest, the fair selection of vendors, provide open and free competition among vendors, etc. The suspension and debarment requirement establishes that certain non-Federal entities have been prohibited from participating in or receiving Federal assistance for various reasons, including prior mismanagement of funds or previous non-compliance of laws and regulations. This prohibition may be temporary (suspension) or indefinite (debarment; until specifically allowed by the government). When performing this purchase, the District Purchasing Agent must verify that the vendor, supplier, provider or their respective principals (e.g., owners, top management, etc.) are not suspended, debarred or otherwise excluded by the Federal government. This is done by checking the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) or by contacting the Federal agency.

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended.

Appendix J – Program Income

Program income is sometimes directly generated by the Federally funded program. This type of income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. However, it generally does not include interest on program funds (which is covered under “Cash Management”); nor does it cover rebates, credits, discounts, and refunds (covered under “Allowable Costs/Cost Principles”); nor proceeds from the sale of equipment or real property (covered under “Equipment and Real Property Management”). The uses or treatment of program income are either deducted by the Federal agency from the current program budget (e.g., the program income substitutes part of the original budget), added to the current program budget, or used to meet matching requirements.

Use of Program Income

The default method for the use of program income for the District is the deduction method. Under the deduction method, any program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity. The District may also request prior approval from the Federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the District. The program income must then be used for the purposes and under the conditions of the Federal award.

While the deduction method is the default method, the District always refers to the GAN prior to determining the appropriate use of program income.

Appendix K – Reporting

This section establishes that all recipients must submit reports (whether financial, performance-related, or of special nature) to the Federal government to monitor Federal assistance activities and uses. The most common reports are pre-designed by the Federal agency, are approved by OMB, and are available to all recipients and the general public. The time deadlines for submitting them vary depending on the report, and will generally be established in the initial Grant Award Notice. Furthermore, the reporting requirements (e.g., which reports must be submitted, the timing of the submission, information in the reports, etc.) may vary from recipient to recipient, although the Federal government has established several reports that apply to all recipients. Common reports include:

- SF-270 the *Request for Advance or Reimbursement*.
- SF-425 the *Federal Financial Report*.
- FS-10 the *Proposed Budget for a Federal or State Project*
- FS-10A the *Proposed Amendment for a Federal or State Project*
- FS-25 the *Request for Funds for a Federal or State Project*

Reconciliation and Closeout Procedures

It is critical for charges to match the actual disbursement. Budget estimates or other distribution percentages determined before the services are performed or purchases made do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes provided that the system for establishing the estimates produces reasonable approximations of the activity actually performed. Therefore, when filing final reports, all accounting must be for actual, not budgeted accounting numbers.

Record Retention

A. Retention:

The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the sub-grantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with Federal program requirements. The District also maintains records of significant project experiences and results. These records and accounts must be retained and made available for programmatic or financial audit and will be maintained for a minimum of six years after filing the final reports, unless the New York state retention period prescribes a longer retention period.

The U.S. Department of Education is authorized to recover any Federal funds misspent within 5 years before the receipt of a program determination letter. If any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all

litigation, claims, or audit findings involving the records have been resolved and final action taken.

Upon reaching the end of the retention period, records will be destroyed by shredding or, in the case of electron records, deletion with overwrite on the recorded section of the medium.

B. Access to Records

The District provides the awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives the right of access to any documents, papers, or other records of the District which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the District's personnel for the purpose of interview and discussion related to such documents.

C. Privacy

The District protects the privacy of the records under the Family Educational Rights and Privacy Act (FERPA). Documents subject to Freedom of Information Law requests or Freedom of Information Act requests will be reviewed for privacy concerns and properly redacted prior to release under either law. This does not apply to properly executed subpoenas or investigations by properly documented law enforcement in the conduct of official duties.

