

MADISON CENTRAL SCHOOL DISTRICT

School Board Operating Protocols

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

1. **Mission comes first.** Advancing academic achievement and youth development for all students in the district. The board's work will reflect that highest priority.
2. **Clearly State Goals.** The board will set clear goals for themselves and the superintendent. The board and superintendent will set clear goals for the Madison Central School District. Such goals will cohere with the mission and strategic plans of the district.
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Adapted from model provided by the Washington State School Districts' Association

Approved and adopted by MCS June 19, 2012

**Madison Central School
District
Core Values**

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



Communication Chain of Command

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

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

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



***Madison Central
School District***

***2014-15
Board of
Education***



**Madison Central School
District**

7303 State Route 20
Madison, NY 13402

Telephone: (315) 893-1878

Fax: (315) 893-7111

www.madisoncentralny.org

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

BoardofEducation@madisoncentralny.org

or

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

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

2013-14 Board Members

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

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

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

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

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

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

Public Forum Information / Guidelines

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

Current Board of Education Members

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Stephanie Clark-Tanner, Vice President
Mary Bartlett-Linden
Beverly Biedermann
Kathy Bridge
William Langbein
Steven Yancey

Administration

Perry T. Dewey, III
Superintendent of Schools
Larry Nichols
Principal
Brian Latella
Principal

Copies of the Budget

Copies of the entire school budget are available at the district office for anyone who would like to review it.



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Madison, New York 13402
Main Office: (315) 893-1878
www.madisoncentralny.org



SCHOOL BUDGET VOTE

Tuesday, May 19, 2015

12:00 p.m.—8:00 p.m.

Main Foyer

The proposed budget is a 3.75% increase from the current budget. Estimated tax levy increase is 1.50%. Information to calculate property tax rates is not available until August.

Voter Qualifications

A voter must be:

- ◆ A citizen of the United States.
- ◆ At least 18 years of age.
- ◆ A resident of the school district for at least 30 days prior to the vote.

You do not have to be a property owner in the district, but you do have to reside in the district. You may be required to show proof of residency and/or age before being allowed to vote.

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MADISON CENTRAL SCHOOL DISTRICT



2015-2016 School Budget Brochure

BUDGET HEARING

Tuesday, May 5, 2015

6:30 p.m.

ANNUAL VOTE

Tuesday, May 19, 2015

12:00 p.m.—8:00 p.m.

Main Foyer

Propositions As They Appear on the Ballot

Proposition No. 1

2015-2016 Spending Plan

Shall the following resolution be adopted:

RESOLVED: That the Madison Central School District, as recommended by the Board of Education, adopt a spending plan for the 2015-2016 school year in the amount of \$9,615,371 and to levy the necessary tax therefor? The proposed \$9,615,371 represents a spending increase of 3.75% over last year. The budget equates to an estimated increase of 1.50% on the tax levy before any changes in assessed property values are determined.

Proposed Revenues

<u>Description</u>	<u>2015-2016 Budget</u>
Property Taxes & STAR	3,070,114
Other Tax Revenues	420,092
State Aid	5,750,165
Interfund—Debt Service	225,000
TOTAL REVENUES	\$9,465,371
Designated Fund Balance	150,000
TOTAL BUDGET	\$9,615,371



Proposition No. 2

Board Member Election

To elect (2) new Board Members commencing on July 1, 2015 and (1) expiring on June 30, 2017 and (1) on June 30, 2019. The candidates running for the board seats are listed as their names will appear on the ballot following a random drawing:

- Mrs. Heather Still
- Ms. Beverly Biedermann
- Mr. William Langbein

Proposed Expenditures

<u>Description</u>	<u>2015-2016 Budget</u>
Board of Education	7,797
Central Administration	153,684
Finance	166,644
Staff	51,155
Central Services	635,823
Special Items	121,945
Administration & Curriculum	217,118
Teaching—Regular Education	2,057,388
Special Programs	1,119,517
Occupational Education	328,931
Teaching—Special Schools	231,675
Instructional Media	171,917
Pupil Services	287,454
Transportation	425,855
Employee Benefits	2,655,375
Debt Service	983,093
TOTAL EXPENDITURE	\$ 9,615,371

Proposition No. 3

Transportation Purchase

Shall the proposition set forth in the legal notice of this meeting authorizing expending up to \$161,488.44 on the purchase of one (1) new 65 passenger bus and one (1) new 24 passenger wheelchair bus and to levy taxes to be collected in annual installments, with obligations for the District to be issued in anticipation thereof.

ABSENTEE BALLOTS WILL BE AVAILABLE FOR THE MAY 19, 2015, VOTE ON THE BUDGET, BUS PURCHASES, AND BOARD OF EDUCATION MEMBERS

If you are eligible to use an Absentee Ballot because of a physical disability or legitimate absence from the District (business purposes, vacation, or studies) you may obtain an Absentee Ballot application by contacting Linda Wood at Madison Central School, 7303 State Route 20, Madison, NY 13402, phone number (315) 893-1878 ext. 20. Applications will be available between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

Applications must be received at least seven days before the date of the aforesaid annual district meeting (May 12th) if the ballot is to be mailed, or the day before the election (May 18th) if the ballot is hand delivered personally.

Absentee ballots must be received in the office of the District Clerk no later than 5:00 p.m. prevailing time, on Tuesday, May 19, 2015.

BOARD OF EDUCATION WORKSHOP

June 2, 2015

6:30 P.M. – LIBRARY

- I. Call to Order
- II. Agenda Additions
- III. Consent Agenda
 - a. Approval of Agenda for This Meeting
 - b. Approval of Minutes from May 19, 2015 Regular Meeting
- IV. Public Forum
- V. Reports
 - a. Superintendent – Information Items
 - 1. 2015-16 Board of Education Member List
 - 2. Review of proposed 2015-16 Board Meeting Calendars
 - 3. End of Year Discussion
 - b. Superintendent – Approval Items
 - 1. Approval of 2015-16 Cooperative Bidding Services Agreement
 - 2. Non-Resident Students for 2015-16
 - a. entering grade I
 - b. entering grade K
- VI. Policy
 - a. Second Reading to Delete Policy # 5050, 6017, 6018, 6019, 6020, 6021, 6022, 6023, 6024, 6026, 6027, 6028, 6029, 6036, 6037, 6052, 6060, 6070, 6071, 6072
 - b. Second Reading to Delete Regulation # 6018.1, 6018.2, 6018.3, 6018.4, 6052.2, 6060.1, 6060.4
 - c. Second Reading of Policy # 4505 Payroll Deductions
 - d. Second Reading of Policy # 4704 Expense Reimbursements (Employees)
 - e. Second Reading of Policy # 6006 Personnel Records and Release of Information
 - f. Second Reading of Policy # 6300 Leaves of Absence for Serious Health Conditions or Family Care
 - g. Second Reading of Regulation # 6300.1 Request for Family/Medical Leave
 - h. Second Reading of Regulation # 6300.2 Notice of Eligibility and Rights and Responsibilities
 - i. Second Reading of Regulation # 6300.3 Certification of Health Care Provider for Employee's Serious Health Condition
 - j. Second Reading of Regulation # 6300.4 Certification of Qualifying Exigency For Military Family Leave
 - k. Second First Reading of Policy # 6301 Leave for Cancer Screening
 - l. Second Reading of Policy # 6302 Jury Duty
 - m. Second Reading of Policy # 6303 Worker's Compensation
 - n. Second Reading of Policy # 6304 Attendance at Conferences
 - o. Second Reading of Regulation # 6400.1 Statement for Emergency Conditional or Conditional Appointment
 - p. Second Reading of Policy # 6401 Qualifications of Bus Drivers
 - q. Second Reading of Policy # 6402 Drug and Alcohol Testing (Transportation)
 - r. Second Reading of Regulation # 6402.1 Pre-Duty Acknowledgement Authorization and Consent Form for Drug and Alcohol Testing
 - s. Second Reading of Policy # 6500 Employee Protection

- t. Second Reading of Policy # 6501 Personnel Negotiations
- u. Second Reading of Policy # 6502 Employer/Employee Relations

- v. First Reading of Policy # 6400 Fingerprinting and Criminal History Record Checks For Prospective Employees

VII. Old Business

VIII. New Business

- a. Personnel
 - 1. Appointments
 - a. Andrew Lopata – Non-Certified Substitute Teacher effective 6/2/15
 - b. Summer Student Helper at \$8.75 per hour effective 6/2/15
 - 2. Resignations
 - a. Bridgette Avery – Teacher Assistant effective 6/30/15
 - 3. Leave Requests
 - a. Courtney Heim – Unpaid Leave – June 4, 2015 AM only

IX. Correspondence

X. Adjournment

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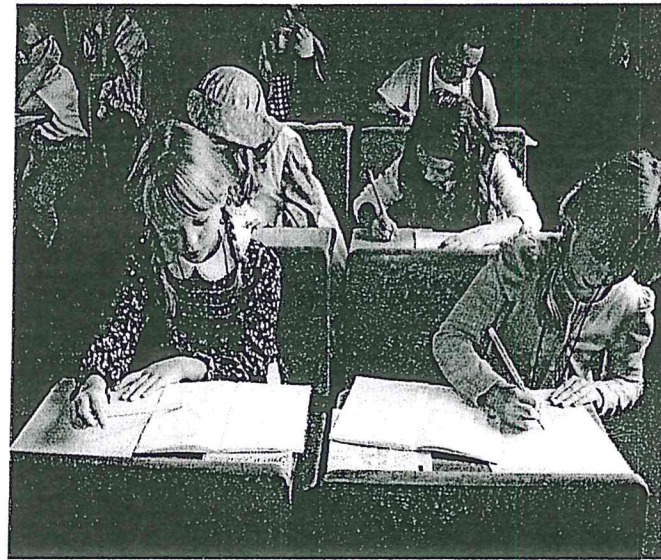
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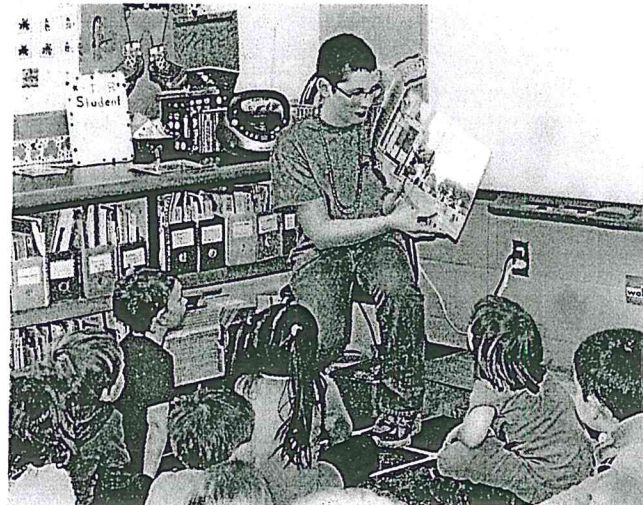


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SCHOOL BUDGET VOTE



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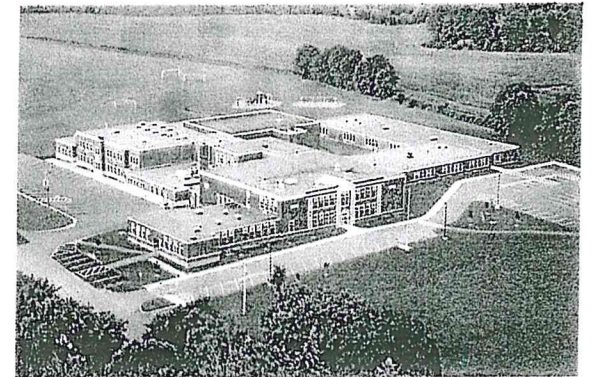
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Proposition No. 3

Transportation Purchase

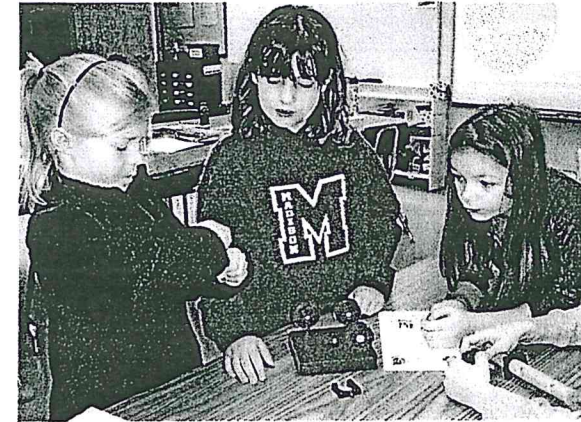
Shall the proposition set forth in the legal notice of this meeting authorizing expending up to \$161,488.44 on the purchase of one (1) new 65 passenger bus and one (1) new 24 passenger wheelchair bus and to levy taxes to be collected in annual installments, with obligations for the District to be issued in anticipation thereof.

Proposed Revenues

<u>Description</u>	<u>2015-2016 Budget</u>
Property Taxes & STAR	3,070,114
Other Tax Revenues	420,092
State Aid	5,750,165
Interfund—Debt Service	225,000
TOTAL REVENUES	\$9,465,371
Designated Fund Balance	150,000
TOTAL BUDGET	\$9,615,371

Proposed Expenditures

<u>Description</u>	<u>2015-2016 Budget</u>
Board of Education	7,797
Central Administration	153,684
Finance	166,644
Staff	51,155
Central Services	635,823
Special Items	121,945
Administration & Curriculum	217,118
Teaching—Regular Education	2,057,388
Special Programs	1,119,517
Occupational Education	328,931
Teaching—Special Schools	231,675
Instructional Media	171,917
Pupil Services	287,454
Transportation	425,855
Employee Benefits	2,655,375
Debt Service	983,093
TOTAL EXPENDITURE	\$ 9,615,371



ABSENTEE BALLOTS WILL BE AVAILABLE FOR THE MAY 19, 2015, VOTE ON THE BUDGET, BOND PURCHASES, AND BOARD OF EDUCATION MEMBERS

If you are eligible to use an Absentee Ballot because of physical disability or legitimate absence from the District (business purposes, vacation, or studies) you may obtain an Absentee Ballot application by contacting Linda Wood at Madison Central School, 7303 State Route 20, Madison, NY 13402, phone number (315) 893-1878 ext. 200. Applications will be available between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

Applications must be received at least seven days before the date of the aforesaid annual district meeting (May 12th) if the ballot is to be mailed, or the day before the election (May 18th) if the ballot is hand delivered personally.

Absentee ballots must be received in the office of the District Clerk no later than 5:00 p.m. prevailing time, Tuesday, May 19, 2015.

DRAFT

The Regular Meeting of the Board of Education of Madison Central School was held on May 19, 2015 at 7:30 pm in the library.

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

MEMBERS ABSENT: Mrs. Kathy Bridge

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

- I. Call to Order
 - a. Mr. Jona Snyder called the meeting to order at 7:30 pm.
- II. Agenda Additions
- III. Consent Agenda
 - a. Approval of Agenda for This Meeting

MOTION # 1 – APPROVAL OF AGENDA

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

- b. Approval of Minutes
 1. May 5, 2015 Budget Hearing Workshop Meeting

MOTION # 2 – APPROVAL OF MAY 5, 2015 BUDGET HEARING WORKSHOP MEETING MINUTES

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the minutes from the May 5, 2015 Budget Hearing Workshop Meeting. Motion carried 6 yes, 0 no.

- IV. Public Forum
 - a. Review of Public Forum Expectations
 - b. Career Pathways Presentation – Postponed until June 2, 2015 Workshop Meeting
 - c. Concerns were raised about the mailings of the Newsletter and Budget Newsletter.
- V. Reports
 - a. Treasurer
 1. Internal Claim Auditor's Report

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

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Ms. Biedermann, the board moved to approve the Internal Claim Auditor's Report. Motion carried 6 yes, 0 no.

2. Treasurer's Report dated April 30, 2015

MOTION # 4 – APPROVAL OF TREASURER'S REPORT DATED APRIL 30, 2015

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Tanner, the board moved to approve the April 30, 2015 Treasurer's Report. Motion carried 6 yes, 0 no.

3. Detail Warrants

MOTION # 5 – APPROVAL OF DETAIL WARRANTS

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve the Detail Warrants as follow: Warrant Number 39 – Fund A – 4/2/15 – 2 pages, Warrant Number 41 – Fund A – 4/17/15 – 7 pages, Warrant Number 43 – Fund A – 5/7/15 – 1 page, Warrant Number 23 – Fund C – 4/2/15 – 1 page, Warrant Number 24 – Fund C – 4/17/15 – 2 pages, Warrant Number 14 – Fund TA – 5/7/15 – 4 pages, Warrant Number 8 – Fund HBUS – 5/7/15 – 1 page, Warrant Number 15 – Fund FA15 – 4/2/15 – 1 page, Warrant Number 15 – Fund FA15 – 4/17/15 – 2 pages, Warrant Number 16 – Fund FA15 – 5/7/15 – 1 page. Motion carried 6 yes, 0 no.

4. The Financial Status Report was provided for review.

- b. Committee Reports

1. Budget - (Yancey, Snyder)
2. Building & Grounds - rescheduled for June 8 (Yancey, Langbein, Snyder)
3. Curriculum, Sports, Music & Drama –May 26, 4 pm (Bridge, Biedermann, Bartlett-Linden)
4. Negotiations & Labor – (Langbein, Biedermann)
5. Policy –Date to be determined by Mrs. Wood via email (Snyder, Biedermann)
6. Strategic Plan – (Snyder, Tanner)
7. Technology - (Langbein, Snyder)
8. Safety – rescheduled for May 27 (Langbein, Snyder)

- c. Superintendent – Information Items

1. Mr. Dewey provided information on the eLearning@NYSSBA

This Section was postponed until later in the meeting because Budget Vote has not ended yet.

- d. Superintendent – Approval Items

1. Questar III BOCES Gasby 45 Surplus Approval
2. Approval of creation of Roberta Mack Graduation Award
3. Acceptance of 2015-2016 Budget Vote Results
4. Acceptance of Board of Education Election Results
5. Acceptance of all 2015-2016 Budget Vote Proposition Results
6. Approval of Intermunicipal Agreement for Legal Services between Madison-Oneida BOCES and Madison Central School 7/1/15 -6/30/16

- e. Principal Reports

1. Building Principal – Mr. Nichols discussed 3-8 Testing, Scoring, Field Testing in Physics, Geometry, and US History, upcoming Regents, the successful concerts, and the successful FFA Convention.
2. Elementary Principal – Kudos were given to Mrs. Winegard for an outstanding spring concert, a student's participation in the National Archery competition, the Ride for Missing Children, professional learning for faculty with Dr. Fred Wolfe, Project-Based Learning, and the Elementary Field Days.

VI. Policy

- a. None

VII. Old Business

- a. None

VIII. New Business

- a. Personnel

1. Appointments

- a. Joanne Makarchuk – Certified Substitute Teacher effective 5/19/15
- b. Caroline Cota – Cleaner – effective 5/26/15
- c. Bethany Humphrey – Probationary Appointment as Teacher Assistant effective 9/1/15 – 9/1/17 with tenure recommendation for 9/1/17 with Initial Certification in English Language Arts 7-12 as per contract
- d. Robert Sblendorio – Non-Certified Substitute Teacher effective 5/19/15
- e. Diane MacDonald – Substitute Teacher’s Assistant effective 5/19/15
- f. Daniel Margo – Certified Substitute Teacher effective 5/19/15

MOTION # 6 – APPROVAL OF APPOINTMENTS

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

- a. Joanne Makarchuk – Certified Substitute Teacher effective 5/19/15
- b. Caroline Cota – Cleaner – effective 5/26/15
- c. Bethany Humphrey – Probationary Appointment as Teacher Assistant effective 9/1/15 – 9/1/17 with tenure recommendation for 9/1/17 with Initial Certification in English Language Arts 7-12 as per contract
- d. Robert Sblendorio – Non-Certified Substitute Teacher effective 5/19/15
- e. Diane MacDonald – Substitute Teacher’s Assistant effective 5/19/15
- f. Daniel Margo – Certified Substitute Teacher effective 5/19/15

Motion carried 6 yes, 0 no.

2. Leave Requests

- a. Courtney Heim – Unpaid Leave for April 17, 21, 27, and 30, 2015
- b. Bridget Avery – Unpaid Leave April 17, 2015

MOTION # 7 – APPROVAL OF LEAVE REQUESTS

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the following list of leave requests:

- a. Courtney Heim – Unpaid Leave for April 17, 21, 27, and 30, 2015
- b. Bridget Avery – Unpaid Leave April 17, 2015

Motion carried 6 yes, 0 no.

- b. CSE/CPSE Recommendations – in official packet

MOTION # 8 – APPROVAL OF CSE/CPSE RECOMMENDATIONS

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve the CSE/CPSE Recommendations as provided in the official packet. Motion carried 6 yes, 0 no.

Returned to Superintendent’s Section

- b. Superintendent – Approval Items

1. Questar III BOCES Gasby 45 Surplus Approval

MOTION # 9 – APPROVAL OF QUESTAR III BOCES GASBY 45 SURPLUS AGREEMENT

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve the Questar III BOCES Gasby 45 Surplus Agreement. Motion carried 6 yes, 0 no.

2. Approval of creation of Roberta Mack Graduation Award

MOTION # 10 - APPROVAL OF ROBERTA MACK GRADUATION AWARD

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Ms. Biedermann, the board moved to approve the creation of the Roberta Mack Graduation Award. Motion carried 6 yes, 0 no.

Postponed the next 3 approvals – still waiting for Budget Vote to end.

3. Acceptance of 2015-2016 Budget Vote Results
4. Acceptance of Board of Education Election Results
5. Acceptance of all 2015-2016 Budget Vote Proposition Results

6. Approval of Intermunicipal Agreement for Legal Services between Madison-Oneida BOCES and Madison Central School 7/1/15 -6/30/16

MOTION # 11 – APPROVAL OF INTERMUNICIPAL AGREEMENT FOR LEGAL SERVICES

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the Intermunicipal Agreement for Legal Services between Madison-Oneida BOCES and Madison Central School for the period of 7/1/15 through 6/30/16. Motion carried 6 yes, 0 no

IX. Correspondence

- a. The Library Media Center Monthly Report for April 2015 was provided.
- b. Richard Engelbrecht’s Monthly BOCES Newsletter for May 2015 was provided.

The board opted to recess until 8:15 pm to await the Budget Vote Results.

MOTION # 12 – RECESS BOARD MEETING UNTIL 8:15 PM

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board opted to enter a recess at 7:45 pm until approximately 8:15 pm to await the Budget Vote Results. Motion carried 6 yes, 0 no.

MOTION # 13 – RESUME REGULAR MEETING

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to resume the Regular Meeting at 8:20 pm. Motion carried 6 yes, 0 no.

The following Budget Results were presented to the board:

Proposition #1 – 2015-16 Budget, 138 yes, 48 no

Proposition # 2 – Election of Board Members:

- Heather Still – 120
- Beverly Biedermann – 120
- William Langbein – 78
- Carl Lindberg – 20
- William Laughlin – 1

Proposition # 3 – 2015-16 Bus Purchase, 142 yes, 42 no

The following items were acted upon:

- Acceptance of 2015-2016 Budget Vote Results
- Acceptance of Board of Education Election Results
- Acceptance of all 2015-2016 Budget Vote Proposition Results

MOTION # 14 – ACCEPTANCE OF 2015-16 BUDGET VOTE RESULTS

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Bartlett-Linden, the board moved to accept the 2015-16 Budget Vote Results for the \$9,615,371 Budget with 138 yes, and 48 no votes. Motion carried 6 yes, 0 no.

MOTION # 15 – ACCEPTANCE OF BOARD OF EDUCATION ELECTION RESULTS

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Tanner, the board moved to accept the 2015-16 Election Results of Heather Still with 120 votes, Beverly Biedermann with 120 votes, William Langbein with 78 votes, Carl Lindberg with 20 votes, and William Laughlin with 1 vote. The seats will be filled with Mrs. Still and Ms. Biedermann. Ms. Biedermann will fill the 4 year term whereas Mrs. Still will fill the 2 year seat as per legal council, discussion with candidates, and Mrs. Still volunteering for the shorter term. Motion carried 6 yes, 0 no.

MOTION # 16 – ACCEPTANCE OF 2015-16 BUDGET VOTE PROPOSITION RESULTS

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve the 2015-16 Budget Vote Propositions, which consisted of Proposition # 3 for the Bus Purchase, at 142 yes votes and 42 no votes. Motion carried 6 yes, 0 no.

X. Adjournment

MOTION # 17 – ADJOURNMENT

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to adjourn for the evening at 8:27 pm. Motion carried 6 yes, 0 no.

Madison Central School
2015-16
Board Of Education Members

Mrs. Mary Bartlett-Linden
3808 Solsville Road
Madison, NY 13402
Cell – 315-982-8253
Term expires 6/30/18

Mr. Steve Yancey
3241 Center Road
Madison, NY 13402
Home – 315-893-7262
Work – 315-841-4181
Cell – 315-527-0744
Term expires 6/30/17

Mr. Jona Snyder
5294 Brouillette Road
Oriskany Falls, NY 13425
Cell – 315-750-8720
Term expires 6/30/16

Mrs. Kathy Bridge
7262 State Route 20
Madison, NY 13402
Work – 315-228-7407
Cell – 315-941-0834
Term expires 6/30/16

Ms. Beverly Biedermann
6743 Route 20
Bouckville, NY 13310
Cell – 315-269-4878
Term expires 6/30/19

Mrs. Stephanie Tanner
3351 Center Road
Madison, NY 13402
Work – 315-853-1080
Cell – 315-520-5701
Term expires 6/30/16

Mrs. Heather Still
4207 Landers Rd.
Madison, NY 13402
Cell – 315-750-0971
Term Expires 6/30/17

Madison Central School Board of Education

Meeting Schedule for 2015-2016

All meetings begin at 6:30 pm

And Regular Meetings are 3rd TUESDAY of each month and
Workshops 1st TUESDAY as listed unless noted

July 7, 2015 – Reorganizational & Regular Meeting 6:30 pm & 7:00 pm

July TBD, 2015 BOE Retreat @ Madison Historical Society @ 6:30 pm

August 18, 2015- R

September 15, 2015 - R

October 20, 2015 – R

November 17, 2015 - R

December 15, 2015 – R

January 19, 2016 – R

February 9, 2016 – R – 2nd Tuesday

March 1, 2016 - BW

March 15, 2016 – R

April 5, 2016 - BW

April 19, 2016 – R & BOCES Vote

May 3, 2016 – Budget Hearing - *** May change

May 17, 2016 – R @ 7:30 pm

June 7, 2016 - W

June 21, 2016 - R

R – Regular Meeting

BW – Budget Workshop Meeting

W – Workshop Meeting

There will be an agenda planning meeting on the Monday before the week of each board meeting. The President and Vice President will be expected to attend this meeting with the Superintendent.

Madison Central School Board of Education

Meeting Schedule for 2015-2016

All meetings begin at 6:30 pm

And Regular Meetings are 3rd WEDNESDAY of each month and
Workshops 1st WEDNESDAY as listed unless noted

July 8, 2015 – Reorganizational & Regular Meeting 6:30 pm & 7:00 pm

July TBD, 2015 BOE Retreat @ Madison Historical Society @ 6:30 pm

August 19, 2015 - R

September 16, 2015 - R

October 21, 2015 – R

November 18, 2015 - R

December 16, 2015 – R

January 20, 2016 – R

February 10, 2016 – R – 2nd WEDNESDAY

March 2, 2016 - BW

March 16, 2016 – R

April 6, 2016 - BW

April 19, 2016 – R & BOCES Vote - TUESDAY

May 4, 2016 – Budget Hearing - *** May change

May 17, 2016 – R @ 7:30 pm - TUESDAY

June 1, 2016 - W

June 15, 2016 - R

R – Regular Meeting

BW – Budget Workshop Meeting

W – Workshop Meeting

There will be an agenda planning meeting on the Monday before the week of each board meeting. The President and Vice President will be expected to attend this meeting with the Superintendent.

Tracey Lewis

From: Linda Wood
Sent: Thursday, May 14, 2015 9:14 AM
To: Tracey Lewis
Subject: FW: 2015-16 Meeting Planning

Importance: High

FYI

From: Cathy Quinn [mailto:CQuinn@moboces.org]
Sent: Thursday, May 14, 2015 9:00 AM
To: Debbie Kirley; Jodi Shantal; Linda Wood; Melanie Fountain; Pam Mennig; Patti Brement; Sara Quenneville; Tami Whooten; Tami Patane
Cc: Jeff Simons; June Clarke; MaryLynne Szczerba; Mathis Calvin; Martha Group; Michael Drahos; Patrick Curtin; Perry Dewey; Ron Spadafora
Subject: 2015-16 Meeting Planning
Importance: High

Good Morning –

I know you are all beginning to plan for the 2015-16 school year relative to board meetings, etc.

Please note that the BOCES Annual Meeting has been scheduled for Wednesday, April 13, 2016.

The BOCES Administrative Budget Vote will be held on Tuesday, April 19, 2016. I know a lot of you schedule your regular board meeting on this date so you don't have to schedule a special meeting.

Thanks!!

Cathy Q.



MADISON-ONEIDA

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

"Enabling Learners to Excel"

CENTRAL
ADMINISTRATION
PHONE: 315.361.5510
FAX: 315.361.5517

JACKLIN G. STARKS
District Superintendent
jstarks@moboces.org
315.361.5510

PATRICIA VACCA
Assistant Superintendent for
Curriculum and Instruction
pvacca@moboces.org
315.361.5545

SCOTT BUDELMANN
Assistant Superintendent for
Administrative Services
sbudelmann@moboces.org
315.361.5520

May 21, 2015

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

Dear Mr. Dewey:

Enclosed please find the annual motion and cooperative bidding agreement to authorize your district's 2015-16 participation in Cooperative Bidding Services.

Please return the following materials to me: A copy of the certified Board Resolution and two (2) signed copies of the cooperative bidding agreement. I will return one signed copy of the cooperative bidding agreement to you after it has been executed by the BOCES.

We look forward to another year of working together to provide consortium participants with the collective benefits of cooperative bidding services.

Thank you.

Sincerely,

Scott Budelmann
Assistant Superintendent for Administrative Services

COOPERATIVE BIDDING AGREEMENT

THIS AGREEMENT, made this ____ day of _____, 20__, by and between the MADISON-ONEIDA BOARD OF COOPERATIVE EDUCATIONAL SERVICES, organized and existing pursuant to Section 1950 of the Education Law, with its officer and principal place of business located at Spring Road, Verona, New York (hereinafter referred to as "BOCES"), and MADISON CENTRAL SCHOOL DISTRICT (hereinafter referred to as "the Participant").

WITNESSETH

WHEREAS, pursuant to Section 119-0 of the General Municipal Law of the State of New York, the BOCES does presently offer a cooperative bidding program in which various school districts and local government entities participate in the bidding and purchase of supplies and equipment on a collective scale, and

WHEREAS, the Participant is a duly qualified municipal corporation as defined by Section 119-n(a) of the General Municipal Law and desires to participate as a member of said cooperative venture, and

WHEREAS, the parties hereto desire to set forth their various rights, duties and responsibilities into an Agreement.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. The Participant hereby agrees to utilize the services of the Cooperative Bidding Program of the BOCES for the procurement of various types of school supplies and school lunch commodities for the school year 2015-2016, said time period to extend to June 30, 2016, with the option to renew for an additional one (1) year period only by written mutual consent.
2. The Participant, by and through its Purchasing Department, agrees to act in accordance with the BOCES cooperative bidding procedures. Specifically the Participant agrees to furnish BOCES, if requested and the Participant desires, with an estimated minimum number of units that it wishes to purchase the particular item or items being presented for bid.
3. Specifications shall be developed collaboratively by the Advisory Committee. BOCES shall then include said estimates within its specifications for the purchase of said commodity and advertise for competitive bidding pursuant to the laws of the State of New York relating to public bids and contracts for the purchase thereof. BOCES shall also include within said specifications, where appropriate, the name of the school district and the delivery locations.

4. Upon opening of sealed bid submissions, the Participant shall be entitled to review and analyze the state prices requested. The review is accomplished by a committee of district representatives, each appointed by their respective Boards of Education. Specialty Board items can be reviewed by staff experts of each district, as delegated to the Advisory Committee by the official district representative. If the Cooperative Bidding Coordinator for BOCES received no objection from the Advisory Committee after their analysis of the bids received, then the Participant shall be hereby committed to purchase any quantities of the commodity in question from the Board winning vendor as awarded by the BOCES, based upon the analysis of the Review Committee of district representatives.
5. Upon the award of a bid by the Madison-Oneida Board of Education, a copy of said award shall be mailed to the Participant. Said award shall constitute a commitment from a vendor, thereby permitting the Participant to issue purchase orders for the delivery of the commodity in question in the quantities and at the delivery locations directed by the Participant.
6. The Participant shall not accept and make bid awards for commodities subject to this cooperative bidding independently and on its own behalf during the period in which BOCES is advertising for the same commodities or service except in the case of emergency or hardship.
7. The Participant desires and the BOCES agrees that the School Business Official or other District official of the Participant shall sit as a participating member of the BOCES Advisory Committee for Cooperative Bidding.
8. The terms and conditions of this Agreement and the authority thereof shall be governed by the terms and conditions set forth in Article 5-G, Sections 119-m, et al, of the General Municipal Law of the State of New York.
9. The Participant hereby covenants and agrees to accept sole responsibility for the payment due any vendor for all charges associated with the sale and delivery of those materials requested by the Participant. The Participant further agrees to hold harmless, indemnify, and defend the BOCES from all claims, actions, costs, expenses, and judgments that may arise from the purchases and delivery of the commodity in question for the Participant.
10. The parties hereto covenant and agree that this Agreement, although executed by an authorized representative of the Participant, shall be considered valid only when accompanied by the companion resolution adopted by the Board of Education for the participant authorizing the execution of this Cooperative Bidding Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers the day and year first above written.

MADISON-ONEIDA BOARD OF
COOPERATIVE EDUCATIONAL SERVICES (BOCES)

District Superintendent

PARTICIPANT

Superintendent

RESOLUTION OF BOARD OF EDUCATION OF
MADISON CENTRAL SCHOOL DISTRICT
(Regarding Cooperative Bidding)

WHEREAS, it is the plan of a number of public school districts and MADISON-ONEIDA BOCES during the 2015-2016 school year to bid jointly for the purchase of various types of school supplies and school lunch commodities (the "Commodities"); and

WHEREAS, the Madison Central School District ("the School District") is desirous of participating in the joint bidding of the Commodities, as authorized by General Municipal Law, Section 119-0; and

WHEREAS, this Board of Education has received and reviewed an agreement governing its rights and responsibilities should it elect to participate in the joint bidding of the Commodities ("the Agreement"); and

WHEREAS, this Board of Education wishes to appoint a district administrator as a member of a BOCES-wide committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to this Board of Education and making recommendations thereof, all in accordance with the board of Education's powers under relevant law and pursuant to the terms of the Agreement;

BE IT RESOLVED, that the Board of Education hereby appoints _____ to represent it in all matters related above (the "Committee"); and

BE IT FURTHER RESOLVED, that in accordance with the Agreement, a copy of which is annexed hereto, the Board of Education agrees (1) to assume its equitable share of the costs of the cooperative bidding; (2) to abide by majority decisions of the participating districts on quality standards; (3) to award bid item purchases according to the recommendations of the Committee, unless all bids are rejected; and (4) to negotiate directly with the successful bidder(s) after the awarding of contract(s).

CERTIFICATION OF DISTRICT CLERK

I, _____, District Clerk of the Madison Central School District Board of Education, hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on _____, 20__.

DATED _____

SIGNATURE _____



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

LABOR RELATIONS
& POLICY OFFICE
PHONE: 315.361.5522
FAX: 315.361.5595

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

DAVID M. PELLOW
Labor Relations Specialist
dpellow@moboces.org

JUSTIN R. MURPHY
Labor Relations Specialist
jmurphy@moboces.org

GEORGE E. MEAD
Labor Relations Specialist
gmead@moboces.org

JENNIFER L. RUSS
Labor Relations Associate
jruss@moboces.org

KATI L. PARKER
Senior Office Specialist
kparker@moboces.org

April 10, 2015

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

Re: Partial Policy Audit Section 6000 Personnel

Dear Mr. Dewey:

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

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

Sincerely,

Jennifer L. Russ
Labor Relations Associate

:jlr
Enclosures

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

No.	Name	DELETE	
		Previous No.	Proposed Action
4505	Payroll Deductions Renumber	6026	REVISE Approved Y N Date Approved: _____
4704	Expense Reimbursements (Employees)	6027	REVISE Approved Y N Date Approved: _____
6006	Personnel Records and Release of Information	6020 6021	REVISE Approved Y N Date Approved: _____
6300	Leaves of Absence for Serious Health Conditions or Family Care Renumber	6018	REVISE Approved Y N Date Approved: _____
6300.1	Request for Family/Medical Leave Renumber. Superintendent may approve, does not require Board action.	6018.1	SUPT. APPROVE Approved Y N Date Approved: _____
6300.2	Notice of Eligibility and Rights and Responsibilities Superintendent may approve, does not require Board action.	6018.2	SUPT. APPROVE Approved Y N Date Approved: _____
6300.3	Certification of Health Care Provider for Employee's Serious Health Condition Superintendent may approve, does not require Board action.	6018.3	SUPT. APPROVE Approved Y N Date Approved: _____
6300.4	Certification of Qualifying Exigency for Military Family Leave Superintendent may approve, does not require Board action.	6018.4	SUPT. APPROVE Approved Y N Date Approved: _____
6301	Leave for Cancer Screening Renumber	6037	REVISE Approved Y N Date Approved: _____
6302	Jury Duty	6019	REVISE Approved Y N Date Approved: _____
6303	Worker's Compensation	6017	REVISE Approved Y N Date Approved: _____
6304	Attendance at Conferences Renumber	6036	REVISE Approved Y N Date Approved: _____
6400	Fingerprinting and Criminal History Record Checks for Prospective Employees	6060 6060.1	REVISE Approved Y N Date Approved: _____

hold

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

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

Madison Central School District

Board of Education Policy Audit

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

Friday, April 10, 2015

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

Policy

FISCAL MANAGEMENT

Draft 04/10/2015
4505 Renumber 6026

PAYROLL DEDUCTIONS

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

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

Policy

FISCAL MANAGEMENT

Draft 04/10/2015
4704 Replaces 6027

EXPENSE REIMBURSEMENTS (Employees)

I. Authorization

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

II. Mileage and Overnight Stays

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

III. Meal Reimbursement

- A. Meal expenses may not be reimbursed while an employee is performing the usual duties of the office except when:
1. The employee is on approved overnight travel, approved conferences and training sessions; or
 2. The employee is prevented from taking the time off for a meal due to a pressing need to complete business at hand and the business is of an immediate nature and conducting business at mealtime is essential.
- B. The cost of meals for any guest may not be reimbursed unless the meal promotes a valid District purpose, such as a business luncheon with other government officials or community leaders for discussion or negotiation of a matter that is or will be before the board for action.
- C. For meal expenses to be reimbursed, a restaurant itemized receipt and proof of payment must be submitted with a Claim Form. Credit card receipts are not acceptable.
- D. Employees are to exercise prudence in purchasing meals for which reimbursement requests will be submitted. The purchase of alcoholic beverages is not reimbursable.

POLICY

FISCAL MANAGEMENT

Draft 04/10/2015
4704 Replaces 6027

EXPENSE REIMBURSEMENTS (Employees)

IV. Expense Voucher Required

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

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

PERSONNEL

Draft 04/10/2015
6006 Renumber/Revise 6020, 6021

PERSONNEL RECORDS AND RELEASE OF INFORMATION

- I. Release of Records
 - A. The Board of Education directs the Superintendent to maintain a personnel file for each teacher, administrator and support staff member employed by the district.
 - B. The Board also directs the Superintendent to maintain ~~develop~~ regulations and procedures governing the inspection by District employees of their personnel file.
- II. Release of Personal Information
 - A. All steps should be taken to protect the privacy of the employees of the Board of Education. To ensure the individual's privacy, directory or confidential information should not be shared with a third party except in the following situations:
 1. When members of the Board of Education need information from the employee's personnel record to aid them in performing their legal responsibilities such as matters regarding appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies.
 2. When the employee grants permission.
 3. When the third party would need to contact a particular staff member in case of an emergency during non-school hours.
 - B. Procedures for obtaining consent for release of records to third parties shall be developed by the administration.
- III. Release of Information Concerning Former Employees

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

Madison Central School District

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

Adopted: 1984

Readopted: 03/19/99

Revised: _____

Policy

PERSONNEL

Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

I. Statement of Policy

- A. It is the policy of the District to allow an employee to be absent from his/her duties for the reasons stated in the Family and Medical Leave Act (“FMLA”), as amended. This includes absence for the following purposes:
1. The employee’s own serious health condition that renders the employee unable to work at all, or unable to perform at least one of the essential functions of the employee’s job;
 2. To care for a son, daughter, spouse, or parent with a serious health condition;
 3. To adopt a child, or to receive a child into foster care;
 4. To care for the employee’s newborn child;
 5. To care for a son, daughter, spouse, parent, or next of kin who is a member of the armed services and who has a serious injury or illness incurred in the line of duty; or,
 6. To respond to certain qualifying exigencies when a family member is on active duty or is called to active duty with the armed services.
- B. An employee absent for a purpose within the scope of this Policy and compliant with obligations under this Policy will be reinstated to their same or an equivalent position at the end of the absence, provided the employee continues to meet the qualifications for the position and the employee’s employment would not have been terminated or altered had the employee not been absent.
- C. This Policy and any administrative regulations or procedures approved by the Superintendent shall be implemented so as to comply with the FMLA and any applicable provisions of the District’s collective bargaining agreements.

II. Employee Eligibility

A. Length of Service

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

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PERSONNEL

Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

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

B. Hours Worked

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

C. Serious Health Condition

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

D. Care of a Newborn Infant

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

E. Adoption or Foster Care

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

F. Military Caregiver

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

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Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

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

G. Active Duty Qualifying Exigency

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

1. Short-notice deployment,
 2. Military events and ceremonies, including family assistance or support meetings,
 3. Childcare and school activities,
 4. To make financial and legal arrangements related to the deployment,
 5. Counseling services for the employee, covered military member, or a child in the required degree of relationship to the covered military member,
 6. Rest and recuperation,
 7. Post-deployment activities, and
 8. Additional activities that arise out of the covered military member's active duty or call to active duty, provided the District and the employee agree that the activities qualify as an exigency.
- If the spouse, son, daughter, or parent of an employee is a member of the Regular Armed Forces and is deployed to a foreign country, then the employee is allowed to be absent for one or more of the above contingencies.

III. Duration of Excused Absence

- A. An employee who qualifies for leave under any combination of purposes 1, 2, 3, 4, and 6 in Section I.A. of this Policy is allowed an absence of up to twelve (12) weeks in a rolling twelve (12) month period.
 1. Where both the mother and the father of a newborn, adopted, or foster placed child are employees of the District, the total absence allowed under

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Draft 04/10/2015
6300 Renumber 6018

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LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

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

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

IV. Intermittent or Reduced Schedule Absence

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

V. Information Provided by District to Employees

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

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Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

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

VI. Information Provided by Employees to District

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

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Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

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

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

VII. Coordination with Paid Leave

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

VIII. Continuation of Health Care Insurance

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

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Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

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

IX. Required Certifications

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

POLICY

Draft 04/10/2015
6300 Renumber 6018

PERSONNEL

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

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

X. Superintendent Responsibility

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

Madison Central School District

Adopted: 1995

Readopted: 03/18/99

Revised: 04/26/11, _____

Madison Central School District
SUPERINTENDENT'S REGULATION

Draft 04/10/2015

PERSONNEL

6300.1 Renumber 6018.1

REQUEST FOR FAMILY/MEDICAL LEAVE

Employee Name: _____ Date of Request: _____

Department: _____ Position Title: _____

Hire Date: _____

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

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

Method of Leave Requested

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

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

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

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

U.S. Department of Labor Wage and Hour Division



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

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

[Part A - NOTICE OF ELIGIBILITY]

TO: Employee
FROM: Employer Representative
DATE:

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

This Notice is to inform you that you:

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

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

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

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

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

No additional information requested

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

Contact _____ at _____ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You will be required to use your available paid _____ sick, _____ vacation, and/or _____ other leave during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.

Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We _____ have/_____ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.

While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every _____. (Indicate interval of periodic reports, as appropriate for the particular leave situation).

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

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

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

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

_____ Applicable conditions for use of paid leave: _____

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

_____ at _____.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

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

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

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 3/28/2015

SECTION I: For Completion by the EMPLOYER

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

Employer name and contact: _____

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

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

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

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

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

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: () _____ Fax: () _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

___ No ___ Yes. If so, dates of admission:

Date(s) you treated the patient for condition:

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

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

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

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

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

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

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

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

PART B: AMOUNT OF LEAVE NEEDED

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

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

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

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

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

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

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

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

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

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

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

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

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

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

U.S. Department of Labor
Wage and Hour Division



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

SECTION I: For Completion by the EMPLOYER

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

Employer name: _____

Contact Information: _____

SECTION II: For Completion by the EMPLOYEE

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

Your Name: _____
 First Middle Last

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

 First Middle Last

Relationship of covered military member to you: _____

Period of covered military member's active duty: _____

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

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

PART A: QUALIFYING REASON FOR LEAVE

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

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

PART B: AMOUNT OF LEAVE NEEDED

- 1. Approximate date exigency commenced: _____

Probable duration of exigency: _____

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

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

_____.

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

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

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

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

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

PART C:

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

Name of Individual: _____ Title: _____

Organization: _____

Address: _____

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

Email: _____

Describe nature of meeting: _____

PART D:

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

Signature of Employee

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

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

Policy

PERSONNEL

Draft 04/10/2015
6301 Renumber 6037

LEAVE FOR CANCER SCREENING

I. Statement of Policy

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

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

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

II. Responsibility of Superintendent

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

Madison Central School District

Adopted: 01/08/08

Revised: _____

Policy

PERSONNEL

Draft 04/10/2015
6302 Revise/Renumber 6019

JURY DUTY

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

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

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

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

Policy

PERSONNEL

Draft 04/10/2015
6303 Revise/Renumber 6017

WORKER'S COMPENSATION

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

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

Madison Central School District

Legal Ref: Education Law Section 1604, 1709 & 2503

Adopted: 1984

Revised: 03/18/99, _____

Policy

PERSONNEL

Draft 04/10/2015
6304 Renumber 6036

ATTENDANCE AT CONFERENCES

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

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

Madison Central School District
SUPERINTENDENT'S REGULATION
DRAFT 04/10/2015

PERSONNEL

6400.1 Renumber 6060.4

STATEMENT FOR EMERGENCY CONDITIONAL OR CONDITIONAL APPOINTMENT

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

If a conditional appointment.

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

do
 do not

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

If an emergency conditional appointment.

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

do
 do not

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

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

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

Date: _____

Name: _____

Madison Central School District

Adopted: 09/05/01

Approved by the Superintendent: _____

Policy

SUPPORT OPERATIONS

Draft 04/10/2015
6401 Revise/Renumber 5050

QUALIFICATIONS OF BUS DRIVERS

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

POLICY

SUPPORT OPERATIONS

Draft 04/10/2015
6401 Revise/Renumber 5050

QUALIFICATIONS OF BUS DRIVERS

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

IV. Occasional Drivers

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

Madison Central School District

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

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

Adopted: 1987

Revised: 02/25/99, _____

Policy

SUPPORT OPERATIONS

Draft 04/10/2015
6402 Renumber/Revise 6052

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

I. Purpose

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

II Applicability

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

III. Objectives

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

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

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

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

To maintain a workplace free of drugs and alcohol; and

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

IV. Testing

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

POLICY

SUPPORT OPERATIONS

Draft 04/10/2015
6402 Renumber/Revise 6052

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

The testing occasions shall include:

1. **Pre-duty testing**

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

2. **Reasonable Suspicion testing**

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

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SUPPORT OPERATIONS

Draft 04/10/2015
6402 Renumber/Revise 6052

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

3. **Random testing**
 - a. Random testing is unannounced testing for alcohol and drugs administered in a statistically random manner throughout the year to covered drivers employed by the District in ratios as required by the DOT regulations, so that all covered drivers have an equal probability of selection each time a random test is administered.
 - b. Covered drivers are subject to random alcohol testing as follows: immediately prior to performing safety sensitive functions, or while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Random drug testing may be conducted at any time the covered driver is on duty for the district.
4. **Post Accident testing**
 - a. A post-accident test is a test for alcohol and drugs administered following an accident involving a commercial motor vehicle to each surviving covered driver:
 1. who was performing safety sensitive functions with respect to the vehicle, if the accident involved the loss of human life; OR
 2. who receives a citation under state or local law for a moving violation arising from the accident; AND
 - i. if the accident resulted in one or more motor vehicles incurring substantial structural damages as a result of the accident; OR
 - ii. if the accident resulted in bodily injury to a person who as a result of the injury immediately receives medical treatment away from the scene of the accident.
 - b. The District will not administer a post-accident alcohol test more than eight hours following the accident and will not administer a post-accident drug test more than 32 hours following the accident. A covered driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. This shall not be construed to require the delay of necessary medical attention for injured individuals following an accident or to prohibit a covered driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to

POLICY

SUPPORT OPERATIONS

Draft 04/10/2015
6402 Renumber/Revise 6052

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

obtain necessary emergency medical care.

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

5. **Return to duty testing**

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

6. **Follow-up testing**

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

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

V. Testing Procedures

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

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DRUG AND ALCOHOL TESTING (TRANSPORTATION)

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

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

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

1. **Alcohol**

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

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

2. **Drugs**

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

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DRUG AND ALCOHOL TESTING (TRANSPORTATION)

3. **Uncompleted testing**

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

VI. Requirements Prior to Commencing Safety Sensitive Position

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

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

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

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

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

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

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

VII. Prohibited Conduct

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

VIII. Consequences for covered drivers

Pursuant to the Act and the regulations:

POLICY

SUPPORT OPERATIONS

Draft 04/10/2015
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DRUG AND ALCOHOL TESTING (TRANSPORTATION)

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

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

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

POLICY

SUPPORT OPERATIONS

Draft 04/10/2015
6402 Renumber/Revise 6052

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

return to duty test before returning to work.

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

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

IX. Referral, evaluation, and treatment

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

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

POLICY

SUPPORT OPERATIONS

Draft 04/10/2015
6402 Renumber/Revise 6052

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

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

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

X. Employee Notification

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

XI. Savings Clause

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

POLICY

SUPPORT OPERATIONS

Draft 04/10/2015
6402 Renumber/Revise 6052

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

Appendix A
Drug and Alcohol Testing Definitions

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

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

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

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

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

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

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

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

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

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

POLICY

Draft 04/10/2015

SUPPORT OPERATIONS

6402 Renumber/Revise 6052

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

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

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

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

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

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

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

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

POLICY

PERSONNEL

Draft 04/10/2015
6402 Renumber/Revise 6052

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

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

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

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Madison Central School District

Legal Ref: U.S. Constitution, 4th Amendment
 Omnibus Transportation Employee Testing Act of 1991, 49 USC §§31136; 31306
 Americans with Disabilities Act, 42 USC §§12111-12117
 49 CFR Parts 40, 172, 382, 391, 392 and 395.20 and ~~521(b)~~
 New York Vehicle and Traffic Law, §§509-1; 1192; 1193
 New York Labor Law, §201-d

Adopted: 03/18/99

Revised: 06/10/04, _____

Madison Central School District
SUPERINTENDENT'S REGULATION
DRAFT 04/10/2015

PERSONNEL

6402.1 Renumber 6052.2

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

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

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

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

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

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

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

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 04/10/2015

PERSONNEL

6402.1 Renumber 6052.2

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

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

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

Date:

Signature:

Date:

Signature:

Approved by the Superintendent: _____

Policy

PERSONNEL

Draft 04/10/2015
6500 Renumber 6024

EMPLOYEE PROTECTION

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

Madison Central School District

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

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

PERSONNEL

Draft 04/10/2015
6501 Renumber/Revise 6072

PERSONNEL NEGOTIATIONS

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

Organizations recognized for the purposes of collective bargaining include:

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

Madison Central School District

Legal Ref: Article 14 Civil Service Law

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

PERSONNEL

Draft 04/10/2015
6502 Renumber 6070

EMPLOYER/EMPLOYEE RELATIONS

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

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

PERSONNEL

6022

POLITICAL ACTIVITIES

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

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

Policy

PERSONNEL

6023

SAFETY OF PERSONNEL

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

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Policy

PERSONNEL

6028

SOLICITING

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

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Policy

PERSONNEL

6029

THEFT OF SERVICES OR PROPERTY

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

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Policy

PERSONNEL

6071

BOARD RIGHTS AND DUTIES

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

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Policy

PERSONNEL

Draft 06/01/2015
6400 Replaces 6060, 6060.1

FINGERPRINTING AND CRIMINAL HISTORY RECORD CHECKS FOR PROSPECTIVE EMPLOYEES

- I. Statement of Policy
 - A. The District shall not employ or utilize a prospective school employee unless that person has been granted a clearance for employment by the State Education Department (SED), or an emergency conditional appointment has been made in a manner consistent with this Policy and applicable Regulations of the Commissioner.
 - B. The term “prospective school employee” means any individual who is reasonably expected to provide services that will involve direct contact with students under the age of 21 and who is:
 1. seeking a compensated position with the District and is not currently employed by the District or a student enrolled in the instructional program of a grade level in such covered school;
 2. an employee of a provider of contracted services to the District who is to be placed within the District; or
 3. a worker who is to be placed within the District under a public assistance employment program pursuant to title 9-B of article V of the Social Services Law, directly or through contract.
 - C. The term “prospective school employee” does not include any individual who:
 1. is seeking a position as a school bus driver or school bus attendant and is cleared for employment pursuant to sections 509-cc, 509-d and/or 1229-d of the Vehicle and Traffic Law after fingerprinting and a criminal history record check and whose fingerprints remain on file with DCJS;
 2. has provided services for the District in the previous school year either: in a compensated position, or as an employee of a provider of contracted services to such covered school, or as a worker placed within the covered school under a public assistance employment program pursuant to title 9-B of article V of the Social Services Law directly or through contract; or
 3. is reasonably expected to provide services for the District on no more than five days in the school year in which services are to be performed, provided that the District will be providing in-person supervision of such individual while that individual is providing such services. Individuals

POLICY

Draft 06/01/2015

6400 Replaces 6060, 6060.1

PERSONNEL

FINGERPRINTING AND CRIMINAL HISTORY RECORD CHECKS FOR PROSPECTIVE EMPLOYEES

providing such time-limited and supervised services may include but shall not be limited to: artists, guest lecturers and speakers, and sports officials.

II. Procedure For Clearance

- A. In situations where a prospective school employee has been previously fingerprinted and entered into the State Education Department's (SED) criminal history file, the individual shall notify the District that a file exists at SED, and the District shall notify SED of that fact and request clearance.
- B. In situations where a prospective school employee has not previously been fingerprinted and entered into the SED records, the District shall notify the prospective school employee of the fingerprinting requirement, and provide instructions regarding how and when the individual may arrange to complete the fingerprinting, including providing copies of necessary forms.
- C. In situations where a prospective school employee has not previously been fingerprinted and entered into the SED records, the individual shall be advised of the amount of the fee associated with the fingerprint clearance process, and the procedure for paying that fee to SED or any authorized State vendor, and shall also be advised that:
 1. the fee may not be charged if:
 - a. the fee is associated with the employee's participation in an authorized public assistance employment program, or
 - b. the individual is receiving certain employment services through the Federal Temporary Assistance for Needed Families Block Grant.
 2. the individual may submit a request to the Board of Education, on a form provided by SED, for a waiver of the fee based on financial hardship.

III. Notification of Employment/Separation from Employment

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

IV. Employment Based on Conditional Clearance

POLICY

PERSONNEL

Draft 06/01/2015
6400 Replaces 6060, 6060.1

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

- A. To the extent permitted by law, the Superintendent may recommend that the Board make a conditional appointment pending notification from SED of clearance. Before making such a recommendation, the Superintendent shall insure that the prospective school employee has signed a statement indicating whether to the best of their knowledge they are not the subject of a pending criminal charge or a conviction in any jurisdiction outside New York State, and shall submit a request for conditional clearance to the Commissioner.
- B. If the Board makes a conditional appointment, the appointment shall not be effective until the Commissioner has notified the District that conditional clearance has been granted.
- C. If a conditional appointment becomes effective, it shall terminate 45 days later, or when the Commissioner notifies the District as to whether clearance has been granted, whichever is earlier. If the Commissioner notifies the District that clearance for employment has been granted, the conditional appointment shall continue as a regular appointment.
- V. Employment Based on Emergency Conditional Appointment
- A. To the extent permitted by law, the Superintendent may recommend that the Board make an emergency conditional appointment when the following conditions exist:
- a vacancy occurred less than ten (10) business days before the start of school or during any school session, including summer school, without sufficient notice to allow for clearance or conditional clearance; and
 - no other qualified person is available to fill the vacancy temporarily; and
 - to maintain services which the District is legally required to provide or services necessary to protect the health, education or safety of students or staff.
- B. Before making such a recommendation, the Superintendent shall insure that the prospective school employee has signed a statement indicating whether to the best of their knowledge they are not the subject of a pending criminal charge or a conviction in any jurisdiction, including New York State. The Superintendent shall also insure that a request for conditional clearance is promptly submitted to the Commissioner.
- C. If the Board makes a conditional appointment, the appointment may be made effective prior to notice from the Commissioner of conditional clearance.

POLICY

Draft 06/01/2015
6400 Replaces 6060, 6060.1

PERSONNEL

FINGERPRINTING AND CRIMINAL HISTORY RECORD
CHECKS FOR PROSPECTIVE EMPLOYEES

D. If a conditional appointment becomes effective, it shall terminate 20 business days later, or when the Commissioner notifies the District as to whether conditional clearance or clearance has been granted, whichever is earlier. If the Commissioner notifies the District that conditional clearance for employment has been granted, the emergency conditional appointment shall terminate and the appointment shall continue as a conditional appointment.

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

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

Madison Central School District

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

Adopted: 09/05/01

Revised; _____

Internal Claims Auditor Report

<u>Warrant Number</u>	<u>Warrant Date</u>	<u>Check # Sequence</u>	<u>Fund</u>	<u>Date of ICA Review</u>	<u>Amount of Warrant</u>	<u>Internal Claims Auditor Findings</u>
18	5/15/2015	2777-2779	FA15	5/20/2015	\$ 981.05	Good
26	5/15/2015	3240-3243	C	5/20/2015	\$ 1,238.99	Good
45	5/15/2015	16385-16425	A	5/20/2015	\$ 15,341.23	Good
48	6/2/2015	16469-16524	A	6/5/2015	\$ 49,407.90	Good
19	5/29/2015	2780-2784	FA15	6/5/2015	\$ 1,750.61	Good
27	5/29/2015	3244-3251	C	6/5/2015	\$ 7,880.59	Good
47	5/29/2015	16426-16468	A	6/5/2015	\$244,093.56	Good



Jessica L. Clark- Internal Claims Auditor 6/8/15

(Condensed Version)

MADISON CENTRAL SCHOOL DISTRICT

MADISON, NEW YORK

BUDGET STATUS REPORTS

May 31, 2015

FUND	CODE	REPORT	Page #
GENERAL FUND	A	TREASURER'S REPORTS - NBT TRIAL BALANCE REVENUE & EXPENDITURES	2 - 10
SCHOOL LUNCH	C	TREASURER'S REPORTS - NBT TRIAL BALANCE REVENUE & EXPENDITURES	11 - 16
TRUST & AGENCY	TA	TREASURER'S REPORT - NBT TRIAL BALANCE PAYROLL TREASURER'S REPORT - NBT	17 - 21
EXPENDABLE TRUSTS	TE	TRIAL BALANCE	22
CAPITAL FUND	H	TREASURER'S REPORT - NBT TRIAL BALANCE REVENUE & EXPENDITURES	23-27
DEBT SERVICE	V	TRIAL BALANCE REVENUE	28-29
FEDERAL FUND	F	TREASURER'S REPORTS - NBT TRIAL BALANCE REVENUE & EXPENDITURES	30-37

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

May 1, 2015

through

May 31, 2015

Total available balance as reported at the end of preceding period: \$ 392,351.11

RECEIPTS during month

DATE	SOURCE	AMOUNT
MAY 1-31	VARIOUS - FIELD TRIPS	\$ 209.75
4	PERRY DEWEY - PAPER	5.00
13	TRUST AND AGENCY - NYSTRS	1,447.87
14	VARIOUS DUE TO/ DUE FROM	4.56
15	TRANSFER FROM GEN SAVINGS	200,000.00
15	DUE TO SCHOOL LUNCH	3,226.00
18	MADISON ONEIDA BOCES - COSER 512	4,112.50
18	MADISON ONEIDA BOCES - SCHOOL PLANNING	670.00
20	MARILYN MCCREDDY - MEMORIAL BOOK	20.00
27	TRUST AND AGENCY - NYSTRS	1,420.35
27	TRANSFER FROM GEN SAVINGS	300,000.00
29	NYS - GENERAL AID	649,248.41
31	INTEREST - NBT	6.38

\$ 1,160,370.82

Total Receipts, including balance:

\$ 1,552,721.93

DISBURSEMENTS made during month

BY CHECK	FROM: 16324	TO: 16348 TO MADISON	\$ -
	16349	TO: 16384	6,904.15
	16385	TO: 16425	15,341.23
	16426	TO: 16468	244,093.56
	14884	TO: 14884 MANUAL	260.39
	16324	TO: 16324 Void during printin	-

BY DEBIT CHARGE

TRANSFER TO TRUST & AGENCY - PAYROLL	\$ 285,711.65
HEALTH/DENTAL INSURANCE	119,006.42
TRANSFER TO CAPITAL	88,700.00

Total Disbursements: \$ 760,017.40

CASH BALANCE SHOWN BY RECORDS: \$ 792,704.53

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month:	\$ 1,041,128.42
Less total of outstanding checks:	<u>(248,423.89)</u>
Net balance in bank:	\$ 792,704.53
Transfers in transit:	-

TOTAL AVAILABLE BALANCE: \$ 792,704.53

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

June 16, 2015

Clerk of the Board of Education

Treasurer

Prepared

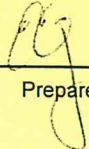
LIST OF OUTSTANDING CHECKS - NBT
GENERAL FUND

5/31/15

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
14872	10/2/2014	\$ 3.58	16391	5/15/2015	\$ 83.00
15872	11/14/2014	174.72	16393-16397	5/15/2015	\$ 512.68
16128	2/6/2015	14.99	16407	5/15/2015	48.30
14880	3/4/2015	553.00	16416	5/15/2015	1,710.00
16296	4/17/2015	83.00	16425	5/15/2015	417.24
16304	4/17/2015	93.58	16426-16468	5/29/2015	244,093.56
14883	4/29/2015	10.00			
16349	5/1/2015	124.50			
16360	5/1/2015	305.76			
16378	5/1/2015	9.28			
16387	5/15/2015	83.00			
16389	5/15/2015	103.70			
TOTAL		\$ 1,559.11	GRAND TOTAL		\$ 246,864.78
					\$ 248,423.89

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

DATE	SOURCE	AMOUNT
TOTAL DEPOSITS IN TRANSIT		\$ -


Prepared

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

May 1, 2015

through

May 31, 2015

Total available balance as reported at the end of preceding period: \$ 1,499,068.02

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MAY		
31	INTEREST - NBT	23.11

Total Receipts: \$ 23.11

Total Receipts, including balance: \$ 1,499,091.13

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE:

TRANSFER TO GENERAL CHECKING \$ 500,000.00

Total Disbursements: \$ 500,000.00

CASH BALANCE SHOWN BY RECORDS: \$ 999,091.13

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month: \$ 999,091.13

\$ -

Net balance in bank: \$ 999,091.13

Amount of deposits in transit: \$ -

TOTAL AVAILABLE BALANCE: \$ 999,091.13

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

June 16, 2015

Clerk of the Board of Education

Treasurer

Prepared

**MADISON CENTRAL SCHOOL DISTRICT
GENERAL FUND MONEY MARKET - NBT
TREASURER'S MONTHLY REPORT
ACCT # *****6933**

May 1, 2015

through

May 31, 2015

Total available balance as reported at the end of preceding period: \$1,267,389.29

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MAY 31	INTEREST - NBT	\$ 161.45

Total Receipts: \$ 161.45
Total Receipts, including balance: \$ 1,267,550.74

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE: \$ -

Total Disbursements: \$ -
CASH BALANCE SHOWN BY RECORDS: \$ 1,267,550.74

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 1,267,550.74
Net balance in bank:	\$ 1,267,550.74
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 1,267,550.74

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

June 16, 2015

Clerk of the Board of Education

Treasurer
Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 5/31/2015



Account	Description	Debits	Credits
A 200	CASH IN CHECKING	792,704.53	0.00
A 201	CASH IN SAVINGS - NBT	999,091.13	0.00
A 201 04	CASH IN CHECKING - NBT	1,267,550.74	0.00
A 210	PETTY CASH	100.00	0.00
A 230	CASH-CAPITAL RESERVE	294,213.77	0.00
A 230 01	UNEMPLOYMENT RESERVE - NIAGARA	197,082.12	0.00
A 391	DUE FROM OTHER FUNDS	81,765.17	0.00
A 510	ESTIMATED REVENUE	9,118,083.00	0.00
A 521	ENCUMBRANCES	858,858.25	0.00
A 522	EXPENDITURES	7,496,911.76	0.00
A 599	APPROPRIATED FUND BALANCE	339,879.32	0.00
A 630	DUE TO OTHER FUNDS	0.00	12,833.50
A 631	DUE TO OTHER GOVERNMENTS	0.00	10,269.00
A 632	DUE TO NYSTRS	0.00	30,003.79
A 632 01	DUE TO NYSTRS-ACCR 14-15	0.00	515,000.42
A 637	DUE TO NYSERS - ACCR 14-15	0.00	23,058.50
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	196,713.87
A 821	RESERVE FOR ENCUMBRANCES	0.00	1,048,737.57
A 827	ERS RESERVE	0.00	99,652.00
A 827 01	TRS RESERVE	0.00	230,000.00
A 862	RESERVE FOR LIABILITY	0.00	432,302.04
A 864	TAX CERTIORARI RESERVE	0.00	90,000.00
A 867	EBALR RESERVE	0.00	683,621.10
A 878	CAPITAL RESERVE	0.00	294,119.46
A 910	APPROPRIATED FUND BALANCE	0.00	150,000.00
A 911	UNAPPROPRIATED FUND BALANCE	0.00	343,126.12
A 960	ESTIMATED APPROPRIATIONS	0.00	9,457,962.32
A 980	REVENUES	0.00	7,828,840.10
A Fund Totals:		21,446,239.79	21,446,239.79
Grand Totals:		21,446,239.79	21,446,239.79

MADISON CENTRAL SCHOOL



Revenue Status Report From 7/1/2014 To 5/31/2015

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	2,429,743.00	0.00	2,429,743.00	2,424,045.84	5,697.16
A 1083	E-ON - WINDMILLS	81,000.00	0.00	81,000.00	83,186.81	-2,186.81
A 1085	STAR REIMBURSEMENT	595,000.00	0.00	595,000.00	594,057.00	943.00
A 1090	INTEREST & PENALTIES	3,800.00	0.00	3,800.00	8,087.13	-4,287.13
A 1311	TUITION FROM INDIVIDUALS	0.00	0.00	0.00	1,850.00	-1,850.00
A 1335	OTHER STUDENT FEES	0.00	0.00	0.00	4,638.75	-4,638.75
A 2230	TUITION - OTHER DISTRICTS	37,500.00	0.00	37,500.00	60,628.26	-23,128.26
A 2401	INTEREST & EARNINGS	5,000.00	0.00	5,000.00	2,139.95	2,860.05
A 2401.001	INTEREST-CAPITAL RSV-A878	0.00	0.00	0.00	94.31	-94.31
A 2401.002	INTEREST-UNEMPLOY-A815	0.00	0.00	0.00	35.96	-35.96
A 2666	SALE OF TRANS EQUIPMENT	0.00	0.00	0.00	3,050.00	-3,050.00
A 2690	COMPENSATION FOR LOSS	0.00	0.00	0.00	304.69	-304.69
A 2700	MEDICARE PART D	25,000.00	0.00	25,000.00	20,013.54	4,986.46
A 2701	REFUND PRIOR YEAR - BOCES	32,000.00	0.00	32,000.00	52,394.04	-20,394.04
A 2703	REFUND PRIOR YEAR - MISC	3,000.00	0.00	3,000.00	15,787.90	-12,787.90
A 2705	GIFTS & DONATIONS	0.00	0.00	0.00	185.88	-185.88
A 2725	VLT/TRIBAL COMPACT	0.00	0.00	0.00	3,923.50	-3,923.50
A 2770	UNCLASSIFIED REVENUE	4,000.00	0.00	4,000.00	721.03	3,278.97
A 2770.002	PRIOR YEAR E-RATE REFUND	3,000.00	0.00	3,000.00	9,843.57	-6,843.57
A 2801.827.01	NYSTRS RES - A82701	50,000.00	0.00	50,000.00	0.00	50,000.00
A 3101	NYS - GENERAL AID	3,835,259.00	0.00	3,835,259.00	3,265,062.21	570,196.79
A 3101.001	NYS - EXCESS COST AID	440,000.00	0.00	440,000.00	437,881.49	2,118.51
A 3102	LOTTERY AID	540,000.00	0.00	540,000.00	523,080.54	16,919.46
A 3102.001	VLT LOTTERY AID	202,000.00	0.00	202,000.00	249,601.94	-47,601.94
A 3103	BOCES AID	600,438.00	0.00	600,438.00	-2,649.00	603,087.00
A 3260	TEXTBOOK AID	28,000.00	0.00	28,000.00	28,019.00	-19.00
A 3262	COMPUTER SOFTWARE AID	6,206.00	0.00	6,206.00	7,041.00	-835.00
A 3262.001	COMPUTER HARDWARE AID	8,887.00	0.00	8,887.00	8,849.00	38.00
A 3263	LIBRARY MATERIALS AID	3,250.00	0.00	3,250.00	2,937.00	313.00
A 3289	OTHER STATE AID	0.00	0.00	0.00	24,028.37	-24,028.37
A 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	0.39	-0.39
A 5050	INTERFUND TRANSFER - V	185,000.00	0.00	185,000.00	0.00	185,000.00
A Totals:		9,118,083.00	0.00	9,118,083.00	7,828,840.10	1,289,242.90
Grand Totals:		9,118,083.00	0.00	9,118,083.00	7,828,840.10	1,289,242.90