Appendix L – Subrecipient Monitoring

In the event that the District awards subgrants to other entities (also known as pass-through entities), the District shall monitor those grant subrecipients to ensure compliance with Federal, state, and local laws. Monitoring is the regular and systematic examination of all aspects associated with the administration and implementation of a program. Each program office that awards a subgrant must have its own monitoring policy. This policy must ensure that any monitoring findings are corrected. The District shall require that all subrecipients provide required reports and financial documents in sufficient detail to permit the District to make it required reports. In this manner the District will exercise a level of control. The District may also conduct site visits, regular contact, interviews, meetings and examinations of the subrecipient, as well as requiring that the subrecipient be subject to an annual single audit. The specific measures will be developed at the time the subgrant is awarded and will be followed up by the District Superintendent.

Appendix M – Special Tests and Provisions

Certain programs have unique compliance requirements—established by laws, regulations, and contract or grant agreements—that do not fit into the requirements listed above. The Superintendent must review these, normally provided in the Grant Award Notice, and ensure compliance with those requirements. The auditor must review the program’s contract, grant agreements, referenced laws, and regulations to identify unique compliance requirements. In conjunction with the Superintendent and the Treasurer, the auditor will develop audit objectives and audit procedures under this section to ensure full compliance.

TO: Principal and Administrators at Madison Central School
FROM: DonorsChoose.org (212-239-3615)
RE: Mr. Perry got funding for his classroom

Give Mr. Perry a high five! Mr. Perry recently earned funding at DonorsChoose.org for a classroom project called "Preparing the Metal as We Prepare the Students". A list of your donors is at bottom of this fax!

The resources for this project will arrive soon, and we hope you'll ensure they promptly reach Mr. Perry's classroom.

1. DEWALT D28710 14-Inch Abrasive Chop Saw quantity 1, \$173.15 each
2. Dewalt DW8061B5 4 x 0.045 Inch Metal and St... quantity 6, \$7.98 each
3. DEWALT DWE402G 11-Amp Angle Grinder Paddle ... quantity 3, \$108.99 each
4. DEWALT DW8001B4 Heavy Duty 14-Inch by 7/64-... quantity 2, \$23.99 each

Please tell your front office to expect delivery of any materials within the next few weeks, and ask them to inform Mr. Perry when packages arrive.

If Mr. Perry is no longer teaching at your school, or if there is another reason this donation should not be made, please contact us immediately at principals@donorschoose.org. Save this notice if you need documentation of grants received.

DonorsChoose.org is a free nonprofit website where teachers at your school can receive funding for student resources. All we ask teachers to provide in return is a "thank-you package" for their donors. For information about control or use of resources funded through our site, visit www.donorschoose.org/resourcepolicy.

Thank you for fostering an environment where teachers go above and beyond for their students!

The DonorsChoose.org Team

P.S. Mr. Perry inspired donations from:

Anonymous (Utica, NY) *has given to your school 3+ times!
Anonymous (New York) *has given to your school 3+ times!
SONIC Drive-In (Oklahoma City, OK) *has given to your school 3+ times!
Google.org

See why these donors gave at
<https://www.donorschoose.org/project/preparing-the-metal-as-we-prepare-the-st/4104707/>.

134 West 37th Street, 11th Floor | New York, NY 10018
www.donorschoose.org | principals@donorschoose.org | 212-239-3615

TO: Principal and Administrators at Madison Central School
FROM: DonorsChoose.org (212-239-3615)
RE: Mr. Perry got funding for his classroom

Give Mr. Perry a high five! Mr. Perry recently earned funding at DonorsChoose.org for a classroom project called "Teaching Career Skills". A list of your donors is at bottom of this fax!

The resources for this project will arrive soon, and we hope you'll ensure they promptly reach Mr. Perry's classroom.

1. 2Pcs Tool Storage Box Portable Top Chest Ro... quantity 2, \$249.99 each

Please tell your front office to expect delivery of any materials within the next few weeks, and ask them to inform Mr. Perry when packages arrive.

If Mr. Perry is no longer teaching at your school, or if there is another reason this donation should not be made, please contact us immediately at principals@donorschoose.org. Save this notice if you need documentation of grants received.