MADISON CENTRAL SCHOOL



Appropriation Status Summary Report By Function From 7/1/2014 To 5/31/2015

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION	*	2,363.00	822.06	3,185.06	2,613.11	542.97	28.98
1040	DISTRICT CLERK	*	4,302.00	25.44	4,327.44	3,966.81	360.63	0.00
1060	DISTRICT MEETING	*	1,000.00	-25.44	974.56	291.57	0.00	682.99
1240	CHIEF SCHOOL ADMINISTRATOR	*	153,572.00	0.00	153,572.00	141,001.00	11,495.80	1,075.20
1310	BUSINESS ADMINISTRATION	*	96,397.00	9,873.75	106,270.75	97,106.15	8,166.60	998.00
1320	AUDITING	*	23,000.00	-13,873.78	9,126.22	9,000.00	0.00	126.22
1325	TREASURER	*	47,964.00	3,077.97	51,041.97	43,789.65	6,571.88	680.44
1330	TAX COLLECTOR	*	4,500.00	0.00	4,500.00	3,916.50	0.00	583.50
1345	PURCHASING	*	3,505.00	0.00	3,505.00	3,144.04	360.46	0.50
1420	LEGAL	*	15,100.00	0.00	15,100.00	14,564.14	0.00	535.86
1430	PERSONNEL	*	26,370.00	0.00	26,370.00	23,657.67	2,712.33	0.00
1620	OPERATION OF PLANT	*	489,060.00	-6,685.83	482,374.17	455,357.92	15,195.29	11,820.96
1621	MAINTENANCE OF PLANT	*	99,931.00	40,521.38	140,452.38	129,209.72	21,831.02	-10,588.36
1670	CENTRAL PRINTING & MAILING	*	13,600.00	9,179.01	22,779.01	9,003.75	4,621.01	9,154.25
1680	CENTRAL DATA PROCESSING	*	27,760.00	17,354.40	45,114.40	41,742.78	3,371.62	0.00
1910	UNALLOCATED INSURANCE	*	36,000.00	-3,472.05	32,527.95	32,527.95	0.00	0.00
1964	REFUND ON REAL PROPERTY TAXES	*	2,500.00	-2,500.00	0.00	0.00	0.00	0.00
1981	BOCES ADMINISTRATIVE COSTS	*	33,980.00	0.00	33,980.00	30,484.93	3,495.07	0.00
1983	BOCES CAPITAL EXPENSES	*	45,927.00	0.00	45,927.00	41,203.08	4,723.92	0.00
2020	SUPERVISION-REGULAR SCHOOL	*	86,573.00	43,589.57	130,162.57	114,031.44	14,839.94	1,291.19
2060	RESEARCH, PLANNING & EVALUAT	*	1,538.00	7,500.00	9,038.00	5,129.82	158.18	3,750.00

MADISON CENTRAL SCHOOL



Appropriation Status Summary Report By Function From 7/1/2014 To 5/31/2015

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2070	INSERVICE TRAINING-INSTRUCTION	*	88,617.00	-18,377.54	70,239.46	74,059.64	21,465.90	-25,286.08
2110	TEACHING-REGULAR SCHOOL	*	2,084,211.00	-76,720.66	2,007,490.34	1,540,383.77	411,113.71	55,992.86
2250	PROGRAMS-STUDENTS W/ DISABIL	*	1,040,016.00	-35,039.47	1,004,976.53	867,705.12	148,588.51	-11,317.10
2280	OCCUPATIONAL EDUCATION	*	316,079.00	5,818.69	321,897.69	276,138.58	43,425.67	2,333.44
2330	TEACHING-SPECIAL SCHOOLS	*	203,168.00	9,045.64	212,213.64	169,516.65	20,084.69	22,612.30
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	105,384.00	-136.17	105,247.83	82,584.96	18,402.77	4,260.10
2630	COMPUTER ASSISTED INSTRUCTION	*	46,506.00	33,147.07	79,653.07	59,887.19	18,599.94	1,165.94
2805	ATTENDANCE-REGULAR SCHOOL	*	8,473.00	0.00	8,473.00	7,594.72	870.71	7.57
2810	GUIDANCE-REGULAR SCHOOL	*	84,540.00	444.00	84,984.00	68,237.11	16,685.64	61.25
2815	HEALTH SERVICES-REGULAR SCHOOL	*	42,219.00	0.00	42,219.00	31,204.80	9,953.20	1,061.00
2825	SOCIAL WORK SRVC-REG SCHOOL	*	45,917.00	-444.00	45,473.00	30,053.00	9,010.00	6,410.00
2850	CO-CURRICULAR ACTIV-REG SCHL	*	15,518.00	0.00	15,518.00	8,041.48	225.52	7,251.00
2855	INTERSCHOL ATHLETICS-REG SCHL	*	88,072.00	6,786.85	94,858.85	83,903.78	963.30	9,991.77
5510	DISTRICT TRANSPORT	*	443,101.00	141,968.43	585,069.43	484,123.54	40,382.29	60,563.60
5530	GARAGE BUILDING	*	19,625.00	0.00	19,625.00	17,090.29	109.80	2,424.91
9010	STATE RETIREMENT	*	105,342.00	-13,202.59	92,139.41	92,139.41	0.00	0.00
9020	TEACHERS' RETIREMENT	*	394,275.00	142,054.67	536,329.67	536,329.67	0.00	0.00
9030	SOCIAL SECURITY	*	264,814.00	0.00	264,814.00	203,575.15	0.00	61,238.85
9040	WORKERS' COMPENSATION	*	25,200.00	-4,158.00	21,042.00	21,042.00	0.00	0.00
9045	LIFE INSURANCE	*	3,000.00	0.00	3,000.00	2,000.00	0.00	1,000.00
9050	UNEMPLOYMENT INSURANCE	*	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00

MADISON CENTRAL SCHOOL



Appropriation Status Summary Report By Function From 7/1/2014 To 5/31/2015

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9055	DISABILITY INSURANCE	*	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	1,653,044.00	-57,793.08	1,595,250.92	1,348,552.86	529.88	246,168.18
9089	OTHER	*	29,000.00	0.00	29,000.00	0.00	0.00	29,000.00
9711	SERIAL BOND CONSTRUCTION	*	802,919.00	0.00	802,919.00	198,100.01	0.00	604,818.99
9722	STATUTORY BONDS - BUS PURCHASES	*	36,401.00	-36,401.00	0.00	0.00	0.00	0.00
9770	REVENUE ANTICIPATION NOTES	*	12,500.00	-12,500.00	0.00	0.00	0.00	0.00
9901	TRANSFER TO SPECIAL AID	*	0.00	0.00	0.00	2,706.00	0.00	-2,706.00
9950	TRANSFER TO CAPITAL	*	88,700.00	0.00	88,700.00	88,700.00	0.00	0.00
Fund ATotals:			9,268,083.00	189,879.32	9,457,962.32	7,496,911.76	858,858.25	1,102,192.31
Grand Totals:			9,268,083.00	189,879.32	9,457,962.32	7,496,911.76	858,858.25	1,102,192.31

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

May 1, 2015

through

May 31, 2015

Total available balance as reported at the end of preceding period: \$ 14,965.98

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MAY 1-31	VARIOUS - BRKFST/ LUNCH SALES	\$ 2,643.89
11	MADISON GENERAL FUND - INV 2014/15-019	437.25
11	MADISON FEDERAL FUND - INV 2014/15-020, 2014/15-018, 2014	1,348.13
12	NYS - FED LUNCH CLAIMS	8,991.00
12	MADISON CO HEADSTART - INV 2014/15-021	266.00
13	NYS - STATE LUNCH CLAIMS	323.00
15	NYS - BASKETBALL BOUSE	315.00
15	COKE - COMMISSIONS	5.79
20	MADISON GENERAL FUND - INV 2014/15-023	432.00
20	UNIVERSAL PRE-K	850.00
28	MADISON CO HEADSTART - INV 2014/15-025	304.00
31	INTEREST - NBT	0.28

Total Receipts: \$ 15,916.34

Total Receipts, including balance: \$ 30,882.32

DISBURSEMENTS made during month:

BY CHECK	FROM: 3233	TO: 3239	\$ 7,373.22
	3240	TO: 3243	1,238.99
	3244	TO: 3251	7,880.59

BY DEBIT CHARGE:

PAYROLL TRANSFERS	\$ 3,085.39
HEALTH/DENTAL INSURANCE	1,733.79

\$ 21,311.98

CASH BALANCE SHOWN BY RECORDS:

\$ 9,570.34

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 17,112.09
Less total of outstanding checks:	(7,880.59)
Net balance in bank:	\$ 9,231.50
Amount of deposits in transit:	338.84

TOTAL AVAILABLE BALANCE

\$ 9,570.34

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

June 16, 2015

 Clerk of the Board of Education

 Treasurer

 Prepared

LIST OF OUTSTANDING CHECKS - NBT
 SCHOOL LUNCH FUND

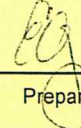
5/31/2015

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
3244-3251	5/29/2015	\$ 7,880.59			

TOTAL		\$ 7,880.59	GRAND TOTAL		\$ -
					\$ 7,880.59

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

DATE	SOURCE	AMOUNT
05/28/15	RECEIPT 8652 - AGNES LOLLMAN	\$ 97.04
05/27/15	RECEIPT 8653 - AGNES LOLLMAN	188.35
05/19/15	RETURNED CHECK	53.45
		\$ 338.84



Prepared

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

May 1, 2015

through

May 31, 2015

Total available balance as reported at the end of preceding period: 0

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MAY 31	INTEREST - NBT	\$ -

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

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE: \$ -
 Total Disbursements: \$ -
 CASH BALANCE SHOWN BY RECORDS: \$ -

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ -
Less total of outstanding checks:	<u> </u>
Net balance in bank:	\$ -
Amount of transfers in transit:	<u> </u>
TOTAL AVAILABLE BALANCE:	\$ -

Received by the Board of Education and entered as part of the minutes of the Board meeting held June 16, 2015

 Clerk of the Board of Education

 Treasurer
 Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 5/31/2015



Account	Description	Debits	Credits
C 200	CASH IN CHECKING	9,570.34	0.00
C 210	PETTY CASH	25.00	0.00
C 391	DUE FROM OTHER FUNDS	3,226.00	0.00
C 410	STATE & FEDERAL AID RECEIVABLE	11,437.00	0.00
C 445	MAT & SUPP INVENTORY 13-14	1,453.67	0.00
C 446	FOOD INVENTORY 13-14	6,310.38	0.00
C 446 01	DONATED FOOD INV 13-14	5,158.72	0.00
C 510	ESTIMATED REVENUE	201,000.00	0.00
C 521	ENCUMBRANCES	69,913.82	0.00
C 522	EXPENDITURES	165,244.76	0.00
C 630	DUE TO OTHER FUNDS	0.00	81,761.00
C 631	DUE TO OTHER GOVERNMENTS	0.00	35.62
C 821	RESERVE FOR ENCUMBRANCES	0.00	69,913.82
C 911	UNAPPROPRIATED FUND BALANCE	23,093.74	0.00
C 960	ESTIMATED APPROPRIATIONS	0.00	201,000.00
C 980	REVENUES	0.00	143,722.99
C Fund Totals:		496,433.43	496,433.43
Grand Totals:		496,433.43	496,433.43

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 5/31/2015



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1440	TYPE A - BRKFST/LUNCH	36,100.00	0.00	36,100.00	19,238.42	16,861.58
C 1445	OTHER FOOD SALES	18,000.00	0.00	18,000.00	16,132.07	1,867.93
C 1445.001	SODA COMMISSIONS	0.00	0.00	0.00	5.79	-5.79
C 2401	INTEREST & EARNINGS	0.00	0.00	0.00	1.82	-1.82
C 2701	REFUND PRIOR YEAR	300.00	0.00	300.00	217.76	82.24
C 2701.001	REFUND OF PRIOR YEAR - BOCES	500.00	0.00	500.00	0.00	500.00
C 2770	UNCLASSIFIED REVENUE	100.00	0.00	100.00	30.09	69.91
C 2770.001	BOCES AID	30,000.00	0.00	30,000.00	0.00	30,000.00
C 3190	NYS AID - BREAKFAST/LUNCH	4,000.00	0.00	4,000.00	3,997.00	3.00
C 4190	NYS FED AID-BRKFST/LUNCH	108,000.00	0.00	108,000.00	102,654.00	5,346.00
C 4190.100	DONATED FOOD VALUE	4,000.00	0.00	4,000.00	1,446.04	2,553.96
C Totals:		201,000.00	0.00	201,000.00	143,722.99	57,277.01
Grand Totals:		201,000.00	0.00	201,000.00	143,722.99	57,277.01

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MADISON CENTRAL SCHOOL



Appropriation Status Summary Report By Function From 7/1/2014 To 5/31/2015

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2860	SCHOOL LUNCH	*	175,000.00	0.00	175,000.00	143,644.79	69,913.82	-38,558.61
9030	SOCIAL SECURITY	*	3,500.00	0.00	3,500.00	2,263.40	0.00	1,236.60
9060	INSURANCE	*	22,500.00	0.00	22,500.00	19,336.57	0.00	3,163.43
Fund CTotals:			201,000.00	0.00	201,000.00	165,244.76	69,913.82	-34,158.58
Grand Totals:			201,000.00	0.00	201,000.00	165,244.76	69,913.82	-34,158.58

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

TREASURER'S MONTHLY REPORT

May 1, 2015

ACCT # *****3294

through

May 31, 2015

Total available balance as reported at the end of preceding period: \$ 29,928.84

RECEIPTS during month:

DATE	SOURCE	AMOUNT	
MAY 1-31	VARIOUS - SCHOLARSHIP	\$ 1,200.00	
7	GLENICE ROBERTS - HEALTH INSURANCE	531.00	
13	MAY 2015 HEALTH INSURANCE	119,164.86	
13	MAY 2015 DENTAL INSURANCE	1,575.35	
13	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERA	147,358.06	
13	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	10,921.38	
14	VARIOUS DUE TO/ DUE FROM	50.00	
27	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERA	140,601.76	
27	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	10,404.50	
31	INTEREST - NBT	0.72	
	Total Receipts:	\$ 431,807.63	
	Total Receipts, including balance:	\$ 461,736.47	

DISBURSEMENTS made during month:

BY CHECK	FROM: 1223	TO: 1231	WIRES - SEE BELOW
	5927	TO: 5936	\$ 137,299.84
BY DEBIT CHARGE:			
	WIRE TRANSFER - NYS TAX	\$ 11,637.49	
	TRANSFER TO GENERAL - NYSTRS	2,868.22	
	ACH TRANSFER - DIRECT DEPOSIT	160,080.08	
	TRANSFER TO PAYROLL - NET PAYROLL	39,530.70	
	NYSERS	705.82	
	WIRE TRANSFER-FED TAX	72,051.89	
	OMNI WIRE TRANSFER	7,601.28	
	DUE TO/ DUE FROM - TO GENERAL	0.76	
	Total Disbursements:	\$ 431,776.08	
	CASH BALANCE SHOWN BY RECORDS:	\$ 29,960.39	

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 34,557.73
Less total of outstanding checks:	(3,891.52)
Net balance in bank:	\$ 30,666.21
Amount of deposits in transit:	(705.82)

TOTAL AVAILABLE BALANCE: \$ 29,960.39

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

June 16, 2015

Clerk of the Board of Education

Treasurer
Prepared

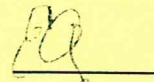
LIST OF OUTSTANDING CHECKS - NBT
TRUST & AGENCY FUND

5/31/2015

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
5885	1/8/2015	\$ 287.40	5933-5936	5/28/2015	\$ 2,582.91
5911	3/27/2015	267.51			
5919	4/16/2015	247.62			
5923	4/30/2015	253.04			
5929	5/14/2015	253.04			
TOTAL		\$ 1,308.61			\$ 2,582.91
			GRAND TOTAL		\$ 3,891.52

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

DATE	SOURCE	AMOUNT
5/30/2015	NYSERS - EFT	(705.82)
TOTAL DEPOSITS IN TRANSIT		\$ (705.82)


Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 5/31/2015



Account	Description	Debits	Credits
TA 010 02	PAYROLL - NBT	0.30	0.00
TA 020 01	HEALTH INSURANCE	0.00	25,804.06
TA 020 02	DENTAL INSURANCE	2,628.17	0.00
TA 020 25	FLEX (14-15)	0.00	2,980.57
TA 038	STUDENT DEPOSITS	0.00	474.00
TA 085	SCHOLARSHIP HOLDING ACCOUNT	0.00	2,799.00
TA 085 03	HONORS TRIP	0.00	530.21
TA 200	CASH IN CHECKING	29,960.39	0.00
TA 630	DUE TO OTHER FUNDS	0.00	1.02
TA Fund Totals:		32,588.86	32,588.86
Grand Totals:		32,588.86	32,588.86

**MADISON CENTRAL SCHOOL DISTRICT
PAYROLL ACCOUNT - NBT
TREASURER'S MONTHLY REPORT**

May 1, 2015

ACCT # *****3421
through

May 31, 2015

Total available balance as reported at the end of preceding period: \$ 0.25

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MAY 14	TRUST & AGENCY - NET PAYROLL	\$ 20,985.03
28	TRUST & AGENCY - NET PAYROLL	18,545.67
31	INTEREST - NBT	0.30

Total Receipts: \$ 39,531.00
Total Receipts, including balance: \$ 39,531.25

DISBURSEMENTS made during month:

BY CHECK	FROM: 29256	TO: 29284	\$ 20,985.03
	29285	TO: 29315	18,545.67
BY DEBIT CHARGE:	DUE TO/ DUE FROM - TO GENERAL		\$ 0.25

Total Disbursements: \$ 39,530.95
CASH BALANCE SHOWN BY RECORDS: \$ 0.30

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 19,835.35
Less total of outstanding checks:	<u>\$ (19,835.05)</u>
Net balance in bank:	\$ 0.30
Amount of deposits in transit:	<u>\$ -</u>

TOTAL AVAILABLE BALANCE: \$ 0.30

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

June 16, 2015

Clerk of the Board of Education

Treasurer
Prepared

LIST OF OUTSTANDING CHECKS - NBT
PAYROLL ACCOUNT

5/31/15

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
29092	2/13/15	1,267.82	29293-29295	5/28/2015	604.23
29125	3/5/15	1,239.61	29298-29299	5/28/2015	2,316.58
29143	3/19/15	277.05	29301	5/28/2015	334.73
29161	3/19/15	1,139.80	29303	5/28/2015	112.61
29194	3/27/15	1,241.78	29305	5/28/2015	\$ 279.32
29222	4/16/15	1,151.98	29307	5/28/2015	\$ 1,139.80
29248	4/30/15	1,276.49	29309-29315	5/28/2015	\$ 4,607.15
29262	5/14/15	69.26			
29273	5/14/15	89.55			
29277	5/14/15	1,178.86			
29285-29286	5/28/15	239.65			
29290-29291	5/28/15	1,268.78			
TOTAL		\$ 10,440.63			\$ 9,394.42
			GRAND TOTAL		\$ 19,835.05

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

DATE	SOURCE	AMOUNT
TOTAL DEPOSITS IN TRANSIT		\$ -


Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 5/31/2015



Account	Description	Debits	Credits
TE 092	ENDOWMENTS & SCHOLARSHIPS	0.00	37,241.66
TE 201 02	CASH IN SAVINGS - NIAGARA	37,241.66	0.00
TE Fund Totals:		37,241.66	37,241.66
Grand Totals:		37,241.66	37,241.66

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

May 1, 2015

ACCT # *****0556
through

May 31, 2015

Total available balance as reported at the end of preceding period: \$ 19,871.63

RECEIPTS during month:

DATE	SOURCE	AMOUNT
MAY 18	TRANSFERRED FROM GENERAL	\$ 88,700.00
19	PLAN & PRINT - DEP, REFUND	\$ 100.00

Total Receipts: \$ 88,800.00
Total Receipts, including balance: \$ 108,671.63

DISBURSEMENTS made during month:

BY CHECK FROM: 1054 TO: 1055 \$ 25,761.00

BY DEBIT CHARGE:

Total Disbursements: \$ 25,761.00
CASH BALANCE SHOWN BY RECORDS: \$ 82,910.63

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 83,610.63
Less total of outstanding checks:	\$ (700.00)
Net balance in bank:	\$ 82,910.63
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 82,910.63

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

June 16, 2015

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
CAPTIAL FUND

5/31/15

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
1054	5/18/2015	\$ 700.00			

TOTAL		\$ 700.00			\$ -
			GRAND TOTAL		\$ 700.00

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

DATE	SOURCE	AMOUNT
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TOTAL DEPOSITS IN TRANSIT		\$ -
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Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 5/31/2015



Account	Description	Debits	Credits	Balance	
HRP3 200	CASH - 2012-13 REPOINTING - 0001015	11,301.78	0.00	11,301.78	
HRP4 200	CASH - 2013-14 REPOINTING - 0001016	25,964.27	21,109.40	4,854.87	
HRP5 200	CASH - 2014-15 REPOINTING - 0001019	88,800.00	40,070.77	48,729.23	
HSAFE 200	CASH - SAFETY PROJECT - 0001017	294,852.17	276,827.42	18,024.75	
	200 Totals:	420,918.22	338,007.59	82,910.63	
HSAFE 391	Due From Other Funds	9,607.50	0.00	9,607.50	
	391 Totals:	9,607.50	0.00	9,607.50	
HSAFE 510	Estimated Revenue	320,000.00	0.00	320,000.00	
	510 Totals:	320,000.00	0.00	320,000.00	
HSAFE 521	Encumbrances	75,200.58	64,119.95	11,080.63	
	521 Totals:	75,200.58	64,119.95	11,080.63	
HRP4 522	EXPENDITURES	119.40	0.00	119.40	
HRP5 522	Expenditures	32,610.77	100.00	32,510.77	
HSAFE 522	Expenditures	273,014.92	9,707.50	263,307.42	
	522 Totals:	305,745.09	9,807.50	295,937.59	
HSAFE 821	Reserve for Encumbrances	64,119.95	75,200.58	-11,080.63	CR
	821 Totals:	64,119.95	75,200.58	-11,080.63	
HRP3 911	UNAPPROPRIATED FUND BALANCE	0.00	11,301.78	-11,301.78	CR
HRP4 911	UNAPPROPRIATED FUND BALANCE	0.00	4,974.27	-4,974.27	CR
HRP5 911	UNAPPROPRIATED FUND BALANCE -	7,460.00	0.00	7,460.00	
HSAFE 911	UNAPPROPRIATED FUND BALANCE	0.00	290,939.67	-290,939.67	CR
	911 Totals:	7,460.00	307,215.72	-299,755.72	
HSAFE 960	Appropriations	0.00	320,000.00	-320,000.00	CR
	960 Totals:	0.00	320,000.00	-320,000.00	
HRP5 980	Revenues	0.00	88,700.00	-88,700.00	CR
	980 Totals:	0.00	88,700.00	-88,700.00	
	Grand Totals:	1,203,051.34	1,203,051.34	0.00	

MADISON CENTRAL SCHOOL
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Revenue Status Report From 7/1/2014 To 5/31/2015

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
HRP5 5031	INTERFUND TRANSFER	0.00	0.00	0.00	88,700.00	-88,700.00
HSAFE 5031	INTERFUND TRANSFER	320,000.00	0.00	320,000.00	0.00	320,000.00
		<u>320,000.00</u>	<u>0.00</u>	<u>320,000.00</u>	<u>88,700.00</u>	<u>231,300.00</u>

MADISON CENTRAL SCHOOL



Appropriation Status Detail Report By Function From 7/1/2014 To 5/31/2015

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Adjustments</u>	<u>Adj. Budget</u>	<u>Expensed</u>	<u>Encumbered</u>	<u>Available</u>
<u>HRP4 2110.245</u>	ARCHITECT FEES	0.00	0.00	0.00	119.40	0.00	-119.40
	Fund HRP4Totals:	0.00	0.00	0.00	119.40	0.00	-119.40
<u>HRP5 1620.293</u>	GENERAL CONSTRUCTION	0.00	0.00	0.00	25,061.00	0.00	-25,061.00
<u>HRP5 2110.245</u>	ARCHITECT FEES	0.00	0.00	0.00	7,449.77	0.00	-7,449.77
	Fund HRP5Totals:	0.00	0.00	0.00	32,510.77	0.00	-32,510.77
<u>HSAFE 1620.292</u>	NON CONTRACT COSTS	58,217.15	0.00	58,217.15	61,968.03	11,080.63	-14,831.51
<u>HSAFE 1620.293</u>	CONTRACTUAL	206,700.00	0.00	206,700.00	186,943.90	0.00	19,756.10
<u>HSAFE 2110.245</u>	ARCHITECT FEES	55,082.85	0.00	55,082.85	14,395.49	0.00	40,687.36
	Fund HSAFETotals:	320,000.00	0.00	320,000.00	263,307.42	11,080.63	45,611.95
	Grand Totals:	320,000.00	0.00	320,000.00	295,937.59	11,080.63	12,981.78

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MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 5/31/2015



Account	Description	Debits	Credits
V 201 01	CASH IN SAVINGS - NIAGARA	957,376.13	0.00
V 884	FUND BALANCE	0.00	864,227.89
V 884 01	PREMIUM REVENUE-A FUND	0.00	92,711.62
V 980	REVENUES	0.00	436.62
V Fund Totals:		957,376.13	957,376.13
Grand Totals:		957,376.13	957,376.13

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 5/31/2015



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
V 2401.001	DEBT INTEREST - V884.01	0.00	0.00	0.00	436.62	-436.62
	V Totals:	0.00	0.00	0.00	436.62	-436.62
	Grand Totals:	0.00	0.00	0.00	436.62	-436.62

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

ACCT # *****3405

May 1, 2015

through

May 31, 2015

Total available balance as reported at the end of preceding period: \$ 182,729.15

RECEIPTS during month:

DATE	SOURCE	AMOUNT	
MAY 1	NYS - UNIVERSAL PRE-K	\$ 18,218.00	
31	INTEREST - NBT	3.15	
	Total Receipts:		<u>\$ 18,221.15</u>
	Total Receipts, including balance:		<u>\$ 200,950.30</u>

DISBURSEMENTS made during month:

BY CHECK	FROM: 2773	TO: 2776	\$ 1,751.69	
	2777	TO: 2779	981.05	
	2780	TO: 2784	1,750.61	
BY DEBIT CHARGE:	TRANSFER TO TRUST AND AGENCY - PAYROLL		\$ 20,488.66	
	DUE TO/ DUE FROM - TO GENERAL		53.55	
		Total Disbursements:		\$ 25,025.56
		CASH BALANCE SHOWN BY RECORDS:		<u><u>\$ 175,924.74</u></u>

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 177,801.73	
Less total of outstanding checks:	\$ (1,876.99)	
Net balance in bank:	\$ 175,924.74	
Amount of deposits in transit:	\$ -	
	TOTAL AVAILABLE BALANCE:	<u><u>\$ 175,924.74</u></u>

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

June 16, 2015

Clerk of the Board of Education

Treasurer
Prepared

LIST OF OUTSTANDING CHECKS - NBT
 FEDERAL FUND

5/31/15


CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
2773	5/1/2015	\$ 126.38			
2780-2784	5/29/2015	1,750.61			

TOTAL		\$ 1,876.99			\$ -
			GRAND TOTAL		\$ 1,876.99

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

DATE	SOURCE	AMOUNT
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TOTAL DEPOSITS IN TRANSIT		\$ -
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 Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 5/31/2015



Account	Description	Debits	Credits	Balance
F181 200	CASH IN CHECKING - WIND POWER	297,838.67	0.00	297,838.67
FA15 200	CASH IN CHECKING - 14-15 TITLE I	87,645.70	90,436.63	-2,790.93 CR
FB15 200	CASH IN CHECKING - 14-15 SECTION 611	95,369.00	103,160.15	-7,791.15 CR
FC15 200	CASH IN CHECKING - 14-15 SECTION 619	2,825.00	3,077.00	-252.00 CR
FD15 200	CASH IN CHECKING - 14-15 TITLE IIA	23,395.00	25,886.90	-2,491.90 CR
FG15 200	CASH IN CHECKING - 14-15 UNIVERSAL PRE-K	79,905.74	81,641.54	-1,735.80 CR
FH13 200	CASH IN CHECKING - SECTION 4408 12/13	6,858.98	0.00	6,858.98
FH14 200	CASH IN CHECKING - SECT 4408 (13-14)	0.00	305.75	-305.75 CR
FH15 200	CASH IN CHECKING - 14-15 SECTION 4408	8,464.73	17,226.40	-8,761.67 CR
FJ15 200	CASH 2014-15 UNIV PRE-K - ALL DAY	0.00	102,922.48	-102,922.48 CR
FO15 200	CASH IN CHECKING - 2014-15 REAP	0.00	12,514.58	-12,514.58 CR
FP15 200	CASH IN CHECKING - 14-15 TEACH OF TOM	6,300.00	0.00	6,300.00
FQ15 200	CASH IN CHECKING - FOOD FOR ALL GRANT	2,500.00	636.17	1,863.83
FT12 200	CASH IN CHECKING - LOWES GRANT 11/12	2,605.00	0.00	2,605.00
FV11 200	CASH IN CHECKING - 10-11 GRAMMY GRANT	144.12	119.60	24.52
200 Totals:		613,851.94	437,927.20	175,924.74
FH14 410	STATE & FEDERAL AID RECEIVABLE	305.75	0.00	305.75
410 Totals:		305.75	0.00	305.75
FA14 510	ESTIMATED REVENUE	13,649.67	0.00	13,649.67
FA15 510	Estimated Revenue	105,021.00	2,580.00	102,441.00
FB15 510	Estimated Revenue	121,023.00	0.00	121,023.00
FC15 510	Estimated Revenue	3,513.00	0.00	3,513.00
FD15 510	Estimated Revenue	25,995.00	0.00	25,995.00
FG15 510	Estimated Revenue	81,520.00	0.00	81,520.00
FJ15 510	Estimated Revenue	190,065.00	0.00	190,065.00
FO15 510	Estimated Revenue	18,882.00	0.00	18,882.00
FP14 510	Estimated Revenue	6,300.00	0.00	6,300.00
FP15 510	Estimated Revenue	8,400.00	0.00	8,400.00
FQ15 510	Estimated Revenue	2,500.00	0.00	2,500.00
FT12 510	ESTIMATED REVENUE	2,605.00	0.00	2,605.00
FV11 510	ESTIMATED REVENUE	144.12	0.00	144.12
510 Totals:		579,617.79	2,580.00	577,037.79
FA15 521	Encumbrances	38,152.58	37,047.76	1,104.82
FB15 521	Encumbrances	55,777.96	47,671.96	8,106.00
FG15 521	Encumbrances	46,735.99	34,645.85	12,090.14
FJ15 521	Encumbrances	72,370.36	57,815.53	14,554.83
FO15 521	Encumbrances	9,996.03	3,628.61	6,367.42
FQ15 521	Encumbrances	909.10	622.22	286.88
521 Totals:		223,942.02	181,431.93	42,510.09
FA14 522	EXPENDITURES	228.67	0.00	228.67
FA15 522	Expenditures	90,356.08	0.00	90,356.08
FB15 522	Expenditures	103,160.15	0.00	103,160.15
FC15 522	Expenditures	3,077.00	0.00	3,077.00
FD15 522	Expenditures	25,886.90	0.00	25,886.90
FG15 522	Expenditures	61,049.54	335.74	60,713.80
FH15 522	Expenditures	17,226.40	0.00	17,226.40
FJ15 522	Expenditures	102,922.48	0.00	102,922.48
FO15 522	Expenditures	12,514.58	0.00	12,514.58
FQ15 522	Expenditures	636.17	0.00	636.17
FR14 522	EXPENDITURES	10,000.00	0.00	10,000.00
FV11 522	EXPENDITURES	119.60	0.00	119.60
522 Totals:		427,177.57	335.74	426,841.83
FA14 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 5/31/2015



Account	Description	Debits	Credits	Balance	
FP14 599	Appropriated Fund Balance	0.00	0.00	0.00	
FT12 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00	
FV11 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00	
599 Totals:		0.00	0.00	0.00	
FA15 630	DUE TO OTHER FUNDS	13,872.95	13,876.10	-3.15	CR
630 Totals:		13,872.95	13,876.10	-3.15	
FA15 821	Reserve for Encumbrances	37,047.76	38,152.58	-1,104.82	CR
FB15 821	Reserve for Encumbrances	47,671.96	55,777.96	-8,106.00	CR
FG15 821	Reserve for Encumbrances	34,645.85	46,735.99	-12,090.14	CR
FJ15 821	Reserve for Encumbrances	57,815.53	72,370.36	-14,554.83	CR
FO15 821	Reserve for Encumbrances	3,628.61	9,996.03	-6,367.42	CR
FQ15 821	Reserve for Encumbrances	622.22	909.10	-286.88	CR
821 Totals:		181,431.93	223,942.02	-42,510.09	
FA14 960	APPROPRIATIONS	0.00	13,649.67	-13,649.67	CR
FA15 960	Appropriations	2,580.00	105,021.00	-102,441.00	CR
FB15 960	Appropriations	0.00	121,023.00	-121,023.00	CR
FC15 960	Appropriations	0.00	3,513.00	-3,513.00	CR
FD15 960	Appropriations	0.00	25,995.00	-25,995.00	CR
FG15 960	Appropriations	0.00	81,520.00	-81,520.00	CR
FJ15 960	Appropriations	0.00	190,065.00	-190,065.00	CR
FO15 960	Appropriations	0.00	18,882.00	-18,882.00	CR
FP14 960	Appropriations	0.00	6,300.00	-6,300.00	CR
FP15 960	Appropriations	0.00	8,400.00	-8,400.00	CR
FQ15 960	Appropriations	0.00	2,500.00	-2,500.00	CR
FT12 960	APPROPRIATIONS	0.00	2,605.00	-2,605.00	CR
FV11 960	APPROPRIATIONS	0.00	144.12	-144.12	CR
960 Totals:		2,580.00	579,617.79	-577,037.79	
F181 980	REVENUES	0.00	297,838.67	-297,838.67	CR
FA14 980	REVENUES	0.00	228.67	-228.67	CR
FA15 980	Revenues	0.00	87,562.00	-87,562.00	CR
FB15 980	Revenues	0.00	95,369.00	-95,369.00	CR
FC15 980	Revenues	0.00	2,825.00	-2,825.00	CR
FD15 980	Revenues	0.00	23,395.00	-23,395.00	CR
FG15 980	Revenues	20,592.00	79,570.00	-58,978.00	CR
FH13 980	REVENUES	0.00	6,858.98	-6,858.98	CR
FH15 980	Revenues	0.00	8,464.73	-8,464.73	CR
FP15 980	Revenues	0.00	6,300.00	-6,300.00	CR
FQ15 980	Revenues	0.00	2,500.00	-2,500.00	CR
FR14 980	REVENUES	0.00	10,000.00	-10,000.00	CR
FT12 980	REVENUES	0.00	2,605.00	-2,605.00	CR
FV11 980	REVENUES	0.00	144.12	-144.12	CR
980 Totals:		20,592.00	623,661.17	-603,069.17	
Grand Totals:		2,063,371.95	2,063,371.95	0.00	

Revenue Status Report From 7/1/2014 To 5/31/2015

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
F181 2770	WINDPOWER	0.00	0.00	0.00	297,838.67	-297,838.67
FA14 4126	TITLE I - 0021141310	13,649.67	0.00	13,649.67	228.67	13,421.00
FA15 4126	TITLE I - 0021151310	105,021.00	-2,580.00	102,441.00	87,562.00	14,879.00
FB15 4256	SECTION 611 - 0032150349	121,023.00	0.00	121,023.00	95,369.00	25,654.00
FC15 4256	SECTION 619 - 0033150349	3,485.00	28.00	3,513.00	2,825.00	688.00
FD15 4289	TITLE IIA - 0147151310	25,995.00	0.00	25,995.00	23,395.00	2,600.00
FG15 3289	UNIVERSAL PRE-K (14-15)	81,520.00	0.00	81,520.00	58,978.00	22,542.00
FH13 3289	SECTION 4408	0.00	0.00	0.00	6,858.98	-6,858.98
FH15 3289	SECT 4408 (14-15)	0.00	0.00	0.00	5,758.73	-5,758.73
FH15 5031	INTERFUND TRANSFER	0.00	0.00	0.00	2,706.00	-2,706.00
FJ15 3289	UNIVERSAL PRE-K (14-15) ALL DAY	190,065.00	0.00	190,065.00	0.00	190,065.00
FO15 4289	REAP (14-15)	18,882.00	0.00	18,882.00	0.00	18,882.00
FP14 3289	TEACHERS OF TOMORROW	6,300.00	0.00	6,300.00	0.00	6,300.00
FP15 3289	TEACHERS OF TOMORROW	8,400.00	0.00	8,400.00	6,300.00	2,100.00
FQ15 2770	FOOD FOR ALL GRANT - FFA	2,500.00	0.00	2,500.00	2,500.00	0.00
FR14 2770	MONSANTO GRANT - FFA	0.00	0.00	0.00	10,000.00	-10,000.00
FT12 2770	LOWE'S GRANT	2,605.00	0.00	2,605.00	2,605.00	0.00
FV11 2770	GRAMMY GRANT	144.12	0.00	144.12	144.12	0.00
		579,589.79	-2,552.00	577,037.79	603,069.17	-26,031.38

MADISON CENTRAL SCHOOL



Appropriation Status Detail Report By Function From 7/1/2014 To 5/31/2015

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
FA14 2110.150	INSTRUCTIONAL SALARIES	11,860.85	0.00	11,860.85	0.00	0.00	11,860.85
FA14 2110.400	CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
FA14 2110.450	MATERIALS & SUPPLIES	1,288.82	0.00	1,288.82	228.28	0.00	1,060.54
FA14 9901.900	INTERFUND TRANSFER	0.00	0.00	0.00	0.39	0.00	-0.39
Fund FA14Totals:		13,649.67	0.00	13,649.67	228.67	0.00	13,421.00
FA15 2110.150	INSTRUCTIONAL SALARIES	99,540.00	-2,580.00	96,960.00	86,740.92	726.88	9,492.20
FA15 2110.400	CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
FA15 2110.450	MATERIALS AND SUPPLIES	1,836.00	0.00	1,836.00	470.16	377.94	987.90
FA15 2110.800	TEACHER RETIREMENT	1,565.00	0.00	1,565.00	1,565.00	0.00	0.00
FA15 2110.801	FICA/MEDICARE	1,580.00	0.00	1,580.00	1,580.00	0.00	0.00
Fund FA15Totals:		105,021.00	-2,580.00	102,441.00	90,356.08	1,104.82	10,980.10
FB15 2250.150	INSTRUCTIONAL SALARIES	97,829.00	0.00	97,829.00	89,723.00	8,106.00	0.00
FB15 2250.160	NON INSTRUCTIONAL SALARIES	5,393.00	0.00	5,393.00	0.00	0.00	5,393.00
FB15 2250.400	CONTRACTUAL	1,592.00	0.00	1,592.00	0.00	0.00	1,592.00
FB15 2250.450	MATERIALS AND SUPPLIES	2,038.00	0.00	2,038.00	1,252.48	0.00	785.52
FB15 2250.490	BOCES SERVICES	6,368.00	0.00	6,368.00	6,368.00	0.00	0.00
FB15 2250.801	FICA/MEDICARE	7,803.00	0.00	7,803.00	5,816.67	0.00	1,986.33
Fund FB15Totals:		121,023.00	0.00	121,023.00	103,160.15	8,106.00	9,756.85
FC15 2250.150	INSTRUCTIONAL SALARIES	865.00	0.00	865.00	865.00	0.00	0.00
FC15 2250.400	CONTRACTUAL	436.00	0.00	436.00	0.00	0.00	436.00
FC15 2250.450	MATERIALS AND SUPPLIES	374.00	28.00	402.00	402.00	0.00	0.00
FC15 2250.490	BOCES SERVICES	1,744.00	0.00	1,744.00	1,744.00	0.00	0.00
FC15 2250.801	FICA/MEDICARE	66.00	0.00	66.00	66.00	0.00	0.00
Fund FC15Totals:		3,485.00	28.00	3,513.00	3,077.00	0.00	436.00
FD15 2070.150	INSTRUCTIONAL SALARIES	25,495.00	0.00	25,495.00	25,495.00	0.00	0.00
FD15 2070.450	MATERIALS AND SUPPLIES	500.00	0.00	500.00	391.90	0.00	108.10
Fund FD15Totals:		25,995.00	0.00	25,995.00	25,886.90	0.00	108.10
FG15 2510.150	INSTRUCTIONAL SALARIES	61,258.00	0.00	61,258.00	49,551.20	11,707.62	-0.82
FG15 2510.400	CONTRACTUAL	3,105.00	0.00	3,105.00	850.00	0.00	2,255.00
FG15 2510.450	MATERIALS AND SUPPLIES	3,441.00	0.00	3,441.00	331.01	382.52	2,727.47
FG15 2510.800	TEACHER'S RETIREMENT	9,030.00	0.00	9,030.00	6,949.06	0.00	2,080.94
FG15 2510.801	FICA/FICM	4,686.00	0.00	4,686.00	3,032.53	0.00	1,653.47
Fund FG15Totals:		81,520.00	0.00	81,520.00	60,713.80	12,090.14	8,716.06
FH15 2253.490	BOCES SERVICES	0.00	0.00	0.00	13,530.00	0.00	-13,530.00

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MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 5/31/2015



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>FH15 5511.160</u>	NON INSTRUCTIONAL SALARIES	0.00	0.00	0.00	2,893.46	0.00	-2,893.46
<u>FH15 5511.490</u>	BOCES SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
<u>FH15 5511.801</u>	FICA/FICM	0.00	0.00	0.00	221.35	0.00	-221.35
<u>FH15 5511.802</u>	NYSERS	0.00	0.00	0.00	581.59	0.00	-581.59
Fund FH15Totals:		0.00	0.00	0.00	17,226.40	0.00	-17,226.40
<u>FJ15 2510.150</u>	INSTRUCTIONAL SALARIES	75,820.00	0.00	75,820.00	51,346.10	11,785.60	12,688.30
<u>FJ15 2510.160</u>	NON-INSTRUCTIONAL SALARIES	0.00	0.00	0.00	107.26	0.00	-107.26
<u>FJ15 2510.200</u>	EQUIPMENT	16,941.00	0.00	16,941.00	8,076.26	0.00	8,864.74
<u>FJ15 2510.400</u>	CONTRACTUAL	9,000.00	0.00	9,000.00	11,636.38	0.00	-2,636.38
<u>FJ15 2510.450</u>	MATERIALS & SUPPLIES	21,299.00	0.00	21,299.00	19,455.13	2,769.23	-925.36
<u>FJ15 2510.460</u>	TRAVEL EXPENSES	7,000.00	0.00	7,000.00	1,366.85	0.00	5,633.15
<u>FJ15 2510.490</u>	BOCES SERVICES	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<u>FJ15 2510.800</u>	TEACHER'S RETIREMENT	13,291.00	0.00	13,291.00	7,612.46	0.00	5,678.54
<u>FJ15 2510.801</u>	FICA/FICM	5,800.00	0.00	5,800.00	3,322.04	0.00	2,477.96
<u>FJ15 2510.808</u>	HEALTH/DENTAL INSURANCE	20,914.00	0.00	20,914.00	0.00	0.00	20,914.00
Fund FJ15Totals:		190,065.00	0.00	190,065.00	102,922.48	14,554.83	72,587.69
<u>FO15 2110.150</u>	INSTRUCTIONAL SALARIES	18,882.00	0.00	18,882.00	12,514.58	6,367.42	0.00
Fund FO15Totals:		18,882.00	0.00	18,882.00	12,514.58	6,367.42	0.00
<u>FP14 2110.400</u>	CONTRACTUAL	6,300.00	0.00	6,300.00	0.00	0.00	6,300.00
Fund FP14Totals:		6,300.00	0.00	6,300.00	0.00	0.00	6,300.00
<u>FP15 2110.150</u>	INSTRUCTIONAL SALARIES	6,800.00	0.00	6,800.00	0.00	0.00	6,800.00
<u>FP15 2110.400</u>	CONTRACTUAL	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
Fund FP15Totals:		8,400.00	0.00	8,400.00	0.00	0.00	8,400.00
<u>FQ15 2110.450</u>	MATERIALS & SUPPLIES	2,500.00	0.00	2,500.00	636.17	286.88	1,576.95
Fund FQ15Totals:		2,500.00	0.00	2,500.00	636.17	286.88	1,576.95
<u>FR14 2110.490</u>	BOCES SERVICES	0.00	0.00	0.00	10,000.00	0.00	-10,000.00
Fund FR14Totals:		0.00	0.00	0.00	10,000.00	0.00	-10,000.00
<u>FT12 2110.450</u>	MATERIALS & SUPPLIES	2,605.00	0.00	2,605.00	0.00	0.00	2,605.00
Fund FT12Totals:		2,605.00	0.00	2,605.00	0.00	0.00	2,605.00
<u>FV11 2110.450</u>	MATERIALS & SUPPLIES	144.12	0.00	144.12	119.60	0.00	24.52

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MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 5/31/2015



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	Fund FV11Totals:	144.12	0.00	144.12	119.60	0.00	24.52
	Grand Totals:	579,589.79	-2,552.00	577,037.79	426,841.83	42,510.09	107,685.87

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MADISON CENTRAL SCHOOL

Check Warrant Report For A - 42: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account	Description					
16349	05/01/2015	1576	AARON PUGH					
A 2855.430			OFFICIAL FEES		4/24/15 SBALL VS OTSELIC VALLE		124.50	
							Check Total:	124.50
16350	05/01/2015	1596	ALL SEASONS TEXTILE SERVICES					
A 1620.400			CONTRACTUAL		653951	150070	48.10	48.10
							Check Total:	48.10
16351	05/01/2015	2638	BUELL FUELS L.L.C					
A 5530.401			FUEL OIL		535418	150148	280.17	280.17
							Check Total:	280.17
16352	05/01/2015	168	CARQUEST BOUCKVILLE					
A 1621.458			MAINTENANCE VEHICLE		12224-64686	150064	42.99	42.99
							Check Total:	42.99
16353	05/01/2015	1553	CDW GOVERNMENT					
A 2630.220			EQUIPMENT		TS25526	150376	128.03	128.03
							Check Total:	128.03
16354	05/01/2015	210	CLINTON TRACTOR & IMPLEMENT CO					
A 2280.450			MATERIALS & SUPPLIES		IC65270	150002	194.00	194.00
							Check Total:	194.00
16355	05/01/2015	1538	CURTIS LUMBER CO, INC					
A 1621.450			MATERIALS & SUPPLIES		1504-042129	150062	6.79	6.79
A 1621.450			MATERIALS & SUPPLIES		1504-029361	150062	12.36	12.36
A 1621.450			MATERIALS & SUPPLIES		1504-029186	150062	100.51	100.51
							Check Total:	119.66
16356	05/01/2015	1754	DANIEL T KINNEY					
A 2855.430			OFFICIAL FEES		4/16/15 BBALL VS BVMA		83.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 42: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated	
Account		Account Description							
							Check Total:	83.00	
16357	05/01/2015	1198	DOUGLAS WHITE						
A 2855.430		OFFICIAL FEES		4/14/15 BASE VS DRYTR MILES			23.00		
A 2855.430		OFFICIAL FEES		4/14/15 BASE VS DERUYTER			83.00		
							Check Total:	106.00	
16358	05/01/2015	2205	DWIGHT C PUTNAM JR						
A 2855.430		OFFICIAL FEES		4/24/15 BBALL VS OT VALL MILES			21.62		
A 2855.430		OFFICIAL FEES		4/24/15 BBALL VS OTSELIC VALLE			166.00		
							Check Total:	187.62	
16359	05/01/2015	397	FRONTIER						
A 5530.404		TELEPHONE		4/13/15 315893187912067 94			64.78		
A 1620.404		TELEPHONE		4/13/15 315893187912067 94			323.90		
							Check Total:	388.68	
16360	05/01/2015	1269	G & G FITNESS EQUIPMENT, INC.						
A 2110.450		MATERIALS & SUPPLIES		514899	150292		305.76	385.76	
							Check Total:	305.76	
16361	05/01/2015	413	GERALD GILBERTI						
A 2855.430		OFFICIAL FEES		4/27/15 SBALL VS MCGRAW			54.00		
							Check Total:	54.00	
16362	05/01/2015	2304	HANNAFORD BROS.						
A 2110.450		MATERIALS & SUPPLIES		578192 66578192	150171		40.33	40.33	
							Check Total:	40.33	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 42: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
16363	05/01/2015	1169	HOWLAND PUMP AND SUPPLY CO INC					
A 1621.459		HEATING SUPPLIES			185316	150082	374.57	374.57
							Check Total:	374.57
16364	05/01/2015	546	J W PEPPER & SON INC					
A 2110.480		TEXTBOOKS			01044854	150006	1.90	1.90
							Check Total:	1.90
16365	05/01/2015	1660	JOSEPH BETRUS					
A 2855.430		OFFICIAL FEES			4/18/15 SBALL VS NRTH STR MILE		13.80	
A 2855.430		OFFICIAL FEES			4/18/15 SBALL VS NORTH STAR		83.00	
							Check Total:	96.80
16366	05/01/2015	1236	JOSEPH F ZOGBY					
A 2855.430		OFFICIAL FEES			4/14/15 SBALL VS DERUYTER		83.00	
							Check Total:	83.00
16367	05/01/2015	607	LEE, ROBERT W					
A 2280.450		MATERIALS & SUPPLIES			51494	150391	130.00	130.00
							Check Total:	130.00
16368	05/01/2015	1912	MODULAR MECHANICAL SERVICE					
A 1620.450		MATERIALS & SUPPLIES			S-35103	150394	219.08	204.08
							Check Total:	219.08
16369	05/01/2015	2105	NICHOLAS DARDANO					
A 2855.430		OFFICIAL FEES			4/14/15 SBALL VS DRYTR MILES		18.40	
A 2855.430		OFFICIAL FEES			4/14/15 SBALL VS DERUYTER		83.00	
A 2855.430		OFFICIAL FEES			4/24/15 SBALL VS OT VALL MILES		18.40	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 42: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
A 2855.430		OFFICIAL FEES			4/24/15 SBALL VS OTSELIC VALLE		124.50	
							Check Total:	244.30
16370	05/01/2015	2530	ONEIDA HERKIMER BOCES					
A 2110.450		MATERIALS & SUPPLIES			2357	150388	13.00	13.00
							Check Total:	13.00
16371	05/01/2015	827	ONEIDA MUSIC CO					
A 2110.450		MATERIALS & SUPPLIES			083431	150012	26.34	26.34
A 2110.450		MATERIALS & SUPPLIES			SUPPLIES			
A 2110.450		MATERIALS & SUPPLIES			083445 REPAIR	150011	10.00	10.00
A 2280.450		MATERIALS & SUPPLIES			083408	150392	260.00	260.00
A 2110.450		MATERIALS & SUPPLIES			SUPPLIES			
A 2110.450		MATERIALS & SUPPLIES			083560	150012	61.62	61.62
A 2110.480		TEXTBOOKS			SUPPLIES			
							Check Total:	506.28
16372	05/01/2015	1363	PARAGON ENVIR CONSTR, INC					
A 1621.400		CONTRACTUAL			0012193-IN	150395	135.00	135.00
							Check Total:	135.00
16373	05/01/2015	854	**CONTINUED** PARRY'S (HARDWARE)	Voided During Printing				
							Check Total:	0.00
16374	05/01/2015	854	PARRY'S(HARDWARE)					
A 1621.450		MATERIALS & SUPPLIES			10840947	150396	75.68	75.68
A 1621.450		MATERIALS & SUPPLIES			10840289	150396	44.58	44.58
A 1621.450		MATERIALS & SUPPLIES			10840203	150396	36.54	36.54
A 1621.450		MATERIALS & SUPPLIES			10839980	150396	42.92	42.92
A 1621.450		MATERIALS & SUPPLIES			10839740	150396	107.57	107.57
A 2855.450		MATERIALS & SUPPLIES			10836457		574.56	
A 1621.450		MATERIALS & SUPPLIES			10835115	150281	100.53	100.53

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 42: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
A 1621.450		MATERIALS & SUPPLIES			10835289	150281	137.96	137.96
A 1621.450		MATERIALS & SUPPLIES			10835333	150281	125.12	125.12
A 1621.450		MATERIALS & SUPPLIES			10835817	150281	49.99	49.99
A 1621.450		MATERIALS & SUPPLIES			10836593	150281	69.27	69.27
A 1621.450		MATERIALS & SUPPLIES			10836983	150281	14.71	14.71
A 1621.450		MATERIALS & SUPPLIES			10837437	150281	11.69	11.69
A 1621.450		MATERIALS & SUPPLIES			10838080	150281	39.40	39.40
A 1621.450		MATERIALS & SUPPLIES			10838545	150281	55.39	55.39
Check Total:							1,485.91	
16375	05/01/2015	1752	PAUL PATE					
A 2855.430		OFFICIAL FEES			4/16/15 BBALL VS SYR MILES		27.60	
A 2855.430		OFFICIAL FEES			4/16/15 BBALL VS SYR		83.00	
Check Total:							110.60	
16376	05/01/2015	864	PEARSON EDUCATION INC					
A 2110.480		TEXTBOOKS			4023801302	150373	219.40	219.40
Check Total:							219.40	
16377	05/01/2015	2751	RICK MAZUR					
A 2855.430		OFFICIAL FEES			4/27/15 SBALL VS MCGW MILES		20.24	
A 2855.430		OFFICIAL FEES			4/27/15 SBALL VS MCGRAAW		54.00	
Check Total:							74.24	
16378	05/01/2015	1784	RICK NEFF					
A 5510.420		TRAVEL,DUES,CONFERENCES			4/18/15 MEAL REIMBURSEMEN T		9.28	
Check Total:							9.28	
16379	05/01/2015	981	SCHOLASTIC SPORTS SALES LTD					
A 2855.450		MATERIALS & SUPPLIES			13435	150389	130.00	120.00
Check Total:							130.00	

MADISON CENTRAL SCHOOL



Check Warrant Report For A - 42: WARRANT

Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
16380	05/01/2015	986	SCHOOL LUNCH FUND					
A 2110.420		TRAVEL,DUES,CONFERENCES			2014/15-019		437.25	
							Check Total:	437.25
16381	05/01/2015	2195	SCOTT URTZ					
A 2855.430		OFFICIAL FEES			4/14/15 BASE VS DERUYTER		83.00	
							Check Total:	83.00
16382	05/01/2015	2908	THOMAS FLANDER JR					
A 2855.430		OFFICIAL FEES			4/18/15 SBALL VS HMMD MLES		36.80	
A 2855.430		OFFICIAL FEES			4/18/15 SBALL VS HAMMOND		83.00	
							Check Total:	119.80
16383	05/01/2015	1524	TRACEY L LEWIS					
A 1325.420		TRAVEL,DUES,CONFERENCES			1/22/15 - 4/9/15 MILES		110.40	
							Check Total:	110.40
16384	05/01/2015	1171	UTICA VALLEY ELECTRIC SUPPLY C					
A 1621.456		ELECTRICAL			369825	150063	217.50	217.50
							Check Total:	217.50
							Warrant Total:	6,904.15
							Vendor Portion:	6,904.15

Number of Transactions: 36

Certification of Warrant

MADISON CENTRAL SCHOOL



Check Warrant Report For A - 42: WARRANT

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
<small>Account</small>			<small>Account Description</small>					

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

Date	Signature	Title
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MADISON CENTRAL SCHOOL



Check Warrant Report For A - 45: WARRANT

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account	Description					
16385	05/15/2015	2697	21ST CENTURY MEDIA NEWSPAPER					
A 2110.400			CONTRACTUAL		583549		36.75	
A 1420.400			CONTRACTUAL		581645		76.18	
A 1420.400			CONTRACTUAL		545669		79.50	
Check Total:							192.43	
16386	05/15/2015	1	A & W EZ MART					
A 5510.453			GASOLINE		4/30/15 STATEMENT	150071	478.40	478.40
Check Total:							478.40	
16387	05/15/2015	1576	AARON PUGH					
A 2855.430			OFFICIAL FEES		4/30/15 SOFT VS CANASTOTA		83.00	
Check Total:							83.00	
16388	05/15/2015	2036	AMBER NEISS					
A 2110.420			TRAVEL,DUES,CONFERENCES		4/27/15-5/4/15 MILES		72.45	
Check Total:							72.45	
16389	05/15/2015	128	BILL BROWN					
A 2855.430			OFFICIAL FEES		4/30/15 BASE VS CNSTT MILES		20.70	
A 2855.430			OFFICIAL FEES		4/30/15 BASE VS CANASTOTA		83.00	
Check Total:							103.70	
16390	05/15/2015	210	CLINTON TRACTOR & IMPLEMENT CO					
A 2280.450			MATERIALS & SUPPLIES		IC66683	150002	436.55	436.55
A 2280.450			MATERIALS & SUPPLIES		IC67209	150002	184.00	184.00
Check Total:							620.55	
16391	05/15/2015	205	CRAIG CLARKE					
A 2855.430			OFFICIAL FEES		5/4/15 BASE VS MECS		83.00	

MADISON CENTRAL SCHOOL



Check Warrant Report For A - 45: WARRANT

Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	83.00
16392	05/15/2015	2915	DALE PEARSON					
A 2855.430		OFFICIAL FEES		5/4/15 SOFT VS MECS			83.00	
							Check Total:	83.00
16393	05/15/2015	2813	DAN TOMAINO					
A 2855.430		OFFICIAL FEES		5/6/15 BASE VS BROOKFIELD			54.00	
							Check Total:	54.00
16394	05/15/2015	1754	DANIEL T KINNEY					
A 2855.430		OFFICIAL FEES		4/30/15 BASE VS CANASTOTA			83.00	
							Check Total:	83.00
16395	05/15/2015	2914	ED HILL					
A 2855.430		OFFICIAL FEES		5/6/15 SOFT VS BRKFLD MILES			16.56	
A 2855.430		OFFICIAL FEES		5/6/15 SOFT VS BROOKFIELD			54.00	
							Check Total:	70.56
16396	05/15/2015	2097	FRANCIS DONAHUE					
A 2855.430		OFFICIAL FEES		5/4/15 BASE VS MECS MILES			18.40	
A 2855.430		OFFICIAL FEES		5/4/15 BASE VS MECS			83.00	
							Check Total:	101.40
16397	05/15/2015	2376	FRANK ANDERSON					
A 2855.430		OFFICIAL FEES		4/30/15 SOFT VS CNSTT MILES			21.16	
A 2855.430		OFFICIAL FEES		4/30/15 SOFT VS CANASTOTA			83.00	
A 2855.430		OFFICIAL FEES		5/4/15 SOFT VS MECS MILES			16.56	

MADISON CENTRAL SCHOOL



Check Warrant Report For A - 45: WARRANT

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account	Description					
A 2855.430			OFFICIAL FEES		MECS MILES 5/4/15 SOFT VS MECS		83.00	
							Check Total:	203.72
16398	05/15/2015	413	GERALD GILBERTI					
A 2855.430			OFFICIAL FEES		5/6/15 SOFT VS BROOKFIELD		54.00	
							Check Total:	54.00
16399	05/15/2015	1761	HANK WILCZEK					
A 2855.430			OFFICIAL FEES		5/1/15 SOFT VS CINC MILES		23.00	
A 2855.430			OFFICIAL FEES		5/1/15 SOFT VS CINCINNATUS		54.00	
							Check Total:	77.00
16400	05/15/2015	2304	HANNAFORD BROS.					
A 2110.450			MATERIALS & SUPPLIES		7673	150171	29.64	29.64
A 2110.450			MATERIALS & SUPPLIES		5662	150171	52.77	52.77
							Check Total:	82.41
16401	05/15/2015	2911	JAMES HOLT					
A 2855.430			OFFICIAL FEES		5/2/15 BASE VS BROOKFIELD		83.00	
							Check Total:	83.00
16402	05/15/2015	2547	JESSICA CLARK					
A 2250.420			TRAVEL,DUES,CONFERENCES		3/3/15 MILES		20.70	
							Check Total:	20.70
16403	05/15/2015	1910	JUDSON CHANDLER					
A 5510.420			TRAVEL,DUES,CONFERENCES		1/21/15 DINNER REIMB		12.33	
A 5510.420			TRAVEL,DUES,CONFERENCES		12/12/14 BRKFST REIMB		3.75	
A 5510.420			TRAVEL,DUES,CONFERENCES		12/5/14 DINNER REIMB		11.10	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 45: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 5510.420		TRAVEL,DUES,CONFERENCES			11/22/14 LUNCH REIMB		8.00	
							Check Total:	35.18
16404	05/15/2015	2894	JUSTIN QUANCE					
A 2855.430		OFFICIAL FEES			5/6/15 BASE VS BRKFLD MILES		24.84	
A 2855.430		OFFICIAL FEES			5/6/15 BASE VS BROOKFIELD		54.00	
							Check Total:	78.84
16405	05/15/2015	626	LOUIS J GALE & SON INC					
A 2280.450		MATERIALS & SUPPLIES			356842	150383	7.25	7.25
							Check Total:	7.25
16406	05/15/2015	2123	MAGAZINE SUBSCRIPTION SERVICE					
A 2610.451		PERIODICALS			15470	150398	726.37	726.37
							Check Total:	726.37
16407	05/15/2015	2150	MELISSA RUANE					
A 2110.420		TRAVEL,DUES,CONFERENCES			4/21/15-5/1/15 MILES		48.30	
							Check Total:	48.30
16408	05/15/2015	2913	MICHAEL BELMONT					
A 2855.430		OFFICIAL FEES			4/27/15 BASE VS MCGRW MILES		29.44	
A 2855.430		OFFICIAL FEES			4/27/15 BASE VS MCGRAW		54.00	
							Check Total:	83.44
16409	05/15/2015	608	MICHAEL E LEE					
A 2810.420		TRAVEL,DUES,CONFERENCES			8/28/14-4/24/15 MILES		284.63	
A 2855.420		TRAVEL,DUES,CONFERENCES			8/28/14-4/24/15 MILES		182.03	

MADISON CENTRAL SCHOOL



Check Warrant Report For A - 45: WARRANT

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated	
Account		Account Description							
							Check Total:	466.66	
16410	05/15/2015	2912	MIKE BOWERMAN						
A 2855.430		OFFICIAL FEES		5/2/15 BASE VS BRKFLD MILES			46.00		
A 2855.430		OFFICIAL FEES		5/2/15 BASE VS BROOKFIELD			83.00		
							Check Total:	129.00	
16411	05/15/2015	2743	MORRISVILLE EATON CSD						
A 2855.430		OFFICIAL FEES		1114WF			24.00		
							Check Total:	24.00	
16412	05/15/2015	805	NYSMEC						
A 5530.402		ELECTRIC		1577-15A			1,752.00		
A 1620.402		ELECTRICITY		1577-15A			1,986.00		
							Check Total:	3,738.00	
16413	05/15/2015	827	ONEIDA MUSIC CO						
A 2110.450		MATERIALS & SUPPLIES		083585 REPAIR	150011		15.00	15.00	
A 2110.450		MATERIALS & SUPPLIES		083621 SUPPLIES	150012		45.17	45.17	
							Check Total:	60.17	
16414	05/15/2015	854	PARRY'S(HARDWARE)						
A 1621.450		MATERIALS & SUPPLIES		10842267	150396		65.99	65.99	
A 1621.450		MATERIALS & SUPPLIES		10841543	150396		204.19	204.19	
A 1621.450		MATERIALS & SUPPLIES		10841545	150396		15.29	15.29	
A 1621.450		MATERIALS & SUPPLIES		10841250	150396		1.98	1.98	
							Check Total:	287.45	
16415	05/15/2015	1625	PATRICK HILL						
A 2110.420		TRAVEL,DUES,CONFERENCES		4/27/15 - 5/4/15 MILES			72.45		
							Check Total:	72.45	
16416	05/15/2015	2580	PERRY DEWEY						

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 45: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
A 9055.800		DISABILITY			2015-16 DISABILITY		1,500.00	
A 1620.404		TELEPHONE			APRIL 2015		30.00	
A 1620.404		TELEPHONE			MARCH 2015		30.00	
A 1620.404		TELEPHONE			FEBRUARY 2015		30.00	
A 1620.404		TELEPHONE			JANUARY 2015		30.00	
A 1620.404		TELEPHONE			DECEMBER 2014		30.00	
A 1620.404		TELEPHONE			NOVEMBER 2014		30.00	
A 1620.404		TELEPHONE			OCTOBER 2014		30.00	
Check Total:							1,710.00	
16417	05/15/2015	2751	RICK MAZUR					
A 2855.430		OFFICIAL FEES			5/1/15 SOFT VS CINCINNATUS		54.00	
Check Total:							54.00	
16418	05/15/2015	401	ROCCO GAETA					
A 2855.430		OFFICIAL FEES			4/27/15 BASE VS MCGRAW		54.00	
Check Total:							54.00	
16419	05/15/2015	2910	RON KLOSTER					
A 2855.430		OFFICIAL FEES			5/9/15 SOFT VS OT VAL MILES		12.88	
A 2855.430		OFFICIAL FEES			5/9/15 SOFT VS OTSELIC VALLEY		81.00	
Check Total:							93.88	
16420	05/15/2015	986	SCHOOL LUNCH FUND					
A 2110.420		TRAVEL,DUES,CONFERENCES			2014/15-023 BRAIN BRKFST		432.00	
Check Total:							432.00	
16421	05/15/2015	2148	STANDARD STATIONERY SUPPLY					
A 2110.450		MATERIALS & SUPPLIES			982680	150397	523.08	523.08
Check Total:							523.08	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 45: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
16422	05/15/2015	1061	STOCKBRIDGE VALLEY CENTRAL SCH					
A 2110.450		MATERIALS & SUPPLIES			INVOICE 4/30/15	150365	3,654.00	3,654.40
							Check Total:	3,654.00
16423	05/15/2015	2229	THE HI, NEIGHBOR					
A 5530.400		CONTRACTUAL			33213		15.00	
							Check Total:	15.00
16424	05/15/2015	1171	UTICA VALLEY ELECTRIC SUPPLY C					
A 1621.456		ELECTRICAL			371457	150063	84.60	84.60
							Check Total:	84.60
16425	05/15/2015	1206	WILLIAMSON LAW BOOK COMPANY					
A 1325.450		MATERIALS & SUPPLIES			155001	150377	219.00	219.00
A 1010.450		MATERIALS & SUPPLIES			155001	150377	198.24	205.00
							Check Total:	417.24
							Warrant Total:	15,341.23
							Vendor Portion:	15,341.23

Number of Transactions: 41

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
16426	05/29/2015	850	ALBIE PAGAN					
A 2855.430		OFFICIAL FEES		5/12/15 SOFT VS MCGRAW			83.00	
							Check Total:	83.00
16427	05/29/2015	1596	ALL SEASONS TEXTILE SERVICES					
A 1620.400		CONTRACTUAL		655630	150070		48.10	48.10
A 1620.400		CONTRACTUAL		657253	150070		48.10	48.10
							Check Total:	96.20
16428	05/29/2015	1267	AMAZON.COM CREDIT					
A 2280.450		MATERIALS & SUPPLIES		234902050294	150390		90.85	90.85
							Check Total:	90.85
16429	05/29/2015	1245	ASCD					
A 2020.420		TRAVEL,DUES,CONFERENCES		0012023412	150400		389.00	389.00
A 2020.420		TRAVEL,DUES,CONFERENCES		0012023410	150400		389.00	389.00
							Check Total:	778.00
16430	05/29/2015	61	AT & T					
A 5530.404		TELEPHONE		1261794255			1.84	
A 1620.404		TELEPHONE		1261794255			100.73	
							Check Total:	102.57
16431	05/29/2015	1422	BARBARA S ANDREWS					
A 1060.400		VOTE INSPECTOR		5/19/15 BUDGET VOTE			72.19	
							Check Total:	72.19
16432	05/29/2015	2621	BLISS ENVIRONMENTAL SERV. INC					
A 5530.411		TRASH REMOVAL		12827	150180		91.80	91.80
A 1620.411		TRASH REMOVAL		12827	150180		214.20	214.20
							Check Total:	306.00
16433	05/29/2015	2479	BOB REARDON					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 2855.430		OFFICIAL FEES			5/2/15 SOFT VS BRKFLD MILES		27.60	
A 2855.430		OFFICIAL FEES			5/2/15 SOFT VS BROOKFIELD		83.00	
Check Total:							110.60	
16434	05/29/2015	2638	BUELL FUELS L.L.C					
A 1620.401		FUEL OIL			539341	150147	6,455.60	0.00
A 1620.401		FUEL OIL			540690	150147	12,910.88	6,374.89
Check Total:							19,366.48	
16435	05/29/2015	168	CARQUEST BOUCKVILLE					
A 5510.450		MATERIALS & SUPPLIES			12224-65887	150282	23.40	23.40
Check Total:							23.40	
16436	05/29/2015	2480	CASTLE SOFTWARE INC.					
A 2630.460		STATE AIDED SOFTWARE			6234	150409	1,072.50	1,072.50
Check Total:							1,072.50	
16437	05/29/2015	996	CHRIS T SEBASTIAN SR					
A 2855.430		OFFICIAL FEES			4/24/15 BASE VS OTSELIC VALLEY		166.00	
A 2855.430		OFFICIAL FEES			5/19/15 BASE VS SVCS MILES		21.16	
A 2855.430		OFFICIAL FEES			5/19/15 BASE VS SVCS		83.00	
Check Total:							270.16	
16438	05/29/2015	1391	CLINTON FARM & HOME INC					
A 2855.450		MATERIALS & SUPPLIES			143851	150385	119.80	119.80
Check Total:							119.80	
16439	05/29/2015	210	CLINTON TRACTOR & IMPLEMENT CO					
A 1621.450		MATERIALS & SUPPLIES			IC66505	150407	49.00	49.00
Check Total:							49.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
16440	05/29/2015	315	EARLEY FARM & HARDWARE					
A 1621.450		MATERIALS & SUPPLIES			148459	150083	2.30	2.30
							Check Total:	2.30
16441	05/29/2015	201	EDWARD M CICHELO					
A 2855.430		OFFICIAL FEES			5/13/15 SOFT VS SVCS MILES		27.60	
A 2855.430		OFFICIAL FEES			5/13/15 SOFT VS SVCS		81.00	
							Check Total:	108.60
16442	05/29/2015	60	FRANK ASTON SR					
A 2855.430		OFFICIAL FEES			5/12/15 SOFT VS MCGRW MILES		27.60	
A 2855.430		OFFICIAL FEES			5/12/15 SOFT VS MCGRAW		83.00	
							Check Total:	110.60
16443	05/29/2015	397	FRONTIER					
A 5530.404		TELEPHONE			5/13/15 315893187912067 94		64.30	
A 1620.404		TELEPHONE			5/13/15 315893187912067 94		322.02	
							Check Total:	386.32
16444	05/29/2015	1213	GREG WOOD					
A 1060.400		VOTE INSPECTOR			5/19/15 BUDGET VOTE		75.00	
							Check Total:	75.00
16445	05/29/2015	2304	HANNAFORD BROS.					
A 2110.450		MATERIALS & SUPPLIES			814800 66814800	150171	50.91	41.05
							Check Total:	50.91