DonorsChoose.org is a free nonprofit website where teachers at your school can receive funding for student resources. All we ask teachers to provide in return is a "thank-you package" for their donors. For information about control or use of resources funded through our site, visit www.donorschoose.org/resourcepolicy.

Thank you for fostering an environment where teachers go above and beyond for their students!

The DonorsChoose.org Team

P.S. Mr. Perry inspired donations from:

Anonymous (Utica, NY) *has given to your school 3+ times!
SONIC Drive-In (Oklahoma City, OK) *has given to your school 3+ times!

See why these donors gave at
<https://www.donorschoose.org/project/teaching-career-skills/4089890/>.

134 West 37th Street, 11th Floor | New York, NY 10018
www.donorschoose.org | principals@donorschoose.org | 212-239-3615

TO: Principal and Administrators at Madison Central School
FROM: DonorsChoose.org (212-239-3615)
RE: Mr. Perry got funding for his classroom

Give Mr. Perry a high five! Mr. Perry recently earned funding at DonorsChoose.org for a classroom project called "Filling Toolboxes as We Will Them Emotionally". A list of your donors is at bottom of this fax!

The resources for this project will arrive soon, and we hope you'll ensure they promptly reach Mr. Perry's classroom.

1. DEWALT Mechanics Tools Kit and Socket Set, ... quantity 2, \$228.00 each
2. DEWALT DWMT70773L 1/2-Inch Square Drive Imp... quantity 1, \$125.92 each

Please tell your front office to expect delivery of any materials within the next few weeks, and ask them to inform Mr. Perry when packages arrive.

If Mr. Perry is no longer teaching at your school, or if there is another reason this donation should not be made, please contact us immediately at principals@donorschoose.org. Save this notice if you need documentation of grants received.

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P.S. Mr. Perry inspired donations from:

Anonymous (New York) *has given to your school 3+ times!
SONIC Drive-In (Oklahoma City, OK) *has given to your school 3+ times!

See why these donors gave at
<https://www.donorschoose.org/project/filling-toolboxes-as-we-will-them-emotio/4120111/>.

134 West 37th Street, 11th Floor | New York, NY 10018
www.donorschoose.org | principals@donorschoose.org | 212-239-3615

TO: Principal and Administrators at Madison Central School
FROM: DonorsChoose.org (212-239-3615)
RE: Mr. Perry got funding for his classroom

Give Mr. Perry a high five! Mr. Perry recently earned funding at DonorsChoose.org for a classroom project called "Increasing Equipment and Accountability". A list of your donors is at bottom of this fax!

The resources for this project will arrive soon, and we hope you'll ensure they promptly reach Mr. Perry's classroom.

1. MAXPOWER 15 Piece Locking Pliers Set, Compl... quantity 2, \$89.99 each
2. GEARWRENCH 85034 SAE/MM Ratcheting Wrench S... quantity 2, \$101.47 each
3. GearWrench 80066 20 Pc. Master Dual Materia... quantity 2, \$78.28 each

Please tell your front office to expect delivery of any materials within the next few weeks, and ask them to inform Mr. Perry when packages arrive.

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SONIC Drive-In (Oklahoma City, OK) *has given to your school 3+ times!

See why these donors gave at
<https://www.donorschoose.org/project/increasing-equipment-and-accountability/4120301/>.

134 West 37th Street, 11th Floor | New York, NY 10018
www.donorschoose.org | principals@donorschoose.org | 212-239-3615

Leadership Symposium 2019

Current Program- (Approximate Schedule)

Day 1: July 16

10:30-11:15 45 minute welcome and kickoff
 11:15-12:00 Job-alike groups
 12:00-1:00 Lunch
 1:00-4:00 District Work Time (Possible break out conversation around school climate survey)

Day 2: July 17

8:30-10:00 Keynote on Communication- (Confirmed: Renee Cartier, Discovery Education)
 10:00-11:00 Job-Alike Groups
 11:00-12:00 Session 1
 12:00-1:45 Lunch
 1:00-2:00 Session 2
 2:15-3:15 Session 3
 3:30-4:30 Whole Group Application