MADISON CENTRAL SCHOOL



Check Warrant Report For A - 47: WARRANT

Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
16446	05/29/2015	490	HILL & MARKES INC					
A 1620.450		MATERIALS & SUPPLIES			1529641-00	150297	1,052.65	1,052.65
						Check Total:	1,052.65	
16447	05/29/2015	2473	INSECT LORE					
A 2110.450		MATERIALS & SUPPLIES			596571	150401	18.94	18.94
						Check Total:	18.94	
16448	05/29/2015	546	J W PEPPER & SON INC					
A 2110.480		TEXTBOOKS			01O53292	150005	12.99	12.99
						Check Total:	12.99	
16449	05/29/2015	1190	JAMES WEAVER					
A 2855.430		OFFICIAL FEES			5/21/15 BASE VS OT VALL MILES		18.40	
A 2855.430		OFFICIAL FEES			5/21/15 BASE VS BROOKFIELD		81.00	
						Check Total:	99.40	
16450	05/29/2015	2086	JOHN FELSKI					
A 2855.430		OFFICIAL FEES			5/13/15 BASE VS SVCS		108.00	
						Check Total:	108.00	
16451	05/29/2015	2216	JUNIOR LIBRARY GUILD					
A 2610.460		AV/LIB. LOAN			275230	150399	1,866.00	1,902.00
						Check Total:	1,866.00	
16452	05/29/2015	143	KATHY L BURNS					
A 1060.400		VOTE INSPECTOR			5/19/15 BUDGET VOTE		72.19	
						Check Total:	72.19	
16453	05/29/2015	2736	LARRY NICHOLS					
A 2020.420		TRAVEL,DUES,CONFERENCES			3/1715-4/29/15 MILES		84.53	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
							Check Total:	84.53
16454	05/29/2015	398	LAURA FUESS					
A 1060.400		VOTE INSPECTOR			5/19/15 BUDGET VOTE		72.19	
							Check Total:	72.19
16455	05/29/2015	650	**CONTINUED** MADISON ONEIDA BOCES	Voided During Printing				
							Check Total:	0.00
16456	05/29/2015	650	**CONTINUED** MADISON ONEIDA BOCES	Voided During Printing				
							Check Total:	0.00
16457	05/29/2015	650	MADISON ONEIDA BOCES					
A 1010.490		BOCES SERVICES			C0250-15	150179	135.06	135.06
A 2110.491		BOCES SERVICES			C0250-15	150179	343.76	343.76
A 5510.490		BOCES SERVICES			C0250-15	150179	552.62	552.62
A 5510.400		CONTRACTUAL			C0250-15	150179	10,800.00	10,800.00
A 2810.490		BOCES SERVICES			C0250-15	150179	1,462.12	1,462.12
A 2805.490		BOCES SERVICES			C0250-15	150179	870.75	870.75
A 2630.490		BOCES SERVICES			C0250-15	150179	2,979.28	2,979.28
A 2610.491		BOCES SERVICES - INTERNET			C0250-15	150179	739.20	739.20
A 2610.490		BOCES SERVICES			C0250-15	150179	2,309.63	2,309.63
A 2330.492		BOCES SERVICES			C0250-15	150179	316.08	316.08
A 2330.491		BOCES - ALT HIGH SCHOOL			C0250-15	150179	7,447.67	7,447.67
A 2330.490		BOCES - ACADEMIC SUMMER SCHOOL			C0250-15	150179	5,850.38	5,850.38
A 2280.490		BOCES SERVICES			C0250-15	150179	21,896.96	21,896.96
A 2250.490		BOCES SERVICES			C0250-15	150179	96,248.58	96,248.58
A 2110.490		BOCES SERVICES			C0250-15	150179	14,197.98	14,197.98
A 2070.490		BOCES SERVICES			C0250-15	150179	21,465.97	12,925.73
A 2060.490		BOCES SERVICES			C0250-15	150179	158.20	158.20
A 1983.490		BOCES SERVICES			C0250-15	150179	4,723.92	4,723.92

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
A 1981.490		BOCES SERVICES			C0250-15	150179	3,495.09	3,495.09
A 1680.490		BOCES SERVICES			C0250-15	150179	3,371.75	3,371.75
A 1670.490		BOCES SERVICES			C0250-15	150179	1,550.68	1,550.68
A 1620.490		BOCES SERVICES			C0250-15	150179	1,096.00	1,096.00
A 1430.490		BOCES SERVICES			C0250-15	150179	2,712.36	2,712.36
A 1345.490		BOCES SERVICES			C0250-15	150179	360.47	360.47
A 1310.490		BOCES SERVICES			C0250-15	150179	5,728.60	5,728.60
A 1621.490		BOCES SERVICES			C0250-15	150179	396.15	396.15
A 2110.480		TEXTBOOKS			C0250-15	150374	1,535.18	1,535.18
Check Total:							212,744.44	
16458	05/29/2015	241	MICHAEL A CORPIN					
A 2855.430		OFFICIAL FEES			5/19/15 BASE VS SVCS		83.00	
Check Total:							83.00	
16459	05/29/2015	2913	MICHAEL BELMONT					
A 2855.430		OFFICIAL FEES			5/13/15 BASE VS SVCS MILES		29.44	
A 2855.430		OFFICIAL FEES			5/13/15 BASE VS SVCS		108.00	
Check Total:							137.44	
16460	05/29/2015	2105	NICHOLAS DARDANO					
A 2855.430		OFFICIAL FEES			5/2/15 SOFT VS BROOKFIELD		83.00	
Check Total:							83.00	
16461	05/29/2015	1529	Otis Marshall Farms Inc.					
A 2280.450		MATERIALS & SUPPLIES			12925	150408	325.00	325.00
Check Total:							325.00	
16462	05/29/2015	854	PARRY'S(HARDWARE)					
A 1621.450		MATERIALS & SUPPLIES			10847369	150396	36.26	36.26
Check Total:							36.26	
16463	05/29/2015	384	PATRICIA H FLEMING					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1010.450		MATERIALS & SUPPLIES			10061		20.00	
							Check Total:	20.00
16464	05/29/2015	2917	SHAWN HUGHES					
A 2855.430		OFFICIAL FEES			5/9/15 BASE VS OT VAL MILES		23.00	
A 2855.430		OFFICIAL FEES			5/9/15 BASE VS OTSELIC VALLEY		81.00	
							Check Total:	104.00
16465	05/29/2015	1472	STEPHEN L ROSENFELD					
A 2855.430		OFFICIAL FEES			5/13/15 SOFT VS SVCS		81.00	
							Check Total:	81.00
16466	05/29/2015	1179	VILLAGE OF MADISON					
A 1620.403		WATER			5/9/15 00000008		731.80	
A 5530.403		WATER			5/9/15 00000009		67.00	
							Check Total:	798.80
16467	05/29/2015	2200	WIDEWATERS					
A 1620.400		CONTRACTUAL			25699	150346	1,100.00	1,100.00
							Check Total:	1,100.00
16468	05/29/2015	1394	WORMMUTH DAIRY & REFRIGERATION					
A 1621.400		CONTRACTUAL			140952 PARTS	150228	1,382.75	1,382.75
A 1621.400		CONTRACTUAL			140952 LABOR/TRAVEL	150228	536.50	536.50
							Check Total:	1,919.25

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 43						Warrant Total:	244,093.56	
						Vendor Portion:	244,093.56	

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 46: MAY 2015 MANUAL CHECKS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
14884	05/01/2015	887	POSTMASTER					
A 1670.450					2015 BUDGET NEWSLETTER		163.63	
						Check Total:	163.63	
14885	05/12/2015	887	POSTMASTER					
A 1670.450					2015 BUDGET VOTE		96.76	
						Check Total:	96.76	
Number of Transactions: 2							Warrant Total:	260.39
							Vendor Portion:	260.39

Certification of Warrant

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

Date
Signature
Title

MADISON CENTRAL SCHOOL



Check Warrant Report For C - 25: WARRANT

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
3233	05/01/2015	189	BIMBO FOODS INC.					
C 2860.410		FOOD PURCHASE		66418218003	150042		121.60	121.60
C 2860.410		FOOD PURCHASE		66418218080	150042		100.10	100.10
Check Total:							221.70	
3234	05/01/2015	147	BYRNE DAIRY INC					
C 2860.410		FOOD PURCHASE		10274779	150044		158.69	158.69
C 2860.410		FOOD PURCHASE		10271598	150044		189.86	189.86
C 2860.410		FOOD PURCHASE		10267794	150044		158.65	158.65
C 2860.410		FOOD PURCHASE		10265968	150044		146.84	146.84
C 2860.410		FOOD PURCHASE		10262900	150044		206.51	206.51
C 2860.410		FOOD PURCHASE		10259128	150044		125.33	125.33
Check Total:							985.88	
3235	05/01/2015	164	CARLO MASI & SONS INC					
C 2860.410		FOOD PURCHASE		566845	150045		204.40	204.40
C 2860.410		FOOD PURCHASE		567730	150045		164.70	164.70
Check Total:							369.10	
3236	05/01/2015	2734	HERSHEY'S ICE CREAM CO.					
C 2860.410		FOOD PURCHASE		INVE0009412421	150046		122.88	122.88
C 2860.410		FOOD PURCHASE		INVE0009431624	150046		144.00	144.00
Check Total:							266.88	
3237	05/01/2015	2654	K GRAPHICS POSTERS					
C 2860.450		MATERIALS & SUPPLIES		150413-3	150166		40.00	40.00
Check Total:							40.00	
3238	05/01/2015	905	PUMILIA'S PIZZA SHELLS					
C 2860.410		FOOD PURCHASE		236784	150056		68.75	68.75
C 2860.410		FOOD PURCHASE		973617	150056		68.75	68.75
Check Total:							137.50	
3239	05/01/2015	1085	SYSCO FOOD SVCS OF SYRACUSE,LL					

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 25: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
C 2860.410		FOOD PURCHASE			503181482	150051	-9.91	0.00
C 2860.450		MATERIALS & SUPPLIES			504142515	150051	564.11	564.11
C 2860.410		FOOD PURCHASE			504142515	150051	1,980.45	1,980.45
C 2860.450		MATERIALS & SUPPLIES			504282793	150051	460.57	460.57
C 2860.410		FOOD PURCHASE			504282793	150051	2,356.94	2,356.94

Check Total: 5,352.16

Number of Transactions: 7

Warrant Total: 7,373.22

Vendor Portion: 7,373.22

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL



Check Warrant Report For C - 26: WARRANT

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
3240	05/15/2015	189	BIMBO FOODS INC.					
C 2860.410		FOOD PURCHASE		66418218224	150042		73.90	73.90
C 2860.410		FOOD PURCHASE		66418218155	150042		76.30	76.30
Check Total:							150.20	
3241	05/15/2015	147	BYRNE DAIRY INC					
C 2860.410		FOOD PURCHASE		10288988	150044		125.80	125.80
C 2860.410		FOOD PURCHASE		10285165	150044		157.97	157.97
C 2860.410		FOOD PURCHASE		10283554	150044		66.03	66.03
C 2860.410		FOOD PURCHASE		10280255	150044		178.90	178.90
C 2860.410		FOOD PURCHASE		10276234	150044		104.24	104.24
Check Total:							632.94	
3242	05/15/2015	164	CARLO MASI & SONS INC					
C 2860.410		FOOD PURCHASE		569508	150045		143.70	143.70
C 2860.410		FOOD PURCHASE		568643	150045		116.25	116.25
C 2860.410		FOOD PURCHASE		569064	150045		58.40	58.40
Check Total:							318.35	
3243	05/15/2015	905	PUMILIA'S PIZZA SHELLS					
C 2860.410		FOOD PURCHASE		970685	150056		68.75	68.75
C 2860.410		FOOD PURCHASE		973650	150056		68.75	68.75
Check Total:							137.50	
Number of Transactions: 4							Warrant Total:	1,238.99
							Vendor Portion:	1,238.99

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 27: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
3244	05/29/2015	189	BIMBO FOODS INC.					
C 2860.410		FOOD PURCHASE		66418218294	150042		67.25	67.25
C 2860.410		FOOD PURCHASE		66418218380	150042		74.25	74.25
Check Total:							141.50	
3245	05/29/2015	147	BYRNE DAIRY INC					
C 2860.410		FOOD PURCHASE		10306382	150044		72.45	72.45
C 2860.410		FOOD PURCHASE		10300928	150044		158.40	158.40
C 2860.410		FOOD PURCHASE		10300927	150044		69.24	69.24
C 2860.410		FOOD PURCHASE		10297915	150044		147.39	147.39
C 2860.410		FOOD PURCHASE		10293864	150044		94.46	94.46
Check Total:							541.94	
3246	05/29/2015	164	CARLO MASI & SONS INC					
C 2860.410		FOOD PURCHASE		570373	150045		129.35	129.35
C 2860.410		FOOD PURCHASE		571397	150045		122.65	122.65
Check Total:							252.00	
3247	05/29/2015	2734	HERSHEY'S ICE CREAM CO.					
C 2860.410		FOOD PURCHASE		INVE0009517772	150046		131.52	131.52
Check Total:							131.52	
3248	05/29/2015	2654	K GRAPHICS POSTERS					
C 2860.450		MATERIALS & SUPPLIES		150515-6	150166		40.00	40.00
Check Total:							40.00	
3249	05/29/2015	650	MADISON ONEIDA BOCES					
C 2860.490		BOCES SERVICES		C0250-15	150179		4,046.31	4,046.31
Check Total:							4,046.31	
3250	05/29/2015	905	PUMILIA'S PIZZA SHELLS					
C 2860.410		FOOD PURCHASE		970613	150056		68.75	68.75
C 2860.410		FOOD PURCHASE		970648	150056		68.75	68.75
Check Total:							137.50	

MADISON CENTRAL SCHOOL



Check Warrant Report For C - 27: WARRANT

Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
3251	05/29/2015	1085	SYSCO FOOD SVCS OF SYRACUSE,LL					
C 2860.450		MATERIALS & SUPPLIES			505192924	150051	91.94	91.94
C 2860.410		FOOD PURCHASE			505192924	150051	2,497.88	2,497.88

Check Total: 2,589.82

Warrant Total: 7,880.59

Vendor Portion: 7,880.59

Number of Transactions: 8

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 13: MAY 2015 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1223	05/14/2015	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							5,983.37	
							Check Total:	5,983.37
1224	05/14/2015	1374	FED TAX WIRE	Trust & Agency Payment				
TA 026							8,851.35	
TA 026							8,851.31	
TA 022							15,166.76	
TA 026 01							2,070.07	
TA 026 01							2,070.07	
							Check Total:	37,009.56
1225	05/14/2015	1375	NET PAYROLL WIRE	Trust & Agency Payment				
TA 010 02							20,985.03	
							Check Total:	20,985.03
1226	05/14/2015	2031	OMNI TSA WIRE	Trust & Agency Payment				
TA 029							737.01	
TA 029							275.00	
TA 029							1,677.00	
TA 029							200.00	
TA 029							181.00	
TA 029							620.63	
TA 029							85.00	
TA 029							25.00	
							Check Total:	3,800.64
1227	05/28/2015	793	NYSERS	Trust & Agency Payment				
TA 018							665.82	
TA 018							40.00	
							Check Total:	705.82
1228	05/28/2015	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							5,654.12	
							Check Total:	5,654.12

MADISON CENTRAL SCHOOL



Check Warrant Report For TA - 13: MAY 2015 PAYROLL/INS

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1229	05/28/2015	1374	FED TAX WIRE	Trust & Agency Payment				
			TA 026				8,432.51	
			TA 026				8,432.37	
			TA 022				14,233.24	
			TA 026 01				1,972.08	
			TA 026 01				1,972.13	
						Check Total:	35,042.33	
1230	05/28/2015	1375	NET PAYROLL WIRE	Trust & Agency Payment				
			TA 010 02				18,545.67	
						Check Total:	18,545.67	
1231	05/28/2015	2031	OMNI TSA WIRE	Trust & Agency Payment				
			TA 029				587.01	
			TA 029				275.00	
			TA 029				1,827.00	
			TA 029				200.00	
			TA 029				181.00	
			TA 029				620.63	
			TA 029				85.00	
			TA 029				25.00	
						Check Total:	3,800.64	
5927	05/14/2015	108	EXCELLUS BLUECROSS BLUESHIELD					
			TA 020 02		MAY 2015 GROUP 1248900		2,603.45	
						Check Total:	2,603.45	
5928	05/14/2015	651	M-O-H CONSORTIUM					
			TA 020 01		MAY 2015		129,368.82	
						Check Total:	129,368.82	
5929	05/14/2015	639	MADISON CSD EMPLOYEE ASSOC.	Trust & Agency Payment - EMP DUES				
			TA 024 02		5/14/15 PAYROLL - SEE LISTING		253.04	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 13: MAY 2015 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	253.04
5930	05/14/2015	641	MADISON CSD TEACHER ASSOC.	Trust & Agency Payment - TCH DUES				
TA 024 01					5/14/15 PAYROLL - SEE LISTING		1,804.41	
							Check Total:	1,804.41
5931	05/14/2015	650	MADISON ONEIDA BOCES					
TA 020 25					MAY 2015 FLEX CLAIMS		672.21	
							Check Total:	672.21
5932	05/14/2015	1518	VOTE/COPE	Trust & Agency Payment - VOTECOPE				
TA 024 04					5/14/15 PAYROLL - SEE LISTING		15.00	
							Check Total:	15.00
5933	05/28/2015	639	MADISON CSD EMPLOYEE ASSOC.	Trust & Agency Payment - EMP DUES				
TA 024 02					5/28/15 PAYROLL - SEE LISTING		253.04	
							Check Total:	253.04
5934	05/28/2015	641	MADISON CSD TEACHER ASSOC.	Trust & Agency Payment - TCH DUES				
TA 024 01					5/28/15 PAYROLL - SEE LISTING		1,804.41	
							Check Total:	1,804.41
5935	05/28/2015	798	NYS TEACHERS RETIREMENT SYSTEM	Trust & Agency Payment - TRSLN				
TA 027					MAY 2015 - 4205		505.46	
							Check Total:	505.46
5936	05/28/2015	1518	VOTE/COPE	Trust & Agency Payment - VOTECOPE				
TA 024 04					5/28/15 PAYROLL - SEE LISTING		20.00	
							Check Total:	20.00

MADISON CENTRAL SCHOOL



Check Warrant Report For TA - 13: MAY 2015 PAYROLL/INS

Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
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Number of Transactions: 19

Warrant Total: 268,827.02
Vendor Portion: 268,827.02

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL



Check Warrant Report For HBUS - 9: MAY 2015 MANUAL CHECKS

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1054	05/18/2015	661	MARCH ASSOCIATES					
	HRP5 2110.245				INVOICE #4		700.00	
						Check Total:	700.00	
1055	05/18/2015	2626	NATIONAL BUILDING & RESTORATIO					
	HRP5 1620.293				APPLICATION NO 1		25,061.00	
						Check Total:	25,061.00	
Number of Transactions: 2							Warrant Total:	25,761.00
							Vendor Portion:	25,761.00

Certification of Warrant

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

Date
Signature
Title

MADISON CENTRAL SCHOOL



Check Warrant Report For FA15 - 17: WARRANT

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
2773	05/01/2015	2909	AQUINOS				126.38	
FJ15 2510.460		TRAVEL EXPENSES		4/21/15 PRE-K LUNCH				
							Check Total:	126.38
2774	05/01/2015	1624	DIANE HILL				43.70	
FJ15 2510.460		TRAVEL EXPENSES		3/20/15, 4/20/15 MILES				
							Check Total:	43.70
2775	05/01/2015	986	SCHOOL LUNCH FUND				867.75	
FJ15 2510.400		CONTRACTUAL		2014/15-020			236.50	
FJ15 2510.400		CONTRACTUAL		2014/15-018			243.88	
FJ15 2510.400		CONTRACTUAL		2014/15-017				
							Check Total:	1,348.13
2776	05/01/2015	987	SCHOOL SPECIALTY				102.57	102.57
FA15 2110.450		MATERIALS AND SUPPLIES		308102152043	150358		130.91	130.91
FC15 2250.450		MATERIALS AND SUPPLIES		208114004807	150360			
							Check Total:	233.48
							Warrant Total:	1,751.69
							Vendor Portion:	1,751.69

Number of Transactions: 4

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL



Check Warrant Report For FA15 - 18: WARRANT

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
2777	05/15/2015	1243	ERIC ARMIN INC					
FA15 2110.450		MATERIALS AND SUPPLIES			INV0717178	150357	72.93	72.93
						Check Total:	72.93	
2778	05/15/2015	986	SCHOOL LUNCH FUND					
FG15 2510.400		CONTRACTUAL			2014/15-024		850.00	
						Check Total:	850.00	
2779	05/15/2015	2148	STANDARD STATIONERY SUPPLY					
FJ15 2510.450		MATERIALS & SUPPLIES			982680	150397	58.12	58.12
						Check Total:	58.12	
Number of Transactions: 3							Warrant Total:	981.05
							Vendor Portion:	981.05

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL



Check Warrant Report For FA15 - 19: WARRANT

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
2780	05/29/2015	2684	ANDERSON'S					
FG15 2510.450		MATERIALS AND SUPPLIES			6183059	150403	279.76	234.78
						Check Total:	279.76	
2781	05/29/2015	1624	DIANE HILL					
FJ15 2510.460		TRAVEL EXPENSES		5/21/15 STUDENT MEALS			136.00	
						Check Total:	136.00	
2782	05/29/2015	1445	FORT RICKEY DISCOVERY ZOO					
FJ15 2510.460		TRAVEL EXPENSES			632324		180.00	
						Check Total:	180.00	
2783	05/29/2015	987	SCHOOL SPECIALTY					
FJ15 2510.450		MATERIALS & SUPPLIES			208114282067	150354	164.98	164.98
FJ15 2510.200		EQUIPMENT			208114282067	150354	787.30	787.30
						Check Total:	952.28	
2784	05/29/2015	1183	WALMART BUSINESS					
FJ15 2510.450		MATERIALS & SUPPLIES			025190	150181	6.97	6.97
FJ15 2510.450		MATERIALS & SUPPLIES			013417	150181	195.60	195.60
						Check Total:	202.57	
Number of Transactions: 5							Warrant Total:	1,750.61
							Vendor Portion:	1,750.61

Certification of Warrant

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

_____ Date Signature Title

Madison Transfers - June 2015

From Code #	To Code #	Amount	
A-1620-160	A1620.169	\$ 3,000.00	Substitute costs
A-1620-401-01	A-1620.401	\$ 5,491.23	Increase fuel line
A-1620-401-01	A-1620-402	\$ 1,986.00	Increase electric line
A-1620-401-01	A-1621-400	\$ 5,655.41	Rental of Control panel
A-2110-130	A-1621-400	\$ 4,456.79	Rental of Control panel
A-2110-140	A-1621-450	\$ 8,300.00	Summer supplies
A-1621-456	A-1621-457	\$ 2,649.76	Summer paint
A-2020-150	A-2020-420	\$ 1,800.00	Travel expenses
A-2330-491	A-2070-490	\$ 20,000.00	Adjustment error
A-2110-140	A-2070-490	\$ 8,286.08	Adjustment error
A-1670-490	A-2110-169	\$ 1,579.50	Increase substitute line
A-9060-801	A-2110-480	\$ 6,500.00	Increase textbook
A-9089-800	A-2250-490	\$ 23,190.19	Adjustment error
A-2610.452	A-2610-460	\$ 1,200.00	Increase Library books
A-2630-460	A-2630-220	\$ 4,222.60	Increase Hardware
A-2630-490	A-2630-220	\$ 1,898.35	Increase Hardware
A-5510-168	A-5510-167	\$ 2,000.00	Under budget
A-9060-801	A-9060-803	\$ 6,717.80	Under budget
A-9089-800	A-9901-950	\$ 2,706.00	Transfer to Federal Fund
A-5510-163	A-9060-800-001	\$ 7,000.00	
		\$ 118,639.71	

Annual Drinking Water Quality Report for 2014
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 an emergency backup spring source. This emergency source will only be utilized in the event of an emergency. The spring source is not disinfected and is not normally distributed to our customers. The Madison County Department of Health has placed our water system under a study to determine if the groundwater is influence by surface water. The results of that study will be finalized and the results forwarded in the near future.

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 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 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 Contaminant							
Nitrate	No	3/7/14	2.6	ppm	10	10	Runoff from fertilizer and erosion from natural deposits.
Copper See footnote #1	No	9/4/13	0.35 Range (0.002-0.660)	ppm	1.300	AL = 1.300	Corrosion of household plumbing systems; Erosion of natural deposits; leaching from wood preservatives.
Lead See footnote #1	No	9/29/10	1.95 Range (1.7-2.2)	ppb	15	AL = 15	Corrosion of household plumbing systems; Erosion of natural deposits; leaching from wood preservatives.

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

Sodium See footnote #2	No	3/7/14	140	ppm	N/A	20	Erosion of natural deposits; water softeners, animal wastes, road salt.
Barium	No	12/9/14	0.287	ppm	2.0	2.0	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits.

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.
Total Trihalo-methanes	No	8/27/14	5.7	ppb	N/A	80	By-product of drinking water chlorination needed to kill harmful organisms. THMS are formed when source water contains large amounts of organic matter.

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.

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 the 0.35 ppm for copper and 1.95 ppb for lead. The action level for copper was not exceeded at any of the sites tested. The action level for lead was exceeded at one 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.

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 2014, 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.

To: Mr. Perry Dewey, Superintendent of Schools

From: Mr. Larry Nichols, Building Principal
Mr. Brian Latella, Elementary Principal

Date: June 9, 2015

Re: Report to the Board of Education

During our report on June 16, 2015, we will be updating our BOE on:

- Athletic Banquet
- Student Council Update
- Annie Jr.
- At-Risk Graduates
- Regents Field Testing/Regents Testing
- Field Trips
- PK/K Screening
- Essential Questions Workshop

Best wishes and, as always, thank you for your support and guidance.



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

LABOR RELATIONS
& POLICY OFFICE
PHONE: 315.361.5522
FAX: 315.361.5595

ANDREW V. LALONDE
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Relations and Policy Office
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DAVID M. PELLOW
Labor Relations Specialist
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JUSTIN R. MURPHY
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GEORGE E. MEAD
Labor Relations Specialist
gmead@moboces.org

JENNIFER L. RUSS
Labor Relations Associate
jruss@moboces.org

KATI L. PARKER
Senior Office Specialist
kparker@moboces.org

June 2, 2015

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

Re: Partial Policy Audit Section 7000 Students
Regulation 6060.2, OSPRA 101 Form (Delete)
Regulation 6400.2, OSPRA 102 Form
Policy 8500, Special Education Programs and Services

Dear Mr. Dewey:

Enclosed for review and eventual presentation to the Board, please find partial audited policy section 7000, Students and the above referenced regulations and policy.

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

Sincerely,

Jennifer L. Russ
Labor Relations Associate

:jlr
Enclosures

Madison Central School District

Board of Education Policy Audit

Section 7000 (7001-7202) Students

Monday, June 01, 2015

No.	Name	DELETE Previous No.	Proposed Action
6060.2	OSPRA 101 Consent Form for Fingerprinting		DELETE Approved Y N Date Approved: _____
6400.2	OSPRA 102 Clearance for Employment Request Form Board rescinds then Superintendent may approve, not requiring future Board action.	6060.3	SUPT. APPROVE Approved Y N Date Approved: _____
7001	Admission to School	7010	REVISE Approved Y N Date Approved: _____
7002	Education of Homeless Children Renumber	7020	REVISE Approved Y N Date Approved: _____
7002.1	Procedures for Achieving Education of Homeless Children Renumber	7020.1	SUPT. APPROVE Approved Y N Date Approved: _____
7003	Determination of Student Residency Renumber	7013	REVISE Approved Y N Date Approved: _____
7003.1	Principles and Procedures for Determining Student Residency	7013.1	SUPT. APPROVE Approved Y N Date Approved: _____
7003.2	Student Affidavit of Emancipation Renumber	7013.2	SUPT. APPROVE Approved Y N Date Approved: _____
7003.3	Statement of Residency Renumber	7003.3	SUPT. APPROVE Approved Y N Date Approved: _____
7004	Non-Resident Students	7014	REVISE Approved Y N Date Approved: _____
7005	Student Dismissal	7015 7015.1	REVISE Approved Y N Date Approved: _____
7005.1	Student Dismissal Release Form		SUPT. APPROVE Approved Y N Date Approved: _____
7006	Student Release for Employment	7019	REVISE Approved Y N Date Approved: _____

Madison Central School District


Board of Education Policy Audit
Section 7000 (7001-7202) Students
Monday, June 01, 2015

No.	Name	DELETE Previous No.	Proposed Action
7006.1	Early Dismissal Application Renumber	7019.1	SUPT. APPROVE Approved Y N Date Approved:_____
7006.2	Partial Day Application Renumber	7019.2	SUPT. APPROVE Approved Y N Date Approved:_____
7006.3	Release of Information Renumber	7019.3	SUPT. APPROVE Approved Y N Date Approved:_____
7007	Student Attendance	7011	REVISE Approved Y N Date Approved:_____
7007.1	Attendance Report Form Parent Notification Board rescinds then Superintendent may approve, not requiring future Board action.	7011.1	SUPT. APPROVE Approved Y N Date Approved:_____
7100	Student Health Examinations	7074	REVISE Approved Y N Date Approved:_____
7101	Immunization and Dental Health of Students Renumber	7075	REVISE Approved Y N Date Approved:_____
7102	Student Medications	7072	REVISE Approved Y N Date Approved:_____
7102.1	Parent and Prescriber's Authorization for Administration of Medication in School Renumber	7072.1	SUPT. APPROVE Approved Y N Date Approved:_____
7102.2	Parent/Guardian Authorization of Another Adult for Administration of Medication Renumber	7072.2	SUPT. APPROVE Approved Y N Date Approved:_____
7102.3	Self-Medication Permission Form Renumber	7072.3	SUPT. APPROVE Approved Y N Date Approved:_____
7103	Management of Student Allergies Renumber	7083	REVISE Approved Y N Date Approved:_____
7104	Student Injuries Renumber	7076	REVISE Approved Y N Date Approved:_____

Madison Central School District

Board of Education Policy Audit
Section 7000 (7001-7202) Students
Monday, June 01, 2015

No.	Name	DELETE Previous No.	Proposed Action
7105	Eye Safety Devices Renumber	7073	REVISE Approved Y N Date Approved: _____
7106	Pregnant and Married Students Renumber	7017	REVISE Approved Y N Date Approved: _____
7107	Health Records Renumber	7078	REVISE Approved Y N Date Approved: _____
7200	Reporting Possible Child Abuse or Maltreatment Board rescinds then Superintendent may approve, not requiring future Board action.	7071 7071.1	REVISE Approved Y N Date Approved: _____
7201	Reporting Child Abuse in an Educational Setting	7079	REVISE Approved Y N Date Approved: _____
7201.1	Notice of Parental Rights Child Abuse in an Educational Setting Board rescinds then Superintendent may approve, not requiring future Board action.	7079.1	SUPT. APPROVE Approved Y N Date Approved: _____
7201.2	Notification of Teacher's Duty to Report Child Abuse in an Educational Setting and Immunity from Liability Board rescinds then Superintendent may approve, not requiring future Board action.	7201.2	SUPT. APPROVE Approved Y N Date Approved: _____
7201.3	Child Abuse in an Educational Setting Statement of Personal Delivery Board rescinds then Superintendent may approve, not requiring future Board action.	7079.3	SUPT. APPROVE Approved Y N Date Approved: _____
7201.4	Child Abuse in an Educational Setting Confidential Report of Allegation Board rescinds then Superintendent may approve, not requiring future Board action.	7079.4	SUPT. APPROVE Approved Y N Date Approved: _____
7202	Educational Neglect	7080	REVISE Approved Y N Date Approved: _____
8500	Special Education Programs and Services		REVISE Approved Y N Date Approved: _____

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

SECTION 5

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

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

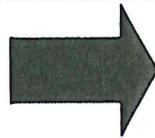
Applicant Signature: _____ Date: _____

SECTION 6

Name and Address of Agency Where Fingerprint Services Performed:	_____

SECTION 7

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



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



OSPRA 102 (1/03)

Clearance For Employment Request Form

Type or Print All Information

Office of School Personnel Review and Accountability

NYS Education Department
987 Education Building Annex
Albany, NY 12234
ph: (518) 473-2998 fax: (518) 473-8812
www.highered.nysed.gov/tcert/ospra
OSPRA.A@mail.nysed.gov

Instructions

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

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

SECTION 1

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

SECTION 2

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

- Please neatly print, type or attach a label in the box below with the name and mailing address of the fingerprint contact person of the school district, charter school or BOCES.
- This form will be returned to the person identified below if SED has no fingerprint application on file for the above individual as of the "OSPRA Processing Dates."
- Make no other marks in the box below or the box to the right of this space.