Day 3: July 18

8:30-11:30 District Goal Setting
 11:30 Departure

Day 2: Confirmed Sessions	Session 1: 10:00-11:00	Session 2: 1:00-2:00	Session 3: 2:15-3:15
Effective Feedback- Dr. Leela George, Syracuse University	X	X	X
Progressive Discipline- Nicholas R. Minderler, Labor Relations Specialist, Cayuga-Onondaga BOCES	X	X	X
Jazz Conboy- <ul style="list-style-type: none"> • Women in Leadership (Session 2) • Superintendents Session (Session 3) 	Not available	X	X
Dr. Jeffery Mangram, Syracuse University- Topic TBD	X	X	X
Harnessing the Power of Social Media- Paul Griser	X	X	X

Session Choices to Consider

Dr. Jeffery Mangram, Syracuse University

Media Literacy—What is media in the 21st century? How does it shape our understanding of “reality?” How does it shape our interactions with each other and others? The objective of this workshop is to engage the five major constructs of media literacy in order to begin answering the aforementioned questions.

Talking About Race-Talking About Whiteness—What does it mean to be “white” in the US in the 21st century? What does it mean to be poor, rural and white? Why is this such a taboo topic, though no one says it in this manner? The objective of this workshop is to discuss the power of racial socialization, particularly, “whiteness socialization,” in order to assist administrators in finding ways of interrupting that socialization that leads to destructive ends.

Board of Education

Stephanie Clark-Tanner

President

Jona Snyder

Vice President

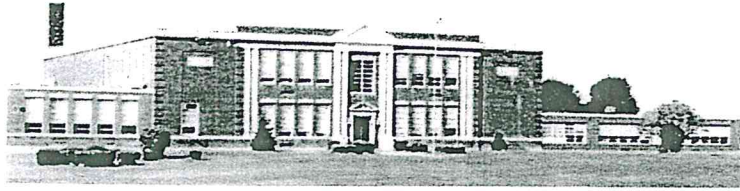
Jessica Clark

Michael Filipovich

Jennifer Lavoie

Brittany Rizzo

Steven Yancey



Madison Central School District

7303 Route 20, Madison, New York 13402

Phone: (315) 893-1878

Fax: (315) 893-7111

Michael Davis

Superintendent

Larry Nichols

Building Principal

Brian J. Latella

Elementary Principal

Melanie Brouillette

Treasurer

Tracey Lewis

District Clerk

May 10, 2019

Office of the State Comptroller
Attn: Rebecca Wilcox, Chief Examiner
State Office Building, Room 409
333 E. Washington Street
Syracuse, New York 13202-1428

Re: Audit report 2019M-63

Dear Ms. Wilcox:

The Board of Education would like to present the corrective action plan for the above audit report pursuant to Section 35 of the New York State General Municipal Law, Section 2116-1 (3) (c) of the New York State Education Law and Section 170.12 of the Regulations of the Commissioner of Education as follows:

The Board did not adopt a written reserve fund policy.

The District is in the process of reviewing policies to put in place in regards to fund balance and reserve funds. The process should be complete by August 2019.

Reserve funds overfunded

The Board of Education thanks you for your recommendations and will take them into consideration.

Debt service balance

The District has budgeted over the last several years a transfer from debt service and will continue to do so. We are also mindful of the limit of unreserved fund balance of 4 percent and will continue to balance the two.

Thank you for helping make Madison Central School a better operation.

Sincerely,

Stephanie Clark Tanner
Board President

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

I. Policy

- A. As required by State law, the Board of Education has adopted a comprehensive District-Wide School Safety Plan and a Building Level Emergency Response Plan regarding crisis intervention and emergency response and management for each building in the District, and reviews and updates those plans annually by September 1st of each succeeding year.
- B. The Superintendent is designated as the District's Chief Emergency Officer. The Chief Emergency Officer is responsible for coordinating communication between school staff and law enforcement and first responders, ensuring staff understanding of the district level safety plan, and ensuring the annual review and updating of each building level emergency response plan.