OSPRA Processing Dates

	<i>(leave blank)</i>	First 6 digits of BEDS code of school district, charter school or BOCES:
		Title of position employee will be placed in:
Signature of employer representative or fingerprint contact person:	Date:	Telephone # of fingerprint contact person:

SECTION 3

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

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

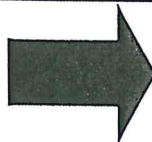
I hereby authorize the Commissioner of Education to review my criminal history record as secured from DCJS and the FBI for the purposes of conducting a determination on a Clearance for Employment as a condition for my new employment. I understand that the Commissioner will forward such final determination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

Signature: _____

Date: _____

SECTION 4

Mail or fax completed OSPRA 102 to:



OSPRA
NYS Education Department
987 EBA
Albany, NY 12234
fax: (518) 473-8812

Madison Central School District

Adopted: 09/05/01 Approved by the Superintendent: _____

ADMISSION TO SCHOOL

- I. A. New York State Education Law provides that all residents of the District over five (5) and under twenty-one (21) years of age are entitled to attend public school free of charge, provided they have not received a high school diploma.
- B. Any child whose fifth (5th) birthday falls on or before December 1st of the calendar year of admission may enter Kindergarten at the opening of school in September of the same year.
- C. Upon registration, all new students are required to present proof of date of birth, residency and required immunizations and a health certificate.
- II. Except as otherwise permitted by law, each resident minor shall attend full-time day instruction in accordance with Section 3205(1) of the Education Law.
- A. Children attaining the age of six (6) at any time during the course of a school year (July 1 through June 30) shall be required to attend upon full-time instruction on the first day of school in September of that school year in which they attain age six (6).
- B. The law requires the attendance of each pupil only until sixteen (16) years of age
- I. A. Kindergarten
1. Pupils who are legal residents of the school district and who reside with parents or guardians within the school district at the time of the opening day of school must be four (4) years, nine (9) months of age as of September 1 in order to register for kindergarten.
2. A child who transfers into the school district at any time during the school year may be admitted to kindergarten provided: (a) the parents were not legal residents of the school district on the opening day of school, and (b) the child has been registered and enrolled in kindergarten in the district in which his/her parents were legal residents.
- B. Other Grades
- Admission of children to other grades shall involve a consideration of both chronological age and readiness of the children to do the work of those grades.
- II. Pupil birth certificates or other satisfactory evidence of age shall be presented at the initial registration. The child shall be entered under his/her legal name.

Madison Central School District

Legal Ref: NYS Education Law §§ 3201, 3202, 3204, 3205, 3210, and 3212; 8 N.Y.C.R.R. 136.3

Adopted: 1984

Revised: 5/19/99, _____

EDUCATION OF HOMELESS CHILDREN

I. Statement of Policy

- A. A child who is homeless, within the meaning of this Policy, shall be enrolled in a District school or receive other educational services identified in this Policy, whether or not that child otherwise qualifies as a resident of the District. Children who are homeless shall not be segregated in a separate building, or a separate program within a building, based on their status as homeless.
- B. This Policy shall be interpreted and applied in a manner such that the District meets its clear obligations under New York State Education Law Section 3209 and related Regulations of the Commissioner, and the McKinney-Vento Homeless Education Assistance Act (42 USC 11431 et seq.), as amended and reauthorized.
- C. The term “child” is used in this Policy to refer to any person who is between the ages of five (5) and twenty-one (21) and who has not obtained a high school diploma, whether that person is in the physical custody of an adult or not.

II. Status as Homeless

- A. A child is homeless, for purposes of this Policy, if the child.
 - 1. lacks a fixed, regular, and adequate night-time residence, or
 - 2. has a primary night-time location that is either:
 - a. a supervised shelter (publicly or privately operated) that is designed to provide temporary living accommodations, or
 - b. a place (public or private) that is not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- B. Among other possible situations, a child shall be considered to lack a fixed, regular, and adequate night-time residence if that child is:
 - 1. sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
 - 2. living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
 - 3. abandoned in hospitals; or

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EDUCATION OF HOMELESS CHILDREN

4. awaiting foster care placement.

C. A child who is in foster care, or who is receiving educational services under Sections 3202(4), (5), (6), or (6-a), or Articles 81, 85, 87, or 88 of the Educational Law, is not considered homeless for purposes of this Policy.

III. Homeless Liaison

The Superintendent shall designate a District administrator to serve as the District's local Liaison for Homeless Children, and shall promulgate an administrative regulation that describes the Liaison's responsibilities to insure that the District complies with applicable statutes and regulations.

IV. Designation of School Choice and Enrollment

A. The District shall use an enrollment form that requests information about the living arrangements of the child being enrolled, sufficient to make an assessment of whether the child should be initially enrolled or provided services as a homeless child, pending final determination. When the information provided on the enrollment form indicates that a child should initially be classified as homeless, the District shall obtain a designation of whether the child chooses to attend school:

1. in a school in the district where the child is now located, including, where a student enrolled in this District moves to a temporary housing location elsewhere in this District, the school being attended immediately before the student's homeless status occurred; or
2. in a school in the district where the child was attending immediately prior to becoming homeless; or
3. in a school in the district where the student was last enrolled; or
4. in a school in a school district participating in a regional placement plan (if there is one).

B. The designation described in Section A, above, shall be made on the form provided by the Commissioner of Education (STAC-202), which the District shall make available. The District shall also use this form to collect information whenever a currently enrolled student initiates a change of address or claims homeless status. The District will honor a designation that is made:

1. by the child's parent, or person in parental relation; or

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EDUCATION OF HOMELESS CHILDREN

2. if the child is not in the physical custody of a parent or legal guardian, by the child with guidance and assistance from the Liaison for Homeless Children; or
 3. if the child is living in a residence for runaway and homeless youth established pursuant to Article 19-H of the Executive Law, by the director of that residence in consultation with the child.
- C. Prior to the end of the first semester of attendance or within 60 days of commencing attendance at a school designated pursuant to this Policy, whichever occurs later, the designator may change the designation if the designator finds the original designation to be educationally unsound.
- D. If this District is designated as the district the child chooses to attend, the Superintendent shall insure that:
1. the designation form has been completed properly, and copies of the designation form are distributed as required;
 2. the child is admitted to instruction pending a complete evaluation of the child's status as homeless, even if the child is unable to produce the records normally required for enrollment;
 3. the child is provided access to all District programs, activities, and services to the same extent as a resident student;
 4. the school district where the child's records are located is requested to provide a copy;
 5. if this District is also the district of location, and the child's temporary housing location is not operated by the local Department of Social Services or a residential program for runaway youth, SED is provided with a statement of the basis for the determination that the child is homeless and entitled to attend the District's schools, along with the completed designation form.
- E. After the initial assessment of homeless status based on the enrollment form, the Homeless Liaison shall make a complete inquiry into the student's status and make a recommendation to the Superintendent as to whether the child should continue to be classified as a homeless student, or be classified as a resident student or a non-resident student. If the Superintendent determines that the child should not be classified as a homeless child, then the Superintendent shall:
1. provide a written explanation to the person(s) making the designation, including an explanation of the appeal process; and

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EDUCATION OF HOMELESS CHILDREN

2. defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and continue that deferral until the conclusion of any appeal process that is commenced with the Commissioner of Education with a stay application.

V. Tuition Reimbursement

- A. If a child classified as homeless under this Policy validly chooses to attend school in this District, and the student's temporary housing is located in this District, and the child's school district of origin is within New York State, the Superintendent shall take the necessary steps to obtain reimbursement by the State Education Department for the direct cost of educational services, not otherwise reimbursed under special federal programs, calculated pursuant to regulations of the Commissioner for the period of time for which such services are provided.
- B. Where the school district a homeless child was attending on a tuition-free basis or was entitled to attend when circumstances arose which caused the child to become homeless is located outside the State, and the child's temporary housing is located in this District, the child shall be deemed a resident of this District and shall be entitled to attend the schools of this District without payment of tuition.

VI. Students With A Disability

If a child who has been receiving services as a child with a disability in another school district relocates to this district during the same school year the child has received those services, and that child is classified as homeless for purposes of this Policy, and that child makes a valid election to attend school in this district, then that child will be provided a free appropriate public education, including services comparable to those described in the individual education plan (IEP) prepared in the prior district of attendance.

VII. Transportation

- A. When a child is classified as homeless for purposes of this Policy, the District will provide transportation between the child's temporary housing location and the school the child has designated for attendance, consistent with the following:
 1. If the child is living in a facility operated by the Department of Social Services or Office of Child and Family Services, transportation will first be sought from the applicable agency;
 2. Transportation to and from the child's temporary housing location and the school the child legally attends will be arranged in the most cost effective manner, including cooperative arrangements with neighboring districts when feasible;

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EDUCATION OF HOMELESS CHILDREN

3. If this district is also the district of current location, transportation will be provided to the child on the same basis it is provided to resident students; and
 4. If the distance between the child's temporary housing location and the school the child legally attends is more than 50 miles (one way trip), transportation will only be provided when the Commissioner of Education certifies that the transportation is in the best interest of the child.
 5. If there is a dispute regarding the child's entitlement to transportation as a homeless child, the District will provide transportation pending a final determination of the child's status.
- B. Expenditures for the transportation of a parent accompanying a homeless child shall be paid by the District only when:
1. the child is being transported using public transportation, transportation of the child with an accompanying parent has been determined by the District to be the most cost-effective means of transportation, and the District has determined that public transportation unaccompanied by the parent is inappropriate because of the child's age, the distance to be traveled, the complexity of the transportation arrangement, the need to transport the child through a high crime area, or a combination of such factors; or
 2. the child is a student with a disability whose individualized education program (IEP) includes the services of a transportation aide or attendant, and providing transportation with the parent serving as the transportation aide or attendant for the child is the most cost-effective means of transportation; or
 3. transportation by the parent in the parent's vehicle is the most cost-effective means of transportation.
- C. Transportation will be provided to a child classified as homeless for purposes of this Policy during any disputes regarding school enrollment or selection.

VIII. Meals

A child identified as homeless for purposes of this Policy is eligible for free meals without completion of an application.

IX. Dispute Resolution

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EDUCATION OF HOMELESS CHILDREN

The Superintendent shall promulgate an administrative regulation that establishes a dispute resolution process that insures that the District complies with applicable statutes and regulations.

X. Title I Coordination

- A. When a child who qualifies as homeless under this Policy is also eligible for services under Title I, Part A of ESEA, the District will provide those services whether or not that child lives in a Title I school attendance zone or meets the academic requirements for non-homeless children, and Title I, Part A funds will be set aside as necessary to provide homeless children who do not attend participating schools with services comparable to those provided to children in Title I, Part A funded schools
- B. The District will include in its local plan a description of services provided to homeless children.
- C. When the District reports that there are no homeless children or unaccompanied youth in non-Title I schools, the District will describe the efforts it made to identify homeless children and unaccompanied youth. As part of its efforts, the District will contact the local Department of Social Services and Office of Child and Family Services to determine if they have records of homeless youth living within the District.

Madison Central School District

Legal Ref: 8 N.Y.C.R.R., Section 100.2(x) and (y); Section 3202(1), New York State
Education Law

Adopted: 07/10/12

Revised: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7002.1 Renumber 7020.1

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

I. Enrollment Form

The District's enrollment form shall collect information about the living arrangements of the child, including asking if he or she is living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative, adequate housing; or awaiting an OCFS permanent foster care placement.

II. Dispute Resolution Procedure

A. Whenever the District declines to classify a child as homeless, or declines to enroll a homeless child in the school designated by or on behalf of the child, or declines to transport a homeless child, the child and those acting on behalf of the child will be provided with a written explanation of the District's decision and the date on which the District intends to exclude the student or withdraw transportation or other services. The written explanation shall be accompanied by:

1. a statement regarding the right to appeal the District's decision, to the Commissioner of Education,
2. a statement that the District will provide enrollment, transportation, or other services pending the appeal process,
3. contact information for the District's Liaison for Homeless Children and an explanation of the Liaison's availability to assist with the appeal, and
4. the form petition for commencing an appeal to the Commissioner.

B. Whenever the District declines to classify a child as homeless, or declines to enroll a homeless child in the school designated by or on behalf of the child, or declines to transport a homeless child, the District will defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and will continue that deferral when an appeal is commenced with the Commissioner of Education with a stay application.

1. If the Commissioner grants the request for a stay, implementation of the District's decision will be deferred until the expiration of the stay.

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PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

2. If the Commissioner denies the request for a stay, the District's decision will be implemented.

III. Responsibilities of Liaison for Homeless Children

A. Determinations of Homeless Status

1. When the District receives an enrollment form, change of address information, or other information indicating that a child may qualify as homeless, the Liaison shall:
 - a. contact the homeless child or adult working on behalf of the child and explain the Liaison's role, and
 - b. facilitate the timely enrollment and provision of services to the child, pending a final determination
2. When a homeless child is not in the physical custody of a parent or legal guardian, the Liaison shall actively assist that child in making a school designation, provide direct coordination with the committee on special education if the child is a student with a disability, and advise the child of the right to appeal District determinations.
3. After a child is initially classified as homeless and provided appropriate services, the Liaison shall promptly conduct a complete inquiry into the child's housing situation, and make a written recommendation to the Superintendent whether the child should be determined to be a resident, a non-resident, or homeless.

B. Assistance With Dispute Resolution and Appeals the Liaison shall:

1. Be available to the homeless child or adult working on behalf of the child to answer questions about any determination made by the District, and to receive written or oral objections to those determinations;
2. Explain the appeal process to the homeless child or adult working on behalf of the child, provide the form petition for appeal, and actively assist with the completion of the form;
3. Provide the homeless child or adult working on behalf of the child with a complete copy of appeal-related documentation, at no cost to them;

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7002.1 Renumber 7020.1

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

4. Accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party, or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
 5. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgment verifying that the Liaison has received the form petition and supporting documents and will either accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party, or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
 6. On behalf of the homeless child or adult working on behalf of the child, transmit the form petition or any pleading or paper to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234, within five (5) days of their being served;
 7. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgement verifying that the Liaison has received the form petition and supporting documents and will transmit these documents to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234; and
 8. Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, on behalf of the homeless child or adult working on behalf of the child, if the homeless child or adult working on behalf of the child so elects.
- C. Administrative and Coordinating Duties the Liaison shall:
1. Coordinate the identification of homeless children and the provision of services to the homeless child with other districts and social service agencies.
 2. Receive and respond to requests for student records, insuring that a complete copy of a child's records is provided to a requesting school district within five (5) days.

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7002.1 Renumber 7020.1

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

3. Insure timely and accurate preparation of reports required by the Commissioner of Education.
4. Inform each homeless child and parent or guardian of all educational opportunities, transportation services, and other services available to the child, and assist parents and guardians to have a meaningful opportunity to participate in the child's education.
5. Assist each homeless child and parent or guardian in obtaining immunizations and medical records.
6. Assist with coordinating the child's transportation services.
7. Maintain a record of all appeals of enrollment, school selection, and transportation determinations.
8. Maintain an accurate record of the number and identity of all students classified as homeless, their grade level, and their nighttime residence(s).
9. Inform school personnel, service providers, and advocates working with homeless families of the Liaison's duties, according to a plan of communications approved by the Superintendent.
10. Collaborate and coordinate with the State Coordinator for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

Approved by the Superintendent: 07/10/12, _____

DETERMINATION OF STUDENT RESIDENCY

- I. The Board designates the Superintendent to make determinations as to whether a child is entitled to enrollment in District schools as a resident of the District. No other District employee is empowered to make such a determination.
- II. The Superintendent shall promulgate a regulation describing principles and procedures for determining a child's residency status. All such principles and procedures shall comply with applicable statutes and regulations.

Madison Central School District

Legal Ref: 8 NYCRR 100.2(y)

Adopted: 1984

Revised: 05/19/99, 07/10/12, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.1 Renumber/Revise 7013.1, Replaces 7016

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

I. Purpose of Regulation

The Board has designated the Superintendent to make determinations as to whether a child is entitled to enrollment in District schools as a resident of the District. This Regulation describes guidelines and procedures that will be used to make that determination. The Superintendent's determinations will also be guided by court decisions, Commissioner rulings, and advice of legal counsel.

II. Procedures

1. When a parent or guardian requests that a child be enrolled, the child must be enrolled immediately on a conditional basis, and the child is expected to begin attendance the next day or as soon as necessary arrangements can be made. However, attendance will be delayed until there is proof of required immunizations.
2. The Superintendent makes a determination of whether the child is entitled to continue attendance in the District within three (3) business days of the child's initial enrollment. This time period may be extended where additional documentation is required, or verification is required.
3. In the course of making any determination regarding student residency, the Superintendent will afford the parent(s), or the person in parental relation, or the child, as applicable, the opportunity to submit information concerning the child's right to attend school in the District.
4. The Superintendent may require the production of relevant documents to verify that the child to be enrolled resides with the parent or person in parental relation, and that the parent or person in parental relation maintains a physical presence in the District that qualifies as a residence. ~~such as custody determinations, bills showing a mailing address, and tax returns to support a claim of residency.~~

To establish that the child resides with the parent or person in parental relation, the District requests that the adult sign an affidavit that the child lawfully resides with them. In the case of a person in parental relation, the affidavit must also state that the adult has total and permanent custody and control of the child, and explain how they obtained that custody and control.

To establish that the adult maintains a residence in the District, the District first requests this documentation:

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7003.1 Renumber/Revise 7013.1, Replaces 7016

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

- A copy of a residential lease or proof of ownership of a house or condominium;
- A statement signed by a landlord, property owner, or tenant from whom the adult leases or rents property, or with whom the adult shares property within the District (the District prefers a sworn statement, but this is not required); or
- Some other signed statement from a third party establishing that the adult maintains a physical presence within the District.

If these forms of documentation are not available, the District will accept for review other forms of documentation of residency, including but not limited to:

- Pay stub;
 - Income tax form;
 - Utility or other bills;
 - Membership documents based on residency (e.g., library card);
 - Voter registration documents;
 - Official driver license, learner permit, or non-driver identification;
 - State or other government issued identification or documents relating to government services or benefits, and
 - Evidence of custody of the child.
5. When the Superintendent determines that the child is neither a resident nor entitled to attend the schools of the District as a homeless child, the following steps will be taken:
- Written notice of the determination will be provided within two (2) business days to the parent, the person in parental relation or to the child. Such notice shall include the basis for the determination, the date of exclusion from the District, and a statement regarding the right to appeal an adverse determination to the Board of Education, in accordance with Section 310 of the New York State Education Law, within ten (10) days of the determination.
 - If upon the appeal to the Board of Education, the parent wishes to appeal to the Commissioner, an adverse determination to the Commissioner may be obtained from the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234, in accordance with Section 310 of the New York State Education Law, within thirty (30) days of the date of the determination.

III. Presumption of Residency With Parents

Madison Central School District

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Draft 06/01/2015

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7003.1 Renumber/Revise 7013.1, Replaces 7016

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

1. It is presumed that a child's residence is the residence of the child's parents.
2. In considering whether a different residence has been established for a child, the Superintendent will consider information about: the intention of the child and parent to remain in the District; the retention or relinquishment of parental authority; who is financially responsible for a child's shelter, food, medical care, and other personal needs; address listed on legal documents; time actually spent at different locations; and any other factor indicating actual intent to establish a residence.
3. A child may have only one residence.

IV. Parents With Separate Residences

1. Where a student is living with one parent denominated the custodial parent by virtue of a court order, the child's residence is presumed to be that of the custodial parent.
2. Where there is a court determination of joint custody, and a child spends substantial amounts of time with each parent, the family may jointly designate one residence or the other as the residence of the child. If the family cannot agree on a joint designation, the Superintendent will make a determination based on the factors described above.

V. Child Living With Adult Other Than Parent

1. If a child claims a residence with an adult other than the child's parent, and a parent of the child is competent and not incarcerated, the Superintendent will require convincing evidence that the parent has transferred custody and control of the child to the adult with whom the child is living, and relinquished both parental responsibility and parental authority.
2. Resident status will be denied if the Superintendent determines that the sole reason the student is living with the non-parent adult is in order to attend school in this District.
3. A child living with an adult other than a parent may qualify for enrollment as an emancipated minor, or as a homeless child.

VI. Emancipated Minor

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.1 Renumber/Revise 7013.1, Replaces 7016

PRINCIPLES AND PROCEDURES FOR DETERMINING STUDENT RESIDENCY

1. A person who is independent and living apart from their parents, and who is not in need or receipt of foster care, may be considered emancipated for purposes of establishing a residence apart from their parents. Establishment of emancipation rebuts the presumption that a student's residence is with his/her parents.
2. The Superintendent may require documentation from a person who claims the status of an emancipated minor. Such documentation may include, but shall not be limited to, such things as proof of the person's age and means of support; an explanation of the circumstances surrounding the person's emancipation, including a description of the person's relationship with any living parents; and evidence that the student is not receiving any support from parents. Proof of eligibility for public assistance as an emancipated minor will be deemed to establish a student's status for purposes of residency. The District may require a sworn statement or affidavit from the student as proof of emancipation and residence. (See Regulation 7003.2 7013.2)

Approved by the Superintendent: 07/10/12, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

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7003.2 Renumber 7013.2

STUDENT AFFIDAVIT OF EMANCIPATION

STATE OF NEW YORK }
COUNTY OF _____ } SS.:

_____, being duly sworn, deposes and says:

1. I was born on _____
[Date]
2. I am not living with my parents because _____

3. I currently reside at _____

4. Do you plan to return to live with your parents? _____
If so, when? _____
5. Who will make decisions regarding your health and medical treatment? _____

6. Who will make decisions regarding your education? _____

7. My current means of financial support is _____

8. [Check the one that applies] _____ I am _____ I am not receiving financial
assistance from my parents.

If you are receiving financial assistance from your parents, how much and how often?
Amount: _____ Frequency: _____
9. My current relationship with my parents is as follows[e.g. when last seen, contacted,
knowledge of whereabouts, etc.]: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.2 Renumber 7013.2

STUDENT AFFIDAVIT OF EMANCIPATION

10. Other facts relevant to my status as an emancipated minor are as follows: _____

I certify that all the information provided on this affidavit is true and accurate.

I understand that:

- A. If I provide false information on this affidavit to the Madison School District, I may be committing the crime of perjury in the third degree (a class A misdemeanor);
- B. If I provide false information on this affidavit to the Madison School District with the intent to defraud the Madison School District, I may be committing the crime of perjury in the second degree (a class E felony); and
- C. I may be prosecuted on criminal charges for such false information and be liable for tuition and any other costs incurred by the Madison Central School District.

(Signature of Student)

Sworn to before me this _____
day of _____, 20__.

Notary Public

Approved by the Superintendent: 07/10/12, _____

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 06/01/2015

STUDENTS

7003.3 Renumber 7013.3

STATEMENT OF RESIDENCY

STATEMENT OF A RESIDENT OF THE MADISON CENTRAL SCHOOL DISTRICT
SUPPORTING THE ADMISSION OF _____
AS A RESIDENT FOR TUITION-FREE ATTENDANCE
(Please Print)

NOTICE: This statement is only for use by the person with whom the Student is claimed to reside within the School District.

1. Student's Name: _____
2. Date of Birth: _____
3. Grade Level: _____
4. Current Address: _____
(Street)

(Town, State & Zip)

(Telephone)
5. Mother's Name: _____
6. Mother's Address: _____
(Street)

(Town, State & Zip)

(Telephone)
7. Father's Name: _____
8. Father's Address: _____
(Street)

(Town, State & Zip)

(Telephone)
9. If parents are divorced, please state custody arrangements: _____

10. If you are a non-custodial parent, please attach/provide a notarized statement from custodial parent consenting to student's residing with you.

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7003.3 Renumber 7013.3

STATEMENT OF RESIDENCY

11. Length of time you have resided at current address: _____
(Years) (Months) (Weeks)

12. Length of time student has resided at current address: _____
(Years) (Months) (Weeks)

13. Student's previous Addresses (list most recent first):

(1) _____
From To (Street)

(Town, State & Zip)

(2) _____
From To (Street)

(Town, State & Zip)

(3) _____
From To (Street)

(Town, State & Zip)

14. Relationship with Student (e.g. Mother, Father, Stepmother, Stepfather, Adoptive Father, Adoptive Mother, Legal Guardian, Legal Custodian, Other). _____

If Student does not claim residency with Mother or Father, please answer the following questions.

15. Basis of Relationship with Student.

(a) Legal guardianship of Student? _____ Yes _____ No
If yes, attach copy of Court papers.

(b) Legal custody of Student? _____ Yes _____ No
If yes, attach copy of Court papers.

(c) Other legal control over Student, e.g. adoption, court-ordered placement, surrender, abandonment? _____ Yes _____ No
If yes, attach copy of Court papers or provide explanation: _____

Madison Central School District
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STUDENTS

7003.3 Renumber 7013.3

STATEMENT OF RESIDENCY

- (d) Other relationships with Student? _____ Yes _____ No
Please explain.

16. When did the Student begin to live with you? _____
(Date)
17. How long will the Student reside with you? _____
(Date)
18. Will the Student live with you during school vacation? _____ Yes _____ No
If not, where do you expect the Student to reside during that time?

19. Who will claim the Student as a dependent for Income Tax purposes?

20. During the time the Student will reside with you, who is responsible for:
- (a) Receiving and responding to academic and other reports concerning the Student?

 - (b) Making decisions regarding the Student's education?

 - (c) Authorizing medical treatment for the Student?

 - (d) Payment for medical treatment of Student?

 - (e) Releasing records for the Student?

 - (f) Providing other necessary consents for the Student?

 - (g) Expense of Student's room and board?

 - (h) Expense of clothing and other necessities?

21. Will there be any period of time when this Student will not live with you while attending the School District? _____ Yes _____ No

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STATEMENT OF RESIDENCY

If yes, please state where the student will reside and for how long:

22. What are the circumstances which brought this student to reside with you?

23. Other comments that would assist the School District in acting on the application of this Student.

By my signature below, I assume full responsibility for all matters relating to the student's education and medical care, except as otherwise stated herein.

I certify that all the information provided on this affidavit is true and accurate. I understand that:

if I provide false information on this affidavit to the Madison Central School District, I may be committing the crime of perjury in the third degree (a class A misdemeanor);

if I provide false information on this affidavit to the Madison Central School District with the intent to defraud the Madison Central School District, I may be committing the crime of perjury in the second degree (a class E felony); and

I may be prosecuted on criminal charges for such false information.

(Signature)

Sworn to before me this _____
day of _____, 20____.

Notary Public

(Signature)

Sworn to before me this _____
day of _____, 20____.

Notary Public

Approved by the Superintendent: 07/10/12, _____

NON-RESIDENT STUDENTS

- I. The Board of Education affirms that its primary responsibility is to provide the best possible educational opportunities for the children who are legal district residents and who are of legal age to attend school. The Board of Education will consider acceptance of non-resident students where circumstances permit, as noted in this policy.
- II. A non-resident student shall be defined as a student whose parents or legal guardian(s) reside outside the boundaries of the Madison Central School District.
- III. It shall be the policy of the Madison Central School District to accept non-resident students for attendance in the school district subject to the following guidelines:

- A. All non-resident student(s) must complete an application between January 1st and May 1st for placement annually. (~~Dates will be waived for September 2005 implementation.~~) Applications must be filed with the Superintendent of Schools no later than May 1st and will be on a first come, first served basis. The parents/guardians must present proof of a student's good academic and disciplinary standing before admission to Madison Central School.

Once a current non-resident student reaches ninth grade he/she will no longer be required to fill out an annual request. If approved for enrollment in grade nine, such approval will be in effect for grades 10-12 in subsequent years. However, the student will still be considered a non-resident student and, therefore, tuition and all non-resident criteria will still be applicable.

- B. All non-resident student applications will be subject to approval by the Superintendent of Schools and the Board of Education.
- C. Non-resident students will be accepted on the following conditions:
 1. Application is submitted by May 1st.
 2. A proper educational program exists at Madison Central School.
 3. No additional staffing is needed.
 4. Space is available. The acceptable number of students per class will not be exceeded as noted below.

<u>GRADE</u>	<u>RANGE</u>
K-3	15-19
4-6	16-20
7-12	17-21

- D. The tuition will be established annually by the Board of Education. The tuition fee provides for the basic educational program. It will not exceed the rate

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Draft 06/01/2015

7004 Revise/Renumber 7014

STUDENTS

NON-RESIDENT STUDENTS

prescribed by the Commissioner of Education, according to the Seneca Falls Formula.

Tuition rates will be payable in full prior to the start of each semester. If payment is not received by the beginning of each semester (September 1st and January 17th), the student(s) will not be allowed to attend that semester.

- E. Transportation will be the parent/guardian responsibility.
 - F. A non-resident student's continued attendance will be dependent on a student maintaining a passing average in all subjects in compliance with the District's Code of Conduct and Student Attendance Policy. A student who is denied continued attendance in the District for disciplinary reasons is entitled to due process procedures for a student disciplinary hearing in accordance with the provision of the Education Law Section 3214. A student who is denied continued attendance for academic reasons shall be entitled to an informal conference with the Superintendent of Schools before any decision is made to terminate a student's attendance during or at the end of the school year for this reason.
- IV. In the case whereby a non-resident pays property taxes in the Madison Central School District for the current school tax year, the amount of tax shall be deducted from the assessed tuition.
 - V. Non-resident students whose behavior is judged by the Superintendent or his/her designee to be unmanageable, disruptive or in violation of the Student Discipline Code of Conduct may be denied continued attendance in the school district, according to the due process procedures in the Education Law Section 3214.
 - VI. Children of parents or guardians who have moved out of the school district during the school year may be permitted to complete the semester. Seniors may request to be allowed to complete the school year. The decision will be based on academic, behavior and attendance records of the senior. ~~Students still attending Madison Central School on June 30, 2005, who were previously "grandfathered" in under the old non-residency policy #7014 shall be tuition exempt for their remaining academic years. No additional siblings will be allowed to enter under this exemption. Parents or guardians of such students must notify the district of their intent to continue at Madison in September 2006 by June 30, 2006 or they will forfeit their right to tuition exemption.~~
 - VII. Students from other nations who are living with district residents may be enrolled at the discretion of the Superintendent and the Board of Education.
 - VIII. Children placed in foster homes, free family homes, and similar circumstances will be admitted in accordance with the law. The appropriate outside agency or district will be billed for tuition where applicable.

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7004 Revise/Renumber 7014

NON-RESIDENT STUDENTS

- IX. School districts may also contract with other school districts for the instruction of non-resident pupils. If class size enrollment allows, a child residing outside the Madison Central School District may be permitted to attend a unique class, course, or program at Madison Central School District provided that the course or class is not available in his/her own school district.
- X. All approval of non-resident students shall be reviewed annually and permission to attend as a non-resident student may be revoked at the discretion of the District for academic or disciplinary reasons in accordance with the procedures set forth in this policy. While attempts will be made to continue the attendance of approved non-resident students from one year to the next, factors such as student-teacher ratio and staffing needs may force the District to withdraw permission to attend, and to limit its acceptance of any non-resident students in any given year. Students whose attendance cannot be continued for these reasons will be entitled to an informal conference with the Superintendent prior to any final decision being made.

Madison Central School District

Adopted: 1984

Revised: 10/19/95, 06/13/96, 05/19/99, 09/12/02, 08/23/05, 10/11/05, _____

STUDENT DISMISSAL

I. Presumption:

- A. The Madison Central School District will assume that either parent has equal authority to obtain the release of his/her child from District programs, unless the District is provided with a certified copy of a court order or other legally binding instrument to the contrary.
- B. The District will assume that, if a parent has provided the District with a copy of a court order or other legally binding instrument pertaining to the parent's right to obtain or direct the release of his/her child, the most recent such order or instrument that has been provided to the District will be controlling.

II. Established List:

- A. An established list of individuals authorized to obtain the release of a student enrolled in District programs will be maintained in the Main Office.
- B. Parents may add or delete names from the established list during regular business hours. No parent will be allowed to change the list unless he/she is first able to verify to the District's satisfaction his or her identity with a photo identification.
- C. There will be only one established list per student. If parents cannot agree on the contents of the established list, the District will honor the request of the parent who has primary physical custody. In the event that parents have joint and equal physical custody, both parents must agree to add a name to the established list.
- D. Parents may not add or delete names from the established list in contravention of any court order or other legally binding instrument that is in the possession of the District.

III. Procedure For Regular Release:

- A. The District will only release a student to his/her parents (except if one parent has provided the District with a copy of a court order or other legally binding instrument to the contrary), appropriate legal authorities or to other persons whose names are listed on the established list.
- B. In the event of an emergency, as determined by the Madison Central School District, a student may be released to an individual not appearing on the established list, but only if the parent or identified emergency contact has been contacted, and he/she gives verbal permission for the release of the student.

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Draft 06/01/2015
7005 Replaces 7015, 7015.1

STUDENT DISMISSAL

- C. Any individual who seeks the release of a student from school must report to the main office and present identification to the satisfaction of the K-12 Administrator or designee.

Madison Central School District

Legal Ref: Section 3210(1)(c) of the New York State Education Law

Adopted: 05/19/99

Revised: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 06/01/2015

STUDENTS

7005.1

STUDENT DISMISSAL RELEASE FORM

Child's Name: _____

By signing below:

1. I understand that the Madison Central School District will release my child to his/her other parent/guardian without my consent, unless I provide the District with a court order or other legally binding instrument that restricts the other parent/guardian's authority to obtain the release of my child.
2. I understand that the District does not have the power to independently gather court orders or other legally binding instruments that affect the custody of my child. It therefore is my responsibility to provide the District with the most recent court order or other legally binding instrument that affects the custody of my child.
3. I authorize the District to release my child to the following people:

NAME	RELATIONSHIP TO CHILD	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Date _____ Signature of Parent/Guardian _____ Relationship to Child

_____ Date _____ Signature of Parent/Guardian _____ Relationship to Child

Approved by the Superintendent: _____

STUDENT RELEASE FOR EMPLOYMENT

- I. The Superintendent may authorize the release of a student from the regular hours of attendance at school where:
 1. the student is a senior (i.e., grade 12) in good academic standing and with satisfactory attendance and behavior records;
 2. the District is provided with verification of employment;
 3. the student's parent/guardian has approved of the revised hours of attendance; and
 4. the Guidance Office has confirmed that the student has completed all graduation requirements and the revised hours of attendance will not interfere with the student's academic achievement or graduation.
- II. A release from the regular hours of attendance for purposes of employment shall be withdrawn by the Superintendent if the student's level of academic achievement declines to a failing status after the release is authorized.
- III. A release from the regular hours of attendance for purposes of employment shall be withdrawn by the Superintendent if the student's employment ends, or the student fails to recertify the student's employment status upon reasonable request by the Superintendent.
- IV. Recertification will occur quarterly.
- ~~V. The Superintendent shall promulgate a suitable form to be used in each case to document that the above conditions are satisfied, and to obtain the acceptance by the student and the student's parent of the requirements and conditions of this Policy.~~

Madison Central School District

Adopted: 11/02/10

Revised: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

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STUDENTS

7006.1 Renumber 7019.1

EARLY DISMISSAL APPLICATION

Student's Name: _____

Time of Departure: _____

Phone (Home): _____

Phone (Work): _____

Phone (Emergency): _____

Dear Parent/Guardian:

Your son/daughter has applied for permission to sign out of school following the last assigned class of the day. You are asked to sign below if you have read the eligibility standards on this sheet and approve your child's request.

Parent/Guardian Signature

Date

Guidance:

I have checked this student's schedule and can verify that a shorter schedule will not jeopardize the student's academic achievement or graduation and the student has exceeded the credits required for graduation.

Guidance Counselor Signature

Date

Employer:

I can verify the employment of the above named student and will notify the Madison Central School District when this student's employment terminates.

Employer Signature

Date

Student:

I am requesting early dismissal from school so that I may work. I agree to abide by the standards listed below, and I am aware that failure to do so will result in my loss of this privilege.