II. District-Wide School Safety Plan

A. Safety Team

The Board of Education shall appoint a District-Wide School Safety Team, which shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel to develop a comprehensive District-Wide Safety Plan.

- B. The District-Wide Safety Plan shall include at a minimum all the elements required by Commissioner's Regulation s 155.17(c)(1).

C. Review and Update

- 1. The District-Wide School Safety Plan is reviewed and updated at least annually by the District-Wide School Safety Team.
- 2. The District-Wide Safety Plan must be made available for public comment at least thirty (30) days prior to adoption by the Board. The Board may adopt the District-Wide Safety Plan only after at least one public hearing has been held.

D. File with Commissioner of Education

POLICY

Draft 05/06/19
5001

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

A copy of the District-Wide Safety Plan and any amendments to the Plan shall be filed with the Commissioner of Education no later than thirty (30) days after adoption.

E. Use of Temporary Vision Panel Coverings

1. The installation and use of temporary vision panel coverings is authorized when recommended by the Safety Team as part of the District-Wide School Safety Plan. All installations shall comply with the New York State Fire Prevention and Building Code, and with the NYSED Manual of Planning Standards.
2. The Safety Team shall include in its considerations the important safety function of insuring speedy egress from rooms and buildings in order to escape threats to safety, such as fire.
3. The recommendation of the Safety Team shall include a recommended priority of installation, in the event that complete coverage is not feasible for logistic or financial reasons, and shall be included in the appropriate Building Level Emergency Plans.

F. Use of Temporary Door Blocks

1. The installation and use of temporary door blocks is authorized when recommended by the Safety Team as part of the District-Wide School Safety Plan.
2. The Safety Team shall include in its considerations the important safety function of insuring speedy egress from rooms and buildings in order to escape threats to safety, such as fire.
3. The recommendation of the Safety Team shall include a recommended priority of installation, in the event that complete coverage is not feasible for logistic or financial reasons, and shall be included in the appropriate Building Level Emergency Plans.

III. Building-Level Emergency Response Plan

A. Response Team

1. The Principal of each school building shall appoint a Building Level Emergency Response Team, which shall include but not be limited to

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the Board deems appropriate.

2. The Building-Level Emergency Response Team shall develop a school emergency response plan, which shall be kept confidential and shall not be disclosed except to authorized school staff and law enforcement officers.

B. The Building-Level Emergency Response Plan shall include at a minimum all the elements required by Commissioner's Regulation 155.17(c)(1).

C. Review and Update

The Building-Level Emergency Response Plan is reviewed and updated at least annually by the Building-Level Emergency Response Team.

D. File with Law Enforcement

A copy of each Building-Level Emergency Response Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after adoption but no later than October 15th of each year.

IV. Implementation and Training

A. The Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a school building in the district.

B. All district and school staff shall receive annual training by September 15th of each school year, or within thirty (30) days of hire, whichever is sooner, on the emergency response plan. This safety training shall include components of violence prevention and mental health. The Superintendent shall be responsible for making the necessary certification of this training to the State Education Department.

C. The Superintendent shall provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

POLICY

Draft 05/06/19

5001

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

- D. The District shall, at least once every school year, conduct one test of its emergency procedures.

Madison Central School District

Legal Ref: NYS Education Law §2801-a; 8 NYCRR 155.17, Safe Schools Against Violence in Education Act (SAVE); NYS Fire Prevention and Building Code; and NYSED Manual of Planning Standards

Adopted: 02/25/99

Revised: 03/04/14, 11/07/16, _____

Madison Central School Library Media Center

April Monthly Report

April 2019

Total number of material borrowed or renewed: 803
Number of instructional days: 15

High School

Total number of 7th - 12th graders utilizing the library: 68
(this total does not include the students who used library as a class)

Also, have 2 Study Halls in the library with a total of 27 students.

Elementary

Pre-K

Read - *The Very Quiet Cricket* by Eric Carle, *Duck! Rabbit!* By Amy Krouse Rosenthal.
Vocabulary - author, title

Kindergarten

Read - *The Very Hungry Caterpillar* by Eric Carle and *Miss Maple's Seeds* by Eliza Wheeler.
We have been talking about Season throughout the year and I have been choosing books that involve Spring in some way. We talked about planting and what a plant needs in order to grow. We also talked about the different animals we start to see when the weather gets warmer.
Vocabulary- Fiction/Non-fiction, Author/Illustrator, Seasons, Spring

1st Grade

Read - Eric Carle works such as *The Very Hungry Caterpillar*, *From Head to Toe*, *The Very Quiet Cricket*. Before April break we watched a short clip of a video with Eric Carle created his most recognized work, *The Very Hungry Caterpillar*. We compared how he pieces together various cut out of pages to Ezra Jack Keats who used oil painting creations to make his books illustrations.

Vocabulary: Author's purpose, Compare/Contrast

2nd Grade

The students learned about how the quilt patterns were a way of communication for slaves back before the Civil War. The students continued to work on their patches that will be turned into a poster that will be displayed in the library. The students were also given the opportunity to

participate in this year's coloring contest through Madison-Oneida BOCES School Library calendar. The theme for this year is "Everyone belongs in the school library."
Vocabulary - Underground Railroad, quilt patterns, Freedom, Communication

3rd Grade

The students continued to work on their autobiography packet. The students were also given the opportunity to participate in this year's coloring contest through Madison-Oneida BOCES School Library calendar. The theme for this year is "Everyone belongs in the school library."
Vocabulary- Plot, Adjectives, autobiography

4th Grade

Before break, I had the students work on Hour of Code on Code.org. I chose the Minecraft Hour of Code session since a majority of the students play Minecraft at home. The students played their own adventure, there were four to choose from. The puzzles had the students practice coding for computers. The students were also given the opportunity to participate in this year's coloring contest through Madison-Oneida BOCES School Library calendar. The theme for this year is "Everyone belongs in the school library."
Vocabulary - Coding, Theme

5th Grade

Before break, I had the students work on Hour of Code on Code.org. I chose the Minecraft Hour of Code session since a majority of the students play Minecraft at home. The students played their own adventure, there were four to choose from. The puzzles had the students practice coding for computers. The students were also given the opportunity to participate in this year's coloring contest through Madison-Oneida BOCES School Library calendar. The theme for this year is "Everyone belongs in the school library."

After break, we read *I am Human A Book of Empathy* by Susan Verde. As we read it, the students were asked to think of situations where they could use more empathy. We discussed what the word meant and what it meant to them. This is leading into an I am Poem the students will be asked to write.

Vocabulary - Coding, Theme, Empathy, Self-awareness, Kindness

Library Upkeep

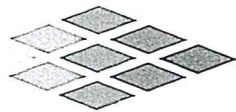
Added 30 new books to our collection.

Our most circulated title was The Pigeon Finds a Hot Dog.

We continue to add to the Imagination Library registration of Madison pre-school children.

Thank you again for all of your support.

Nicole LeClair
Madison Library Media Specialist



FYI: From Our Board to Yours

From: Richard Engelbrecht

To: Michael Davis

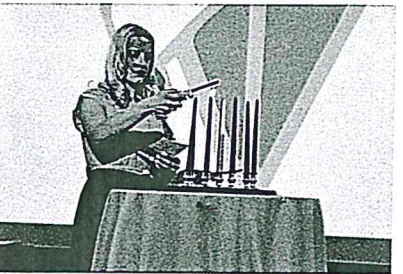
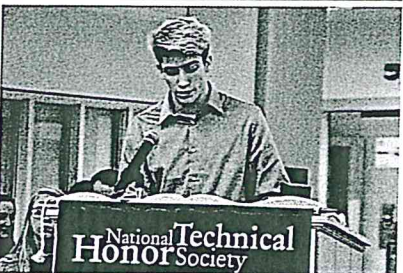
Madison Board of Education

May 2019

Career and Technical Education

112 STUDENTS JOIN TECHNICAL HONOR SOCIETY

MOBOCES inducted a record 112 high school seniors into its chapter of the National Technical Honor Society on March 27. The inductees were from 17 Career and Technical Education (CTE) programs and nine area high schools. They



represent the top 10% of the CTE senior class and are part of an elite group of NTHS members statewide.