Student's Signature

Date

Madison Central School District
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STUDENTS

7006.1 Renumber 7019.1

EARLY DISMISSAL APPLICATION

Standards:

1. The responsibility for successful completion of any remaining school rests primarily with the individual student.
2. At any time the student falls into academic difficulty, this privilege may be taken away.
3. Students must provide regular, safe transportation.
4. Students must maintain proper student conduct and keep all classes passing and be in attendance regularly.
5. This privilege will continue only as long as the student is working.
6. Student must leave the building at assigned time.
7. Employment must be re-verified quarterly.

Administrator's Signature

Date

This privilege may be revoked at any time by the administrator.

Approved by the Superintendent: 11/02/10, _____

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7006.2 Renumber 7019.2

PARTIAL DAY APPLICATION

Student's Name: _____

Requested Time of Arrival: _____ Time of Departure: _____

Reason for requesting a partial day: _____

Credits earned to date: _____

Courses needed for graduation: _____

Credits needed for graduation: _____ Credits in schedule with partial day: _____
(Student must have 3 courses and PE)

Community service hours completed: _____ Required: _____

I, _____ am fully aware of my graduation requirements and I understand that a partial day is a privilege and if my academic courses are in jeopardy I could have my partial day revoked.

Student's Signature Date

Parent/Guardian Signature Date

All of the following school personnel must sign this application for final approval of this partial day request.

Principal's Signature Assistant Principal's Signature

Counselor's Signature Attendance Officer's Signature

***Students with partial day schedules must leave once their classes are done. They may not loiter at a school. They cannot come back into the school nor can they use school transportation home. If special arrangements have been made to get extra help with a specific teacher the student must sign in at the main office.

Approved by the Superintendent: 11/02/10, _____

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STUDENTS

7006.3 Renumber 7019.3

RELEASE OF INFORMATION

Date: _____

I hereby give permission to Madison Central School District to release attendance and general information regarding my son/daughter, _____, for the purpose of periodically verifying employment and therefore maintaining their partial day.

Information may be released to the following employer:

Name: _____

Address: _____

Phone Number: _____

Student's Signature

Date

Parent/Guardian Signature

Date

STUDENT EMPLOYER SIGN OFF

Date: _____

Student's Name _____

Business Name: _____

Business Phone: _____

Immediate Supervisor: _____

Hours Employed: _____

Supervisor's Signature

Date

Approved by the Superintendent: 11/02/10, _____

STUDENTS

STUDENT ATTENDANCE

I. Philosophy

The Board of Education, in accordance with Section 104.1 (c) of the Regulations of the Commissioner of Education, establishes this comprehensive attendance policy. The objectives of this policy are to ensure the maintenance of an adequate record verifying the attendance of all children, to establish a mechanism to examine patterns of pupil absence and to develop effective intervention strategies to improve school attendance.

II. Policy

The Board, administration and staff of the district recognize that regular classroom attendance is an essential part of a successful educational program and that there is a critical relationship between academically engaged time and student performance.

III. Expectations for Good Attendance

A. 1. Students are expected to attend scheduled classes. The insistence on good attendance serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:

- Learn subject matter and earn good grades
- Develop responsible work and study habits, and
- Prepare for the world of work

2. Under New York State Education Law Section 3205, parents are responsible for the regular attendance of their children for instruction.

B. Absences

1. Excused

Section 175.6 of the Commissioner's regulations define the following as "excused absences:" personal illness, serious illness or death in the family, impassable roads ~~or due to~~ weather ~~conditions~~, religious observance, quarantine, court appearances, attendance at health clinics, approved educational field trips, cooperative work programs, approved college visits, military obligations, disciplinary detention of an incarcerated youth or any other reason approved by the Commissioner.

All instances of excused absence or tardiness require a written parent/guardian excuse within 7 days of the absence/tardiness. The excuse

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Draft 06/01/2015
7007 Revise/Renumber 7011

STUDENTS

STUDENT ATTENDANCE

must identify the date/time of absence, reason for absence, tardiness or early departure and parent/guardian signature. Students failing to present an excuse prior to an early departure or upon reporting back to school following an absence or tardiness will be subject to a warning. Subsequent offenses will resort in progressive discipline.

2. Unexcused

Most absences not mentioned above are interpreted under the law as “unexcused absences” including but not limited to vacation, shopping, baby-sitting, oversleeping, needed at home, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused unless the Building Principal determines otherwise. The two categories of unexcused absence are:

1. Unlawful Detention: Unlawful detention occurs when the pupil is absent with the knowledge and consent of his/her parent/guardian for other than an excused absence.
2. Truancy: A student who is absent from school without the consent of a parent/guardian is considered to be truant.

IV. Responsibility for Good Attendance.

Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and all staff members.

A. Parent/Guardian Responsibilities

1. It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.
2. When a student is absent from school, parents/guardians must contact the school to report the absence and/or provide appropriate excuses when required (doctor’s verification).
3. Parents/Guardians must provide a written explanation of the absence for their child to be turned into their homeroom/first period teacher upon the student’s return to school.

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4. Parents are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in their absence.
- B. Student Responsibilities
1. Students must attend school daily and be on time.
 2. Students must attend all classes and participate fully.
 3. Students are expected to make timely arrangements with their teachers to make up assignments and class work they have missed during their absence.
- C. Teacher/Staff Responsibilities
1. Teachers are responsible for maintaining accurate attendance reports and for referring chronic absentees for review by the Building Principal or designee.
 2. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor, attendance officer) shall be responsible for preliminary contact with parents and students to assess a situation of absenteeism and devise a plan of improvement.
 3. Teachers and school personnel will continually stress to students the importance of promptness and regular attendance in all of their classes. Teachers can make a difference in the attendance habits of most of their students. (Phone calls to parents or guardians are encouraged).
- D. Administrative Responsibilities
1. The District shall maintain a register of attendance for each pupil which includes the student's name, date of birth, home address, names of parents/guardians, telephone numbers to contact parents/guardians, date of enrollment, record of pupil's attendance on days of instruction, and the date of withdrawal or date dropped from enrollment.
 2. The Principal or designee is responsible for implementing the attendance policy.
 3. The Principal or designee is responsible for identifying students who require alternative services and/or programs for absences or tardiness.

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V. Activities to Support Good Attendance

- A. The implementation of an effective and efficient student attendance system, that is, one that is accurately recorded, consistently maintained and fairly administered.
- B. The provision of prompt service to pupils in need of help as soon as a need is suspected.
- C. The establishment of cooperative relationships between parents and other members of the staff in the interest of the child.
- D. The establishment of cooperative relationships with other community agencies which serve families of pupils with attendance problems.
- E. The maintenance of an effective policy that encourages student attendance and is in compliance with the commissioner's regulations and rulings.

VI. Intervention

- A. The objective of intervention strategies is to identify the cause(s) of absenteeism, to reduce absenteeism and to circumvent the need for action in the courts (PINS petitions).
- B. Teachers and other appropriate staff members (e.g. the school nurse, social worker, guidance counselor or attendance officer) shall be responsible for preliminary contact with parents and students to assess a situation of absenteeism and devise a plan of improvement. For example, where the absence is due to prolonged illness, the District may arrange for immediate home or hospital instruction.
- C. The Building Principal or his/her designee, based upon the referrals of teachers and the established attendance records, shall identify intervention strategies. Such strategies may include, but are not limited to:
 - communication with the parent/guardian
 - counseling and other support services
 - mentoring
 - progressive disciplinary action
 - related community agencies services.

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VII. Incentives

An incentive program may include, but not be limited to, prizes or privileges for perfect attendance.

VIII. Disciplinary Sanctions

- A. When other forms of intervention fail, nonacademic sanctions, including the loss of privileges (e.g. participation on interscholastic sports or in extracurricular activities, attendance at school sponsored events), may be imposed.
- B. Excessive or unreasonable absences and tardiness may properly be the basis for disciplinary action. The use of detentions and in school suspensions related to unexcused absence from school is authorized. A student may be suspended for poor attendance that is willful insubordination. Such removal shall be pursuant to Section 3214 of the Education Law.

IX. Coding System for Absences

- A. The coding of student absences, tardiness and early departures allows the administration to decipher patterns of behavior/absenteeism and to develop specific intervention efforts as early as possible.
- B. The District's coding system consists of:

Absent, early dismissal, or late arrival. Within each of these codes are the personal reasons for such record.

X. Notification

Written notification to parents concerning students' absences, tardiness or early departures, will take place at prescribed intervals and will include information that resource/support personnel are available.

XI. Implementation and Review

- A. The Board shall review building level pupil attendance records and if such records show a decline in pupil attendance the Board shall make any revisions deemed necessary to improve pupil attendance.
- B. The Superintendent shall establish a means to provide a plain language summary of this policy to parents/persons in parental relation at the beginning of each school year and take other steps to promote the understanding of such policy.

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- C. The Superintendent shall provide each teacher with a copy of this policy after approval/amendment and provide new teachers with a copy upon employment.
- D. Copies of this policy shall be made available upon request to any member of the community.

Madison Central School District

Legal Ref: 8 NYCRR 104.1, 109.2, 175.6; NYS Education Law 3205

Adopted: 1984

Revised: 05/19/99, 07/17/02, 8/16/11, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7007.1 Renumber 7011.1

ATTENDANCE REPORT FORM PARENT NOTIFICATION

_____	_____	_____	_____	_____
Student	Grade	Subject	Period	Date Submitted

Dear Parent/Guardian:

The purpose of this notice is to advise you that your son/daughter is in danger of losing credit for the course indicated above because of excessive absences. Your child has missed at least () classes. If he/she misses _____ classes in a full-year course or _____ classes in a half-year course he/she will be denied credit for the course. Only if your son/daughter can earn a passing grade for the course without the remainder of the course work and the final exam will academic credit be awarded.

A copy of the District's Attendance Policy appears on the reverse side of this notice. Please review this policy carefully with your child. It would be unfortunate for your student to lose credit for a course due to poor performance and/or attendance.

Please contact (individual) to review your son/daughter's attendance to date. Thank you for your cooperation and support.

Administrator's Signature

Adopted: 06/17/02

Approved by Superintendent: 08/16/11, _____

STUDENT HEALTH EXAMINATIONS

- I. Physical Examinations or Screenings Permitted or Required By State Law:
 - A. The Madison Central School District will require each child enrolled in public school to have a satisfactory health examination either by the family physician of the child or by the school physician upon entrance into school and at other times as required by law. The District also may require additional health examinations as permitted by applicable law.
 - B. Required health examinations will be at no cost to the examined student's parent or guardian if performed by the school physician as part of the District's health service program.
 - C. If a student uses a family physician to perform a health examination that is required by the District, the student (and/or the student's parent) must provide the District with a health certificate that meets the standards of the Commissioner's Regulations. If no such certificate is provided, the District will send a certified letter to the student's parent stating that, if the health certificate is not furnished within fifteen days of the notice, the student will be examined through the school health service program.
- II. Invasive Physical Examinations:
 - A. For the purposes of this policy, an "invasive physical examination" is any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening, physical examinations for work permits, interscholastic athletics, evaluations conducted pursuant to IDEA or any other screening or evaluation permitted under New York Law.
 - B. The District will notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency "invasive physical examination" or screening is scheduled, if the examination or screening:
 1. Is required as a condition of attendance; and
 2. Is administered by the school and scheduled by the school in advance; and
 3. Is not necessary to protect the immediate health and safety of the student, or other students.

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Draft 06/01/2015

7100 Revise/Renumber 7074

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STUDENT HEALTH EXAMINATIONS

- C. The District will offer parents an opportunity to opt their child out of participation in any invasive physical examination” which requires notice pursuant to above Section II (B).

III. Parental Involvement:

- A. This policy was developed and adopted in consultation with parents.
- B. The District will notify parents of the adoption or continued use of this policy at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy.

IV. Athletic Examinations

- A. All athletes must have a complete physical examination by a duly licensed physician, physician assistant, or nurse practitioner.
- B. Health examination must be completed according to timelines and standards of the New York State Public High School Athletic Association.

V. Procedures and Medical Examination Requirements for Student Working Papers

- A. The physical examination for employment certification must be given by a duly licensed physician, physician assistant, or nurse practitioner.
- B. The annual physical examination by the School or private physician and the physical examinations for participation in interscholastic athletic competition may be used for employment certification, provided the examination was administered within the previous twelve (12) months.

Madison Central School District

Legal Ref: 20 USCA 1232(h); Education Law Section 903 & 904; 8 NYCRR 136.

Adopted: 1984

Revised: 05/19/99, 05/13/04, _____

IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

- I. In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combatting the spread of disease, the Board requires that all pupils be immunized against certain diseases in accordance with New York State Education Law and Public Health Law Article 21 Title VI Section 2164.
- II.
 - A. No child may be admitted to school or allowed to attend school in excess of fourteen (14) calendar days without appropriate certification of immunization. The fourteen (14) calendar day period may be extended by the Building Principal to thirty (30) days for a student transferring from out of state/out of country. If the child is obtaining serological tests, the parent(s) or guardian has a total of thirty (30) days from the start of attendance to provide test results and, if negative test results, appointment dates to begin or complete the vaccine series.
 - B. Each student must present a certificate of immunization upon registration signed by a physician or certified by a clinic. Such certificate must meet the New York State requirements for immunization against poliomyelitis, pertussis, tetanus, Hepatitis B, varicella, mumps, measles, diphtheria, rubella and, where applicable due to enrollment in a Pre-Kindergarten program, haemophilus influenzae type b (Hib) and pneumococcal conjugate (PCV), as summarized at <http://www.health.ny.gov/publications/2370.pdf>.
 - C. The only exceptions which may excuse a student from the above immunization requirements are:
 1. if a physician testifies or certifies that administering the vaccine is detrimental to the specific youngster's health,
 2. if such student's parent(s) or guardian hold genuine and sincere religious beliefs which are contrary to required immunization practices. The parent or guardian must complete the State Education Department Request for Religious Exemption to Immunization form. The form originates from the Registered Professional Nurses Office and is then submitted to the building principal for review and approval or denial. A copy of all documents must be kept in the student's cumulative health record,
 3. if a student has had the first dose of all required immunization series and has appointments to complete the series in accordance with the Advisory Committee for Immunization Practices (ACIP) catch up schedule as published at <http://www.cdc.gov/vaccines/schedules/hcp/child-adolescent.html>,

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Draft 06/01/2015
7101 Renumber 7075

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IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

4. if student presents proof of immunity by serology (blood test) to the following immunizations; measles, mumps, rubella, hepatitis B, varicella (chicken pox), poliomyelitis, or
 5. if student presents proof of immunity by diagnosis of disease for varicella.
- D. Medical exemptions to immunizations must be reissued annually. The written exemption must identify:
1. the immunization exempted,
 2. the medical contraindication for the exemption, and
 3. the length of time immunization is contraindicated.
- III. A student denied entrance or attendance due to failure of meeting health immunization standards may appeal to the Commissioner of Education.
- IV. Dental Health
- A. Each student shall be requested to furnish a dental health certificate in the same year the health appraisal is required. If a dental certificate is provided, it must meet the standards of the Commissioner's Regulations and may be signed by a registered dental hygienist or licensed dentist.
 - B. The list of dentists available to conduct examination on a free or reduced cost basis compiled by SED is available to parents/guardians at <http://www.nyssmiles.org/nys-directory/> (as of March 25, 2014).

Madison Central School District

Legal Ref: New York State Education Law, Section 914(1); Public Health Law, Section 613, 903, 2164 and 2805-h; 10 N.Y.C.R.R. Part 66.

Adopted: 1984

Revised: 05/19/99, 04/24/00, 05/20/14, _____

STUDENT MEDICATIONS

- I. The Board of Education and/or District employees will not be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school or school sponsored activities (e.g. field trips, athletics) if the medicine were not made available to him/her, or where it is administered pursuant to law requiring accommodation of a student's special medical needs.
- II For purposes of this policy "medication" shall include both prescription and nonprescription drugs.
- III. Authority to Administer Medications:
 - A. The student's parent or guardian must provide a written statement requesting the administration of the medication in the school as ordered by a licensed prescriber (Medical Authorization Forms (Regulations ~~7072.1, 7072.2 and 7072.3~~ 7102.1, 7102.2 and 7102.3)).
 - B. The parent must assume responsibility to have the medication delivered directly to the health office in a properly labeled container.
 1. The pharmacy label must display the students name, the name and phone number of the pharmacy, the licensed prescriber's name, the date and number of refills, the name of the medication/dosage, the frequency of administration, the route of administration and/or other directions.
 2. Over the Counter medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.
 - C. All medications, including nonprescription drugs given in school, shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. The written order of the physician shall minimally include: student's name and date of birth; diagnosis; name of medication; dosage and route of administration; self-administration orders - if indicated; frequency and time of administration; for prn (as necessary) medications - conditions under which medication should be administered; date written; prescriber's name, title and signature, and prescriber's phone number.
 1. Medication orders must be renewed annually or when there is a change in medication or dosage.

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7102 Revise/Renumber 7072

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2. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a licensed prescriber.
3. When a properly labeled medication comes to the health office accompanied by a written request from the parent for administration of the medication, but without a written order from a licensed prescriber, the following procedure will be followed:
 - a. Contact parent regarding need for written order from a licensed prescriber.
 - b. Contact licensed prescriber to obtain verbal permission to administer medication.
 - c. Request fax or written orders to be received within 48 hours.
 - d. Contact parent and discontinue medication if written orders are not received in 48 hours.

IV. Medication May only be Administered by Appropriate School Personnel

- A. Any prescription medication which requires administration through a subcutaneous, intramuscular, intravenous or rectal route or through pumps, tubes or nebulizers or oral, topical or inhalant medication needed by non self-directed students must be given by school nursing personnel or licensed practical nurses under the direction of school nursing personnel. Administration of such prescribed medications may not be performed by unlicensed persons.
- B. Designated persons in the District, or those involved in District sponsored activities, following assignment and in conjunction with approval by school nursing personnel, may assist self-directed students with the taking of their own oral, topical and inhalant medication. Volunteer staff may be trained to administer Epi pens and Glucagon injections. District nursing personnel as well as the administration should assure that the staff person receives the training and supervision needed to perform these tasks in a safe and effective manner. Epinephrine may need to be given again after the initial effects wear off, potentially in fifteen to twenty minutes. Only licensed medical personnel or trained unlicensed individuals in certain emergency circumstances may administer a second dose of epinephrine if needed.
- C. OPTIONAL: The District stocks epinephrine auto-injectors in quantities and types deemed by the commissioner. in consultation with the commissioner of health. to be adequate to ensure ready and appropriate access for use by trained school employees during emergencies to any student having anaphylactic symptoms whether or not there is a previous history or severe allergic reaction. The District has filed a collaborative agreement for use of epinephrine auto-injectors. along with the

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completed and signed collaborative agreement pursuant to Public Health Law 3000c with the appropriate Regional Emergency Medical Services (EMS) Council.

- V. Transportation and Storage of Medication
- A. No medication should be brought into school without the knowledge of the health office.
 - B. Medications should not be transported daily to and from school. All medications shall be brought to school by the parent and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.
 - C. Medication is to be stored in a locked cabinet in a separate locked drawer in the health office. Medication requiring refrigeration should be refrigerated in a secure area.
- VI. Carry and Self-Administer Medication
- A. If the school nursing personnel receives a request from a parent or physician to permit a student to carry and self-administer his/her own medication, such decisions should be made on an individual basis. The criteria for determining when a student can self-administer medication are:
 - 1. The Self Medication Permission Form completed by a physician or a duly authorized health care provider permitting students who have been diagnosed with a severe asthmatic or allergy condition to carry and use a prescribed inhaler or epinephrine kit during the school day.
 - 2. Severity of health care problems, particularly asthmatic or allergic conditions.
 - 3. Prescriber's order directing that the student be allowed to carry his/her medication and self-administer.
 - 4. Parent statement requesting compliance with prescriber's order.
 - 5. Student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in original container on his or her person or keeping in school or physical education locker.
 - 6. School nursing assessment that student is self-directed to carry and self-administer his/her medication properly.

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7. Parent contact made to clarify parental responsibility regarding the monitoring of the child on an ongoing/daily basis to insure that the child is carrying and taking the medication as ordered. This contact should be documented.
- B. Sunscreen
- Students do not need to obtain a note from a medical provider in order to use sunscreen in school. In order for a student to be able to apply sunscreen in school, however, they must meet the following criteria:
1. The student's parent or guardian must provide written permission to the school principal (or school nurse) to allow the student to carry and use the sunscreen. Parents or guardians may permit unlicensed school personnel to apply sunscreen if the student is unable to do so on their own.
 2. The sunscreen must be available over-the-counter, and approved by the Federal Drug Administration (FDA).
 3. The sunscreen must be used for the purpose of avoiding overexposure to the sun.
 4. Parents or guardians are responsible for providing their child's sunscreen.
- C. Any student self-administering medication without proper authorization should be counseled by the school nursing personnel. In addition, the parents and the school administration should be notified.
- D. No student is to have any other type of medication on his/her person in school under any circumstances.
- VII. School nursing personnel should maintain accurate records of the medication administered, any special circumstances related to the procedure, and student's reactions/responses. The following procedure for record keeping is recommended:
- A. Retain the written order from the prescriber.
 - B. Retain the parent request letter.
 - C. Retain pertinent information on cumulative health record.
 - D. Maintain an individual daily medication record for each student taking medication during time frame medication is being given.
 - E. Periodically summarize daily medication record on cumulative health record.

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Draft 06/01/2015
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- VIII. Procedures for Taking Oral, Topical or Inhalant Medications Off School Grounds or After School Hours While participating in a School-Sponsored Activity. The school nursing personnel should ensure that:
- A. Oversight of self-administration to:
 - 1. A student who is self-directed
 - 2. Designated staff member who has been appropriately instructed by the school nursing personnel to assist a self-directed student.
 - 3. If no designated staff member is available, it becomes the responsibility of the parent/guardian to ensure administration.
 - B. Preparation of medication. When oral medication is to be given to a self-directed student in the absence of a school nurse, the student's medication must remain in a properly labeled pharmacy container, or original over the counter container, in the possession of a supervising adult; until it is handed to the self-directed student to self-administer on a field trip or other school event. Children needing medication on extended trips must have their medication in a properly labeled pharmacy container.
 - C. Administration of Non-Self-Directed Students:
 - 1. Administration of oral, topical or inhalant medications to non-self-directed students must remain the responsibility of the school nurse, licensed practical nurse under the direction of a school nurse, physician, or parent.
 - 2. The parent/guardian may designate, in writing another adult, as described in Education Law Section 6908, to administer the medication in situations where the school nurse, physician or parent/guardian is unavailable. (Medical Authorization Form, Regulation ~~7072.2~~ 7102.2).
 - 3. Medications must be in the possession of the school nurse, teacher, volunteer who has been instructed by the school nursing personnel, parent/guardian or another adult who has been designated by the parent/guardian.
 - D. Preparation of medication. When oral medication is to be given off school grounds or after school hours, the school nurse may prepare the medication for short out-of-school experiences. Children needing medication on extended trips must have their medication in a properly labeled pharmacy container.
- IX. Disposal of Medications, Needles and Syringes
- A. Medications that remain at the end of the school year or after the order is changed or discontinued must be:

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- 1. Returned to the parent or a responsible designee picking up the medication from the health office, or
 - 2. All medication being considered for disposal should be taken to an appropriate disposal location, such as a pharmacy.
- B. Needles and syringes must be disposed of in a manner consistent with state law and the following guidelines:
- 1. Needles should not be recapped and should not be purposely bent or broken.
 - 2. Disposable syringes and needles (and other sharp items) should be placed in approved sharps containers and labeled "BIOHAZARD."
 - 3. Arrangements should be made with custodial staff or an appropriate agency to dispose of containers at periodic intervals according to established procedures of the school regarding regulated medical waste.
 - 4. Sharps include, but are not limited to, needles, syringes, diabetic testing, and epi pens.
- X. Emergency Building Evacuations and Medications

The health office should be supplied with a readily accessible, easily carried and recognizable emergency pack that includes supplies for basic first aid, including supplies for infection control, a stock EpiPen with non-patient specific orders and a glucose source, such as glucose gel or honey sticks. A plan for communicating with the appropriate administrator should be established. A list of all students with significant medical conditions and medical orders for prescription medication, including emergency contact numbers, should be kept in the emergency pack.

XI. Student Privacy

The District will protect the privacy rights of students as required by the Family Education Rights and Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996.

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Madison Central School District

Legal Ref: State Education Department's "Administration of Medication in the School Setting", Revised April 2002 Administration; Education Law §6909, 8 NYCRR 64.7.

Adopted: 1984

Revised: 05/19/99, 11/27/12, _____

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 06/01/2015

STUDENTS

7102.1 Renumber 7072.1

PARENT AND PRESCRIBER'S AUTHORIZATION FOR
ADMINISTRATION OF MEDICATION IN SCHOOL

Authorization for Administration of Medication

- A. To be completed by the parent or guardian annually:

I request that my child _____ grade _____ receive the medication as prescribed below by our licensed health care prescriber. The medication is to be furnished by me in the properly labeled original container from the pharmacy. I understand that the school nurse, or other assigned person will administer the medication.

Signature (Parent or Guardian) _____
Address: _____
Telephone No.: Home: _____ Work _____ Date _____

- B. To be completed by the licensed health care prescriber:

I request that my patient, as listed below, receive the following medications:

Name of Student: _____ Date of Birth: _____

Diagnosis: _____

Name of Medications: _____

Prescribed Dosage, Frequency and Route of Administration: _____

Time to Be Taken During School Hours: _____

Duration of Treatment: _____

Possible Side Effects and Adverse Reactions (if any): _____

Other Recommendation: _____

Name of Licensed Prescriber and Title (please print): _____

Prescriber's

Signature: _____ Date: _____

Address: _____ Phone: _____

Superintendent Approved: 11/27/12, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7102.2 Renumber 7072.2

PARENT/GUARDIAN AUTHORIZATION OF ANOTHER ADULT FOR ADMINISTRATION OF MEDICATION

To be completed by parent/guardian:

I authorize _____, my friend, family member, household member
(Name of Designee)
or other relationship appropriate in accordance with Education Law §6908 to administer the following
medication(s):

to my child _____, at the following school sponsored event:
(Student Name)

(Name and Date of Event)

I acknowledge that the Madison Central School District will not be liable for any problems that may arise
as a result of the administration of such medication by the designee.

(Parent/Guardian Signature) Date: _____

Print Name: _____

Superintendent Approved: 11/27/12, _____

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 06/01/2015

STUDENTS

7102.3 Renumber 7072.3

SELF-MEDICATION PERMISSION FORM

Date: _____

Child's Name: _____

Has been instructed in the proper use of the following medication procedures; _____

We (Physician's signature) _____

and (Parent or Guardian's signature) _____

Request that (Child's name) _____ be permitted to carry the medication on his/her person or to keep same in his/her locker, as we consider him/her responsible. He/she has been instructed in and understands the purpose and appropriate method and frequency or use.

Note: This form must be completed in addition to routine district medication form for those students who request permission to carry their own medication on campus or keep this medication in a locker.

Superintendent Approved: 11/27/12, _____

MANAGEMENT OF STUDENT ALLERGIES

I. Statement of Policy

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. Although the District cannot guarantee that school facilities will be allergen-free, it will take reasonable steps to protect students with known allergies from accidental exposure to those allergens that may foreseeably cause a severe or life-threatening allergic reaction (anaphylaxis). The District will also take reasonable steps to provide each student with equal educational opportunities, regardless of that student's known allergies. School staff shall be trained to recognize and respond to a student's anaphylactic reaction.

II. Family Responsibilities

A. Parent Responsibilities

1. Identify their child(ren) to the principal or designee and provide the healthcare provider prescribed treatment;
2. Cooperate with the District in preparing an Individualized Healthcare Plan, 504 plan, or IEP, as appropriate, to accommodate the student's needs throughout the school, including in the classroom, cafeteria, after-care programs, school-sponsored activities, and on the bus;
3. Provide the District with written medical documentation, instructions, and medications as directed by a physician, as well as documents that include the student's symptoms and directions for emergencies;
4. Provide the District with necessary written parent permission, the health care provider's orders, and any necessary equipment;
5. Provide properly labeled medications and replace medications after use or expiration;
6. Educate their child student in self-management of their allergy, including foods to avoid, symptoms of allergic reactions, how to read food labels, and how and when to tell an adult of a possible allergy-related problem;
7. Review policies/procedures with school staff, their child's physician, and the student after a reaction has occurred.

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MANAGEMENT OF STUDENT ALLERGIES

B. Student Responsibilities

1. Be proactive in the care and management of their food allergies and reactions based on their developmental level;
2. Students should not trade food with others, or eat anything with unknown ingredients;
3. Students should immediately notify a staff member if they eat something they believe may contain the food to which they are allergic, or of a possible allergy-related problem.

III. District Responsibilities

A. Creating an Allergen-Safe School Environment

Avoidance of exposure to allergens is the key to preventing a life-threatening anaphylactic reaction. To guard against accidental exposure, the Superintendent shall implement procedures to ensure the monitoring of high-risk areas and activities.

B. In addition, the District will:

1. Develop an Individualized Healthcare Plan that includes necessary treatments, medications, training and educational requirements for students with life-threatening allergies. If the student is eligible for accommodations based upon the Individuals with Disabilities Act (IDEA), section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, the appropriate plan will also include necessary treatments, training and educational requirements relating to the life threatening allergy;
2. Provide training by licensed medical personnel (e.g. registered professional nurse) for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
3. Have standing emergency medical protocols for nursing staff;
4. Request the School Medical Director to write a non-patient specific order for anaphylaxis treatment agents for the schools registered professional nurse to administer in the event of an unanticipated anaphylactic episode;
5. As permitted by New York State law, maintain stock supplies of life saving emergency medications such as epinephrine and antihistamine in all health offices for use in first time emergencies;

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Draft 06/01/2015
7103 Renumber 7083

MANAGEMENT OF STUDENT ALLERGIES

6. Ensure that Building-level and District-wide school safety plans include appropriate accommodations for students with life-threatening health conditions;
7. Educate students regarding the importance of immediately reporting symptoms of an allergic reaction;
8. Assist students in the self-management of their chronic health condition based upon the student's knowledge and skill level;
9. Allow self-directed students, as assessed by the school nurse, to carry life saving medication with prior approval by the medical provider, and according to health practice and procedures, as long as duplicate life saving medication is also maintained in the health office in the event the self-carrying student misplaces their medication.

IV. Use of Epinephrine Auto-Injector Devices (Epi-Pens) in the School Setting

The use of Epinephrine Auto-Injector Devices (Epi-Pens) will comply with the District's Student Medications Policy. (Policy No. 7102 7072)

Madison Central School District

Legal Ref: State Education Department's "Administration of Medication in the School Setting", Revised April 2002 Administration, Medical Practice Act (Education Law Section 6527 (4)(a)) and the Nurse Practice Act (Education Law Section 6908 (1)(a)(iv)) and is covered by the "Good Samaritan Law" (Public Health Law Section 3000-a). Americans with Disabilities Act, 42 United States Code (USC) Section 12101 et seq. Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq. 34 Code of Federal Regulations (CFR) Part 300 Education Law Sections 6527 and 6908 Public Health Law Sections 2500-h and 3000-a

Policy Ref: ~~7072~~ 7102 Student Medications

Adopted: 11/27/12, _____

STUDENT INJURIES

- I. Procedures shall be established and maintained by the Superintendent for the handling of student injuries that occur on school property and during school activities.
- II.
 - A. The principal or Superintendent shall prepare a report of all student accidents which occur in or about the school premises.
 - B. The building principal may, in the event of an illness or injury to a student, designate a staff member to transport such student to the appropriate medical facility. This policy shall only be in effect after all other alternatives including parent/guardian contact or emergency transportation resources have been attempted.

Madison Central School District

Adopted: 1984

Revised: 05/19/99, _____

Policy

STUDENTS

Draft 06/01/2015
7105 Renumber 7073

EYE SAFETY DEVICES

Commissioner's Regulations require that the Board of Education provide eye safety devices for the protection of employees, pupils and visitors and that such devices be worn in shops or laboratories whenever such person are in dangerous proximity to a potential eye hazard.

Madison Central School District

Legal Ref: Education Law, Section 409-a; Commissioner's Regulations 141.10

Adopted: 1984

Revised: 05/19/99, _____

STUDENTS

Draft 06/01/2015
7106 Renumber 7017

PREGNANT AND MARRIED STUDENTS

- I. Pursuant to the provisions of Title IX, schools may not discriminate against students based upon their parental and/or marital status.
- II. Pregnant students are encouraged to remain in school and to participate in district programs. A student may receive home instruction only if her physician certifies that a medical condition incident to or other than pregnancy warrants home instruction.

Madison Central School District

Legal Ref: 20 USC 1681; Education Law Section 3208-a

Adopted: 1984

Revised: 05/19/99, _____

Policy

STUDENTS

Draft 06/01/2015
7107 Renumber 7078

HEALTH RECORDS

- I. The school shall keep a convenient, accurate, and up-to-date health record of every student. Insofar as the health records include confidential disclosures or findings, they shall be kept confidential. Individual records should be readily available and accessible to administrators, teachers, physicians, nurses, and counselors.

Madison Central School District

Adopted: 1984 Readopted: 05/19/99

Revised: _____

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

I. STATEMENT OF POLICY

- ~~B.A.~~ The District recognizes that every school official holding a license or certificate has a legal duty to make a report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child, and to then immediately notify the designated District administrator that a report has been made. ~~References to “school officials” in this Policy refer to that group of District personnel.~~ The District also recognizes that any person may make such a report.
- ~~C.B.~~ The District does not take adverse employment action against any District employee who makes a report of suspected child abuse or maltreatment in the belief that he or she has reasonable cause to make such a report.
- C. For purposes of this Policy, the term “school official” includes the District’s medical director, school nurses, school social workers, teachers, guidance counselors, school psychologists, school administrators, and any other personnel required to hold a teaching or administrative license or certificate and all compensated District employees who are required to hold a temporary coaching license or permanent coaching certificate, whether full-time or part-time.
- ~~A.D.~~ The District maintains an orientation program for all current and new school officials, and provides them with copies of this Policy to inform them of their obligations regarding reporting suspected child abuse or maltreatment, and the District’s procedures for reporting possible child abuse or maltreatment.

II. SCOPE OF POLICY

- A. This Policy, with its procedures, applies when the suspected child abuse or maltreatment has resulted from the action (or inaction) of the child’s parent, or of another person who is legally responsible for the child (e.g. guardian or custodian). When the issue arises from action (or inaction) by a District employee or volunteer, the obligation to report, and the procedures for reporting, are those described in Policy ~~7079~~ 7201, Child Abuse in an Educational Setting.
- B. For purposes of this Policy, and its procedures, a child is considered “abused” or “maltreated” according to the definition of those terms in Section 412 of the New York State Social Services Law. The definitions are accessible on the New York State Office of Children and Family Services website <http://www.ocfs.state.ny.us>.