NTHS is an honor society recognizing excellence in career and technical education. To join the honor society, students must be nominated by their teachers, carry a minimum 3.0 grade point average, demonstrate excellence in their CTE program and participate in extracurricular activities at BOCES and/or their home school. NTHS membership is a distinction achieved by only 3-4% of CTE students nationwide.

NTHS chapter co-advisers Katie Ragozzino and

Stephenie Vasquez led the ceremony, with support from Joanne Saya. CTE teachers presented students from their programs with their honor cords and certificates.

Eight student representatives helped lead the ceremony – Cassidy Allen, Camryn Sullivan and Ashlee Gilbert of Camden; Joanna Musacchio of Canastota; Gabriel Camp of Morrisville-Eaton; Garrett Craft of Rome; Alana Murphy and Katelyn Lanz of VVS. Kendall Dust, of VVS led the Pledge of Allegiance.

Adult and Continuing Education

BCCE CASE MANAGER RECOGNIZED FOR SERVICE

New York State Women, Inc., a professional association for women, has recognized BCCE staff member Lillie Savage for her service to education in the Mohawk Valley. She was one of seven area women to receive a Woman of the Year Award at the agency's annual banquet on April 2.



Lillie is a case manager at the Utica ACCESS Site, supporting adult learners in high school equivalency, ESL and other programs.

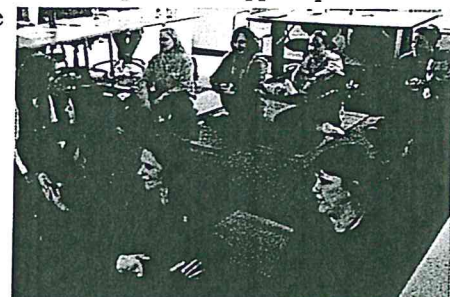
She was nominated by Lucretia Hunt, the TASC testing coordinator at the Utica ACCESS Site. In her nomination, Lucretia said Lillie has helped members of her community grow and better themselves in many ways, including: through work with Head Start, her work providing mentorship and counseling through her church and other community organizations, and through her work at BOCES assisting adults without a diploma, low-income adults, and non-native English speakers.

Alternative and Special Education

YOGA WORKSHOP OFFERS BEHAVIOR STRATEGIES

Occupational Therapist Catherine Bird organized a unique professional development opportunity on March 21 for MOBOCES speech, physical and occupational therapists and adaptive physical education teachers. They participated in a full-day workshop on "Yoga to Improve Sensory Self-Regulation and Motor Skills in Kids" led by Pesí, a continuing education provider that focuses on courses for therapists.

Through the workshop, participants learned more about sensory techniques and motor skills development to support special needs students. Teachers have already begun utilizing some of the techniques with students to help improve their focus and task completion skills, which will carry over into their classrooms as well.



Staff and Curriculum Development

SLS AWARDS GRANT TO MCALLISTER ELEMENTARY

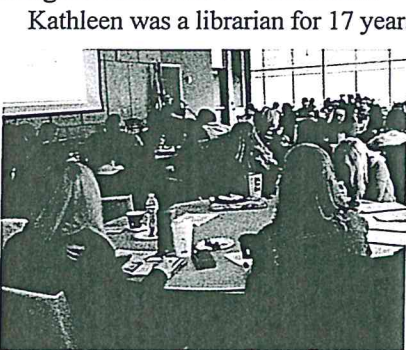
The School Library System has awarded an Expanding Our Students' World mini-grant to Jackie Buzzard, librarian at McAllister Elementary School in the VVS district. These grants support school-based initiatives to engage students in a virtual or digital communication experience to enhance learning and encourage collaboration.