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Draft 06/01/2015

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7200 Revise/Renumber 7071, Replaces 7071.1

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

- ~~1. The Superintendent shall insure that the District's orientation program for school officials regarding their duty to report suspected child abuse or maltreatment accurately informs them of the applicable definitions.~~

III. PROCEDURES (STUDENT UNDER 18 YEARS OF AGE)

- A. When a school official has reasonable cause to suspect child abuse or maltreatment, that person is required to take the following steps:
 1. Make an oral report to the Statewide Central Register of Child Abuse or Maltreatment ("hotline"). The District's orientation program shall provide all school officials with current information regarding how to contact the Central Register.
 2. Immediately after making the report to the central child abuse registry, notify the Building Principal or the Business Administrator that a report has been made, providing the Building Principal or Business Administrator with the name of each District employee who is believed to have direct knowledge of the allegations in the initial oral report.
- B. Upon being notified that an initial report of suspected child abuse or maltreatment has been made to the Central Registry, the Building Principal or Business Administrator shall:
 1. Notify the Superintendent,
 2. If the situation involves possible physical injury,
 - (a) arrange for the child to be examined by the school nurse, and a record of the examination made, and
 - (b) take, or cause to be taken, color photographs of the affected area, and, if medically indicated, make arrangements to have a radiological examination (x-ray) of the child performed, and
 3. File a written report with the County Department of Social Services, within 48 hours of the initial report, using Form LDSS 2221A or such other form as may be required by the Department of Social Services. A copy of Form LDSS 2221A is accessible on the New York State Office of Children and Family Services website <http://www.ocfs.state.ny.us>. ~~is attached to this Policy as Regulation 7079.1. The Superintendent shall update the attachment as required, without further Board action.~~ The District's copy of this form shall be maintained separately from the child's other educational records.

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7200 Revise/Renumber 7071, Replaces 7071.1

REPORTING POSSIBLE CHILD ABUSE OR MALTREATMENT

- C. If the investigation by the Child Protective Service includes interviewing the child, or other students, at school, the interview shall be attended by the Building Principal or other designated administrator.
- D. The District's investigation of the suspected child abuse or maltreatment shall be conducted so as to minimize the number of times the child is asked to provide information.

IV. REPORTING PROCEDURES (STUDENT OVER 18 YEARS OF AGE)

For reports of abuse and/or maltreatment of students over the age of eighteen, the respective Principal shall make an oral report to the appropriate Adult Protective Services Department.

V. CONSEQUENCES OF FAILURE TO REPORT

- A. By law, a school official who fails to report suspected child abuse or maltreatment may be subject to criminal action, as well as civil liability for any further harm that comes to the child.
- B. A failure to report to the Central Register and follow the procedures described in this Policy, when a school official has reasonable cause to suspect that a child coming before him or her in his or her professional or official capacity is an abused or maltreated child, will be considered unsatisfactory performance of the school official's duties, subject to possible discipline.

Madison Central School District

Legal Ref: Social Services Law Section 412, 413; Education Law Sections 3003, 3036; 8
NYCRR 80-1.4

Adopted: 1984

Revised: 05/19/99, 09/20/11, _____

REPORTING CHILD ABUSE IN AN EDUCATIONAL SETTING

- I. Article 23-B of the NYS Education Law requires certain school district employees and school board members report allegations of child abuse committed by an employee or volunteer on school grounds, in a school vehicle, at a school function or any other location where direct contact between a school employee or volunteer and a child has allegedly occurred.

- II.
 - A. Notice to Staff

School districts must annually provide a written explanation of the reporting obligation, including the entitlement to immunity for reports made in good faith, to teachers and all other school officials. A copy of this notice is attached as Regulation ~~7079~~7201.2

 - B. Notice to the Parent

The principal must promptly notify the parent of the student victim of the allegation of child abuse and provide the parent with a written statement setting forth their parental rights, responsibilities and the procedures under Article 23-B of the Education Law. The Commissioner has issued regulations relative to the required components of this written statement. A copy of the parental notice is attached as Regulation ~~7079~~7201.1

 - C. Training in Reporting of Child Abuse in an Educational Setting

Each school district and each board of cooperative educational services shall establish, and implement on an ongoing basis, a training program regarding the procedures set forth in Article 23-B of the Education Law for all current and new teachers, school nurses, school counselors, school psychologists, school social workers, school administrators, other personnel required to hold a teaching or administrative certificate or license, and school board members.

- III. Any employee or volunteer who reasonably and in good faith makes a report of allegations of child abuse in an educational setting to a person and in a manner described in this section shall have immunity from civil liability which might otherwise result by reason of such actions.

Madison Central School District

Legal Ref: Article 23-B, NYS Education Law & NYCRR 100.2(hh)

Cross Ref: 7200, Reporting Possible Child Abuse or Maltreatment Child Abuse/Maltreatment Policy #7071

Adopted: 11/19/01

Readopted: 06/21/11

Revised: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7201.1 Renumber/Revise 7079.1

NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

This notice is provided pursuant to Education Law §1128 and sets forth parental rights and the responsibilities and procedures of school districts, the District Attorney's Office and the Commissioner of Education under Article 23-B of the Education Law relative to child abuse that occurs in an educational setting.

Duties of Employees

The law imposes reporting requirements on teachers, administrators, school nurses, school guidance counselors, school psychologists, school social workers, school board members and all other school personnel required to hold a teaching or administrative license or certificate. When these employees receive an allegation of child abuse by an employee or volunteer in an educational setting, they must take the following steps:

- a. Upon receipt of an oral or written allegation of child abuse in an educational setting, the employee must promptly complete the "Child Abuse in an Educational Setting" report form (Regulation ~~7079~~7201.4).
- b. Upon completion of the report form, the employee must personally deliver it to the District site administrator of the school in which the child abuse allegedly occurred.
- c. If the allegation(s) involves a child who was allegedly abused by an employee or a volunteer of a school in another school district, the employee must promptly forward the report form to the superintendent of schools of the school district of attendance and the school district where the abuse allegedly occurred.

Duties of the District Site Administrators

In all cases, upon receipt of a report form, the school building administrator must review the form and determine if there is reasonable suspicion to believe that an act of child abuse, as defined by law, has occurred. If he or she finds reasonable suspicion to believe that an act of child abuse has occurred, additional steps must be taken which differ depending upon the individual who has made the allegation.

1. Child makes the Allegation

- a. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.
- b. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).

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7201.1 Renumber/Revise 7079.1

NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

- c. Promptly provide a copy of the completed report form to the Superintendent.
 - d. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.
2. Parent Makes the Allegation
- a. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
 - b. Promptly provide a copy of the completed report form to the Superintendent.
 - c. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.
3. Person other than the Parent or the Child Makes the Allegation
- a. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made
 - b. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
 - c. Ascertain from the reporting employee the source and basis for the allegation and complete that portion of the report form.
 - d. Promptly provide a copy of the completed report form to the Superintendent.
 - e. Promptly forward a copy of the completed report form to appropriate law enforcement authorities. The report to law enforcement may not be delayed by reason of inability to contact the superintendent.

Duties of the Superintendent

In most cases, the District site administrator will receive the completed report form from an employee and make the reasonable suspicion determination. However, there are situations in

Madison Central School District

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7201.1 Renumber/Revise 7079.1

NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

which the Superintendent will receive the report form directly and he or she will be responsible for making the reasonable suspicion determination such as:

- a. Where the District site administrator receives the oral or written allegation and is required to complete the report form;
- b. Where it is alleged that a child was abused by an employee or volunteer of a District site other than a District where the child attends.

In addition, the Superintendent may receive an oral or written allegation of child abuse in an educational setting from local law enforcement officials or from child protective services. In these cases, the Superintendent would be responsible for completing the report form and, subsequently, making the reasonable suspicion determination.

If the Superintendent finds reasonable suspicion to believe that an act of child abuse has occurred, as defined by law, additional steps must be taken which differ depending on the individual who has made the allegation.

1. Child makes the Allegation

- a. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.
- b. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
- c. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.

2. Parent Makes the Allegation

- a. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8 NYCRR §100.2(hh)).
- b. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.

3. Person other than the Parent or the Child Makes the Allegation

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7201.1 Renumber/Revise 7079.1

NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

- a. Promptly notify the parent of the child that an allegation of child abuse in an educational setting has been made.
- b. Promptly provide the parent with the written statement setting forth parental rights, responsibilities and procedures prepared in accordance with the Commissioner's regulations (8NYCRR §100.2(hh)).
- c. Ascertain from the reporting employee the source and basis for the allegation and complete that portion of the form.
- d. Promptly forward a copy of the completed report form to the appropriate law enforcement authorities.

In all cases where a completed report is forwarded to the appropriate law enforcement authorities and the employee or volunteer alleged to have committed an act of child abuse holds a certification or license issued by the Department, the Superintendent must also refer such report to the Commissioner of Education.

4. Expungement

A report that does not, after investigation, result in a criminal conviction shall be expunged from any record which may be kept by a school or school district with respect to the subject of such a report after a period of five years from the date of the making of such report or at such earlier time as the District determines.

Penalty Provisions

The requirements set forth within the law are mandatory. Willful failure of an employee to prepare and submit a report form as required by the law is a Class A misdemeanor. The law also provides that a willful failure of a school building administrator or superintendent to forward a copy of the report form to the appropriate law enforcement authority is a Class A misdemeanor. In addition, the Commissioner of Education can also fine a school building administrator or a superintendent up to \$5,000 for failure to forward a copy of the completed report form to the appropriate law enforcement authorities.

Immunity Provisions

The law provides immunity from civil liability for employees, volunteers, District site administrators and the Superintendent if they, reasonably and in good faith make a report of child abuse in an educational setting in the manner described in the law. The law also provides immunity from civil liability to District site administrators and the Superintendent, if they

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7201.1 Renumber/Revise 7079.1

NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

reasonably and in good faith forward a copy of the report form to a person or agency as required by law and in the manner described in the law.

Confidentiality of Records

In general, the only persons authorized to receive the written report form and any related materials are the District site administrator and the Superintendent. The law requires that all reports, records, photographs and other material submitted remain confidential and may not be disclosed except to law enforcement authorities involved in the criminal investigation of child abuse in an educational setting or as expressly authorized by law or pursuant to a court-ordered subpoena. Willful disclosure of a written record required to be confidential, to a person not authorized to receive or review such record is a class A misdemeanor. The law requires that the District site administrator and Superintendent exercise reasonable care to prevent unauthorized disclosure.

Duties of District Attorneys

Where a criminal investigation is undertaken in response to a report forwarded to the appropriate law enforcement authorities, the district attorney must notify the Superintendent where the acts of child abuse occurred and the superintendent of the school district where the child attends, if different, of the following:

- an indictment;
- the filing of an accusatory instrument;
- the disposition of the criminal case; or,
- the suspension or termination of the investigation.

Where a criminal conviction is obtained for a crime involving child abuse in an educational setting by a licensed or certified school employee, the district attorney is required to notify the Commissioner of Education, as well as the Superintendent if the acts of child abuse occurred at a District site and the superintendent of the school district where the child attends, if different.

Duties of the Commissioner of Education

Upon receiving notification of conviction from a district attorney, the Commissioner of Education must begin proceedings against the convicted individual pursuant to Part 83 of the Commissioner's regulations to determine whether the individual possesses good moral character. The determination may result in additional action taken against the individual related to his or her license or certification.

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Draft 06/01/2015

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7201.1 Renumber/Revise 7079.1

NOTICE OF PARENTAL RIGHTS CHILD ABUSE IN AN EDUCATIONAL SETTING

The Commissioner has also issued the attached form that must be used for the recording and transmission of allegations of child abuse in educational settings.

The Commissioner and the Board of Regents also promulgated §100.2(hh)(2), which sets forth the training requirements relating to child abuse in an educational setting.

Unreported Resignations or Voluntary Suspensions

The law prohibits the District site administrator or Superintendent from agreeing to withhold from the appropriate law enforcement authorities, the Superintendent or the Commissioner of Education, where appropriate, an allegation of child abuse in an educational setting on the part of any employee or volunteer as required by law, in return for the resignation or voluntary suspension of the alleged perpetrator. Violation of this prohibition can result in a class E felony charge and a civil penalty of up to \$20,000.

Madison Central School District

Adopted: 11/19/01

Approved by the Superintendent: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7201.2 Revise/Renumber 7201.2

NOTIFICATION OF TEACHER'S DUTY TO REPORT CHILD ABUSE IN AN EDUCATIONAL SETTING AND IMMUNITY FROM LIABILITY

This notice is to be annually provided to teachers and other school officials pursuant to Educational Law §3028-b to provide a written explanation of their duty to report incidents of child abuse in an educational setting, and of their entitlement to immunity from civil liability for making such reports in good faith.

Where an oral or written allegation is made to any teacher, administrator, school guidance counselor, school social worker, school nurse, school psychologist, or board member that a school district employee or volunteer has subjected a student to child abuse, that person must complete a written report of such allegation (Regulation ~~7079.4~~7201.4). The author of the written report must then personally deliver a copy of it to the building principal where the student currently attends school, whether or not the abuse occurred on school district premises.

If the abuse occurred at a school outside the school district, the report must be promptly forwarded to both the Superintendent of the school district where the student attends school and to the Superintendent of the school district where the abuse occurred.

School employees or volunteers who reasonably and in good faith make a report of child abuse in an educational setting as set forth above have immunity from civil liability.

Madison Central School District

Adopted: ~~11/19/01~~

Approved by the Superintendent: _____

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 06/01/2015

STUDENTS

7201.3 Revise/Renumber 7079.3

CHILD ABUSE IN AN EDUCATIONAL SETTING
STATEMENT OF PERSONAL DELIVERY

I, _____, hereby state that I have personally delivered a copy of the
attached Report of Allegation (Regulation 7079.47201.4) of child abuse to
_____, building principal of _____
School, on _____, 200__ at _____ am/pm.

Signature of Employee

Madison Central School District
Adopted: ~~11/19/01~~
Approved by the Superintendent: _____

Madison School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7201.4 Renumber/Revise 7079.4

CHILD ABUSE IN AN EDUCATIONAL SETTING CONFIDENTIAL REPORT OF ALLEGATION

SUBJECT CHILD	PARENT OF SUBJECT CHILD
Name _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last First MI </div>	Name _____
Address _____ _____	Address (if different) _____ _____
School _____	
Grade _____ Sex (M, F, Unknown) _____	
Age or Birthday (Mo/Day/Yr) _____	

SOURCE OF ALLEGATION (Check as Appropriate)	
<input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Other - Name _____	Relationship to Child (if any) _____

ALLEGED PERPETRATOR (EMPLOYEE OR VOLUNTEER)	
Name _____	School District _____
School Building _____	School Position _____

SPECIFIC ALLEGATION
Use this space to provide information to describe or explain the circumstances surrounding the allegation. (attach additional sheets if necessary)

REPORTER INFORMATION	
Name _____	School District _____
School Address _____	School Telephone _____
Relationship to Child (if any) _____	
<input type="checkbox"/> Teacher <input type="checkbox"/> School Guidance Counselor <input type="checkbox"/> School Nurse <input type="checkbox"/> School Psychologist	
<input type="checkbox"/> Administrator <input type="checkbox"/> School Board Member <input type="checkbox"/> School Social Worker	
<input type="checkbox"/> School personnel required to hold teaching or administrator license or certification	
Date Submitted to Administrator ____ / ____ / ____ /	Signature _____

FOR ADMINISTRATOR USE ONLY	FOR SUPERINTENDENT OF SCHOOL USE ONLY
Reasonable Suspicion ____ Yes ____ No	Reasonable Suspicion ____ Yes ____ No
Date Submitted to Superintendent ____ / ____ / ____	Date Submitted to Law Enforcement ____ / ____ / ____
Name/Signature _____	Name/Signature _____
Date Submitted to Law Enforcement ____ / ____ / ____	Date Submitted to Commissioner ____ / ____ / ____
Name/Signature _____	Name/Signature _____

Madison School District

SUPERINTENDENT'S REGULATION

Draft 06/01/2015

STUDENTS

7201.4 Renumber/Revise 7079.4

CHILD ABUSE IN AN EDUCATIONAL SETTING CONFIDENTIAL REPORT OF ALLEGATION

DEFINITIONS

Definitions contained in Section 1125 of Article 23-B, Title I of the Education Law

1. "Child abuse" shall mean any of the following acts committed in an educational setting by an employee or volunteer against a child:
 - a. intentionally or recklessly inflicting physical injury, serious physical injury or death, or
 - b. intentionally or recklessly engaging in conduct which creates a substantial risk of such physical injury, serious physical injury or death, or
 - c. any child sexual abuse as defined in this section, or
 - d. the commission or attempted commission against a child of the crime of disseminating indecent materials to minors pursuant to Article 235 of the Penal Law.
2. "Child" shall mean a person under the age of 21 years enrolled in a school district in this State, other than a school district within a city having a population of one million or more.
3. "Employee" shall mean any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title nine-B of article five of the social services law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.
4. "Volunteer" shall mean any person, other than an employee, who provides services to a school or school district, which involve direct student contact.
5. "Educational setting" shall mean the building and grounds of a public school district, the vehicles provided by the school district for the transportation of students to and from school buildings, field trips, co-curricular and extra-curricular activities, both on and off school district grounds, all co-curricular and extra-curricular activity sites, and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.
6. "Administrator" or "school administrator" shall mean a principal of a public school, charter school or board of cooperative educational services, or other chief school officer.
7. "Law enforcement authorities" shall mean a municipal police department, sheriff's department, the division of state police or any officer thereof. Notwithstanding any other provision of law, law enforcement authorities shall not include any child protective service or society for the prevention of cruelty to children as such terms are defined in section four hundred twenty-three of the social services law.
8. "Parent" shall mean either or both of a child's parents or other persons legally responsible for the child.
9. "Child sexual abuse" shall mean conduct prohibited by article one hundred thirty or two hundred sixty-three of the penal law.

Madison Central School District

Adopted: 11/19/01

Approve by the Superintendent: _____

EDUCATIONAL NEGLECT

I. Statement of Policy

The Madison Central School District believes regular classroom attendance is an essential part of a student's success in school. The District adopts this policy to ensure that instances of Educational Neglect are promptly reported to the proper Social Services authority.

II. Elements of Educational Neglect

Educational Neglect Occurs when there is evidence of the following elements:

- A. Excessive, Unexcused Absence from School. The student has excessive, unexcused absences from school. The District's standards for student attendance are set forth in Policy Number ~~7011~~7007, *Student Attendance*.
- B. Reasonable Cause to Suspect Parental Role. The parent is aware or should have been aware of the excessive absenteeism and has contributed to the problem or is failing to take steps to effectively address the problem. The District's efforts to contact the parent shall be documented in accordance with Policy Number ~~7011~~7007, *Student Attendance*.
- C. Reasonable Cause to Suspect Educational Impairment or Harm: The District has reasonable cause to believe that the absences have had an adverse effect on the child's educational progress or are creating a danger of such an adverse effect.

III. Procedures for Reporting Educational Neglect

The District reports instances of Educational Neglect in the same manner that it reports other incidents of Child Abuse or Maltreatment. The procedures for reporting Child Abuse or Maltreatment (including Educational Neglect) are set forth in Policy Number ~~7071~~7200, *Reporting Child Abuse or Maltreatment*.

IV. Collaboration with the Department of Social Services

- A. The District has submitted this policy to the Madison and Oneida County Department of Social Services for review by the Office of Children and Family Services in accordance with Section 34-a of the New York State Social Services Law.

POLICY

Draft 06/01/2015
7202 Revise/Renumber 7080

STUDENTS

EDUCATIONAL NEGLECT

- B. The District will provide the Madison and Oneida County Department of Social Services with copies of its current "*Student Attendance*" and "*Reporting Child Abuse or Maltreatment*" policies and any updates to those policies.

Madison Central School District

Legal Ref: NY Social Services Law Section 34-a

Adopted: 06/21/11

Revised: _____

INSTRUCTION

SPECIAL EDUCATION PROGRAMS AND SERVICES

- I. The School District shall make available to all students who are eligible under the Individuals with Disabilities Education Act (IDEA) and Article 89 of the New York State Education Law, and implementing regulations, a free appropriate public education in the least restrictive environment appropriate to meet individual needs.
 - A. The School District accepts its responsibility to ensure that pupils with disabilities have the same opportunity to participate in district programs including extra-curricular programs and activities, which are available to all other pupils enrolled in the District.
 - B. The District, in accordance with Section 200.2(b)(4) of the Commissioner's Regulations, shall ensure that a continuum of alternative placements will be available to meet the needs of students with disabilities for special education and related services. To enable students with disabilities to be educated with nondisabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class. Such services may include, but are not limited to, consultant teacher services and other group or individual supplemental or direct special education instruction.
- II. Consistent with the requirements of federal and state laws and regulations, the Board of Education will:
 - A. Appoint a committee on special education and, as appropriate, CSE subcommittees to assure the identification and placement of eligible students with disabilities. The Board of Education authorizes the Superintendent to recruit and recommend for hiring individuals who possess the certification, education and experience necessary.
 - B. Based upon the recommendation of the CSE, arrange for special education programs within legally prescribed timeframes. Should it disagree with the recommendation of the CSE, the Board, upon notice to the parents involved, and in accordance with the procedures set forth in the Regulations of the Commissioner of Education, may, forward its concerns to the CSE, or reconvene a second CSE for review of and revisions to the original recommendations as appropriate.
- III. To ensure the appropriate delivery of services to students with disabilities who reside in the District, the Superintendent shall ensure that:
 - A. All children with disabilities residing in the Madison Central School District including those attending private school are identified, located and evaluated. A

INSTRUCTION

SPECIAL EDUCATION PROGRAMS AND SERVICES

register of students eligible to attend the public schools or to attend a preschool program in accordance with Section 4410 of the Education Law shall be maintained and revised annually by the CSE or CPSE as appropriate.

- B. School wide approaches and pre-referral interventions including, but not limited to, academic intervention services in order to remediate a student's performance prior to referral for special education are implemented.
 - C. Personally identifiable data and information or records pertaining to students with disabilities remain confidential as required by law and regulations.
 - D. The board shall develop and implement a plan as part of the professional development plan pursuant to section 100.2(dd) of the Commissioner's Regulations. Such plan shall include, but is not limited to, a description of the professional development activities provided to all professional staff and supplementary school personnel who work with students with disabilities to assure that they have the skills and knowledge necessary to meet the needs of students with disabilities.
 - E. The district plan governing the provision of special education programs and services will provide detailed information on how appropriate space for the provision of special education programs and services will be allocated.
- IV. The Committee on Special Education (CSE) is responsible for making recommendations to the Board of Education regarding the identification and placement of students with disabilities.
- A. The CSE will convene periodically in accordance with federal laws and regulations to identify and review each student's IEP and, if necessary, to make further recommendations to the Board of Education.
 - B. The CSE will develop strategies to ensure the successful application of a student's IEP and to ensure that the student's IEP remains confidential and is not disclosed to any person except in accordance with the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act, and applicable regulations.
 - 1. The CSE shall ensure that each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the implementation of a student's Individualized Education Program (IEP) is given a copy of such student's IEP prior to the implementation of such program.

SPECIAL EDUCATION PROGRAMS AND SERVICES

- 2. Other service providers (such as certain teachers, assistants, and support staff persons) who will not receive a copy of the IEP, but who have direct contact with a disabled student shall be given information of the specific accommodations relevant to their contact with such student.
 - a. The Chairperson of the CSE shall designate a professional employee of the district with knowledge of the student’s disability and the education program to, prior to the implementation of the student’s IEP, inform each such teacher, assistant and support staff person of his or her responsibility relating to the implementation of the IEP and the specific accommodations, modifications and support that must be provided.

- V. Parents of students with disabilities and their children shall be provided with notice of the procedural safeguards available to them and their children. The district will use the procedural safeguard notice prescribed by the Commissioner of Education and make the notice available in the manner prescribed by the Commissioner’s Regulations. Students with disabilities and their parents will be afforded the procedural safeguard rights set forth in the notice.

- VI. Each parent or person in parental relation shall be notified upon enrollment or attendance of their child, that state and federal law provides them with rights regarding referral and evaluation of their child for the purposes of special education services or programs. The district will notify the parent or person in parental relations to obtain the information through the website of the State Education Department. The notification will also include the name and contact information of the Committee on Special Education chairperson or other appropriate special education administrator.

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Madison Central School District

Legal Ref: 8 NYCRR Part 200; 34 CFR 300, 20 U.S.C. Section 14 et seq. (IDEA); 4401 et seq., NYS Education Law; Chapter 408 of the Laws of 2002.

Cross Ref: Programs for Students with Disabilities Under Section 504 of the Federal Rehabilitation Act of 1973 Policy. Family Educational Rights and Privacy Act of 1974(FERPA) Policy.

Adopted: 12/18/00

Revised: 12/12/02, 11/18/14, _____

FYI FROM OUR BOARD TO YOURS

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

From: Richard Engelbrecht

To: Perry Dewey

Madison Board of Education

June 2015

Career and Technical Education



ROTARY CLUB HONORS 22 CTE SCHOLARS

The Rotary Club of Oneida honored 22 graduating seniors from the **Oneida and Stockbridge Valley** school districts in early May for their successes in Career and Technical Education (CTE) at Madison-Oneida BOCES.

Students recognized at this year's Recognition Award Ceremony and Luncheon were nominated by their CTE teachers based on their academic achievement, attendance and program accomplishments.

New Ventures student Kally DeGroat, of **Stockbridge**, delivered this year's student address. She told her fellow honorees and a room full of Rotarians, school leaders and BOCES administrators that her internship experience helped her gain confidence and forced her to challenge herself. She will attend LeMoyné College in Syracuse where she will major in biology and psychology with the goal of working in the mental health field. "All of us here have an edge because of the amazing programs BOCES offered to us," she said. CTE Director Dave Arntsen delivered the welcome, commending this year's Rotary group on their remarkable and numerous achievements. Certificates were delivered by CTE Assistant Director Ed Bronson and School Counselor Denise Markowsky.

Students from the **Oneida City School District** who were honored were: Kendall Bennett, Criminal Justice; Samantha DeCarciolo, New Ventures; Alexandria Fellows, New Ventures; Austin Gonzalez, Criminal Justice; William Heisey, Criminal Justice; Alissa Lighthall, New Ventures; Nathaniel Marshall, Automotive Technology; Amber Midgley, Health Professions; Analyse Renfer, Cosmetology; Rebecca Reynolds, Criminal Justice; Marissa Salerno, Criminal Justice; Brooke Scribner, Allied Health; Morgan Simmons, Allied Health; William Trexler, Auto Body Repair

Students from **Stockbridge Valley School District**: Kally DeGroat, New Ventures; Brianna Dygert, Allied Health; Christopher Eastman, Conservation; Aaron Hartle, Graphic Design; Rachel Jackson, New Ventures; Brittany Papa, New Ventures; Sarah Papa, New Ventures; Michael Staudt, Conservation

Center for Instructional Support

STUDENTS, LIBRARIANS ATTEND TEEN BOOK FESTIVAL

In mid-May the Madison-Oneida BOCES School Library System had their sixth annual field trip to the Rochester Teen

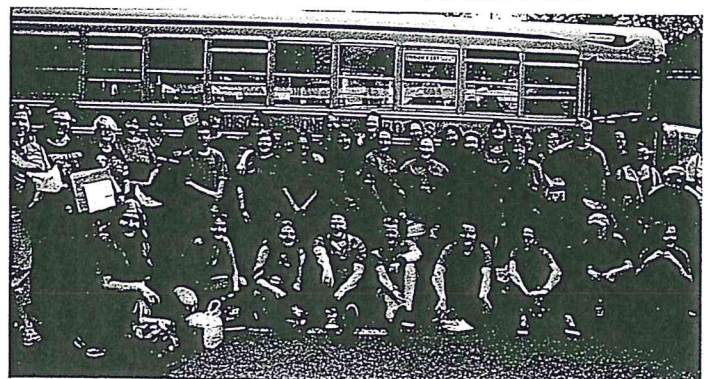
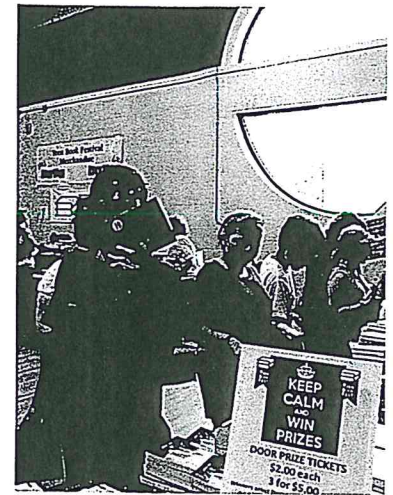
Book Festival. School librarians from **Camden High School, Morrisville-Eaton Middle/High School, Oneida High School, Stockbridge Valley CSD, Vernon-Verona-Sherrill Middle School** and High School participated, as well as an English teacher from **Camden High School**. The school librarians brought along interested students, many who participate in book clubs at school.

The 10th annual festival was held at Nazareth College.

Twenty-nine best-selling young adult authors participated, including Sarah Dessen, Neal Shusterman, Ally Condie, and Ellen Hopkins. The day began with an opening session where each author shared a truth or a talent. Then students dispersed from the Nazareth gym to other buildings on campus for 45-minute sessions with the authors of their choice. Four sessions were offered during the day and authors were available to sign books at the end of the event.

Many students won free books in festival raffles. A few of the students who participated shared their experiences at the SLS Administrators Breakfast in late May.

Each of the 34 students who attended the festival received a book from one of the participating authors. The books were provided by the School Library System (SLS). Transportation was provided by the SLS in conjunction with Madison-Oneida BOCES.



June FYI continued on back...

Staff and Curriculum Development



TEACHERS, ADMINISTRATORS ATTEND WORKSHOPS

The Staff and Curriculum Development Department hosted a number of workshops during the month of May for administrators and teachers with funds from the Strengthening Teacher and Leader Effectiveness Grant.

Among those who presented was Dr. Bill Daggett, who spoke at Rome Free Academy to administrators about “Leading Change during Challenging Times-Lessons Learned from Our Nation’s Most Rapidly Improving Schools.” Dr. Daggett’s presentation touched on the Common Core State Standards, teacher evaluations systems, increasing financial pressure on schools and challenges/opportunities that emerging technologies and tech-savvy students will pose for educators.

Laureen Reynolds from Staff Development for Educators (SDE) visited the Madison-Oneida BOCES campus to present a workshop on informational texts to administrators. The presentation was based on student data and focused on the regional goal established by the MOBOCES component administrative teams for the 2014-15 school year.

In addition, Jody Popple, MOBOCES SCD Math Instructional Specialist, hosted a workshop for grades K-3 teachers at the TriPlexus titled, “Thinking Mathematically with the Rekenrek! The Tool to Develop Number Sense.” Teachers learned how to help children develop efficient strategies for problem solving.

Management Services

PUBLIC INFORMATION ADDS STAFF, SERVICES

The Public Information department recently expanded its offerings. The service helps with crisis management, media relations and internal and external communications.

The staff works with component districts, BOCES and the Mohawk Regional Information Center to craft and manage communications. Services will be expanded this year to include social media maintenance, Web content management and branding and marketing assistance. The department has added a third staff member to help with the expanded services and the needs of the Canastota School District.

Mohawk Regional Information Center

STUDENT MANAGEMENT SYSTEM FOCUS OF EVENT

In mid-May, the Mohawk Regional Information Center hosted the annual Mindex Technologies/SchoolTool user group at the Vernon Downs Event Center. On hand at the event were experts from Mindex Technologies, the student management software (SchoolTool) vendor.

Guidance counselors, administrative assistants, attendance clerks, principals, mentor teachers and business officials from 28 of the region’s schools attended.

Mindex representatives shared new software features and spoke about future software enhancements. They also showcased a set of features designed to help with data integration between a BOCES and their component districts.

Adult and Continuing Education

TRAINING OFFERED FOR NEDP PROGRAM

The BOCES Adult and Continuing Education division hosted a regional training for new program assessors for the National External Diploma Program (NEDP). The test assesses 70 competencies that are aligned with high school level expectations based on the Common Core College and Career Readiness standards. The NEDP evaluates the reading, writing, math and workforce readiness skills of participants in life and work contexts.

Trainees were able to participate from either a remote location via a webinar or on-site. Participants came from the Buffalo Public Schools, Greater Southern Tier BOCES, Madison Oneida BOCES, Orleans Niagara BOCES and Ulster BOCES. The training was presented with the support of the New York State Education Department, CASAS (Comprehensive Adult Student Assessment Systems) and the National External Diploma Program (NEDP).

Alternative and Special Education

PROGRAM FOCUSES ON BUILDING CHARACTER

Students in the Madison-Oneida BOCES Alternative Education Program learned about character education during presentations at the Verona campus in early May. Deric Holton, a representative with Camfel Productions spoke to students in grades 1-6 first, emphasizing the importance of being kind to others. He talked about not bullying classmates and friends. After he spoke, the students saw the film “The Golden Rule.”

Mr. Holton then talked with students in grades 7-12 about their life goals before showing them the film “Quest for Respect.” The movie featured stories of youth who had struggled with adolescence, emphasizing that respect is earned, not simply given.

Mr. Holton was joined during the presentations by Juan Lagrandeur. The pair is part of a group of educators who tour the country teaching students about character, self-respect and inclusion.



Early Childhood Education

GRANDPARENTS VISIT PRE-K CLASSROOMS

The Pre-K students at Stockbridge Valley Central School invited grandparents in to their classrooms in mid-May. The children and their grandparents were involved in activities that encouraged interaction between the generations. They read special books written by the students about their grandparents. In Mrs. Zebrowski’s class students and grandparents made a ladybug snack. In Mrs. Didio’s class children and guests made their own ice cream. The students in both classes then helped their grandparents complete a story page to be added to their class book. The page included memories and information about when the grandparent was a young child.

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

May 2015

Total number of materials borrowed or renewed: 1280
Number of instructional days: 18

High School:

Total number of JH/HS study hall students utilizing the library: 499

Elementary:

Pre-K

Book exchange and one story

Kindergarten

Read library stories about city and country life, and farms

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

1st Grade

Author study: Cynthia Rylant, began supplementing the New World Module

Vocabulary: series, characters, table of contents

2nd grade

Folktale unit on Mexico

Other resources: Maps, globes, easy non-fiction

3rd grade

Continued AR read-aloud Knights of the Kitchen Table

Highlighted other titles in the series

4th grade

Continued Three Terrible Trins

Highlighted new fiction

5th grade

Almanacs and continued AR read aloud Three Terrible Trins
Highlighted new fiction

6th grade

Weather research using the databases
Began an AR read aloud Joey Pigza Swallowed the Key

Library Upkeep

- Assisted faculty members with resource searches; borrowing resources from other schools as well as the public library system
- Inventoried and processed 36 new titles, both print and electronic
- Most circulated title this month: *Don't Let the Pigeon Stay Up Late!*
- Applied for and received an SLS Reading grant for our summer program
- May 29th was the annual School Library System's Administrative Breakfast.
The School Library System calendar page contest based on the theme "Where Learning Never Ends @ Your Library" honored two students from MCS: Savannah Cook, 6th grade, won 1st place. 3rd place to Jayden Miers, 5th grade.
- May 28th I participated in a BrainHive webinar to learn more about their method of providing ebooks to libraries.

Dolly Parton Imagination Library update

- Our current registration is 142 children...we hope to register other MCS pre-schoolers at the kindergarten visitation and Pre-K screening
- The thank you bags containing 142 M&Ms which were delivered to all individuals and businesses that have donated to our program over the past year.
- On May 13th I attended the annual Madison County Literacy Coalition mtg.
- Our committee had registration tables set up at all both elementary spring concerts, the evening of the Budget vote/Science Fair & at the first night of the Middle School musical

Laura Winchester
Madison Library-Media Specialist