Jackie will be collaborating with third grade teachers Gina Castilla and Dan Relyea on a social studies projects about communities. Over the course of about three weeks, students will talk about different types of communities and then take virtual field trips to those places to experience life these. They will then work on post-trip activities to help reinforce skills in geography, culture, the environment, inquiry and collaboration.

This grant is part of a year-long region-wide initiative to increase student engagement and collaboration between school librarians and classroom teachers to enhance the curriculum.

PRESENTER DISCUSSES READING STRATEGIES

The Center for Instructional Support hosted a presentation for school librarians, teachers and curriculum specialists led by Kathleen Odean, a nationally-known youth literature expert, on April 10. She shared some of the best new young adult books in fiction, nonfiction and poetry categories. She also shared strategies, activities, resources and ideas to help promote reading and integrate books into the curriculum.



Kathleen was a librarian for 17 years before moving into her current role in higher education. She has been featured on "The Today Show" for her book guides. She has also served as chairperson of the Newberry Award Committee and a member of the Caldecott Award Committee.

Management Services

PERSONNEL DIRECTOR PRESENTS AT CONFERENCE

Personnel and Certification Director Lee Farrell recently presented to aspiring administrators from the region during the Goal Conference on March 20. Lee and her counterparts from Oneida and Herkimer BOCES spoke with conference participants about college programs in Educational Administration and certification requirements for school administrators.

A number of college representatives attended the event to provide more specific information to interested participants.



Those colleges include College of St. Rose, SUNY Cortland, SUNY Oswego, SUNY Stonybrook and The Sage Colleges.

Early Childhood Education

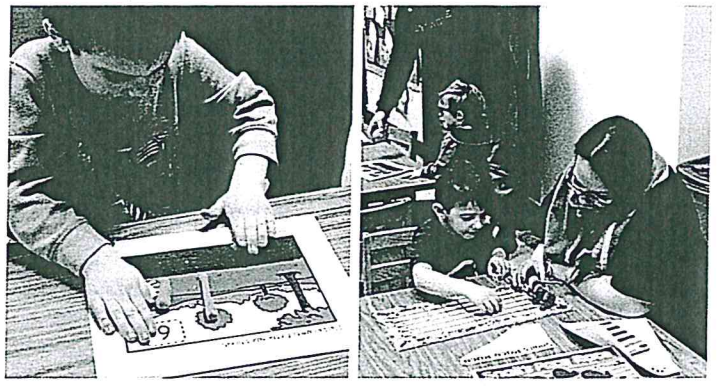
SVCS HOSTS FAMILY RODEO NIGHT

The pre-k program at Stockbridge Valley CSD hosted a family rodeo night on March 26. The parents and children dressed like cowboys and cowgirls and worked their way through literacy and math stations. These included a letter round-up where children had to collect letters in their buckets, a reading and puzzle area, farm riddles, farm animal math, and stamping. Students could also ride a toy horse to practice their gross motor skills. The event ended with family songs around a "campfire."



CANASTOTA FAMILIES ATTEND MATH NIGHT

The pre-k program at Canastota CSD hosted a family math night on March 27, allowing students an opportunity to practice and demonstrate their math skills to parents and grandparents. Games and activities focused on counting 1-10, number identification, shape identification, using objects to represent numbers, using shapes to create something recognizable, and understanding the relationship between numeral and quantity.



Regional Information Center

MORIC SUPPORTS LOCAL NYSED VIDEO PROJECT

MORIC recently worked with a team from NYSED to help coordinate a video production about educational technology. Maria Rocker and Town of Webb district officials hosted NYSED's video team in late March to showcase some of the innovative ways they are using technology to enhance student learning experiences. Some of these highlights included Lego Robotics, Engineering, 3D printing, bus wifi and a student technology help desk.

NYSED has not yet set a date for releasing the video, which will be shared on social media.