

MADISON CENTRAL SCHOOL DISTRICT

School Board Operating Protocols

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

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

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

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

Approved and adopted by MCS June 19, 2012

**Madison Central School
District
Core Values**

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

Communication Chain of Command

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

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

If you have concerns you are free to write or email the Board of Education at:
BoardofEducation@madisoncentralny.org
or
Contact Linda Wood, Secretary to the Superintendent at 893-1878, ext. 201 or by email at lwood@madisoncentralny.org



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



*Madison Central
School District*

*2014-15
Board of
Education*



**Madison Central School
District**

7303 State Route 20
Madison, NY 13402
Telephone: (315) 893-1878
Fax: (315) 893-7111
www.madisoncentralny.org

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

2013-14 Board Members

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

2014-2015 Board of Education Meetings

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

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

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

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

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

Public Forum Information / Guidelines

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

Current Board of Education Members

Jona Snyder, President
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 in the district office for anyone who would like to review it.



7303 State Route 20
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.

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



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.

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

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

Description	2015-2016 Budget
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

Description	2015-2016 Budget
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, BUS 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, Madison Central School, 7303 State Route 20, Madison, NY 13402, phone number (315) 893-1878 ext. 201. 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.

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
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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"

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April 10, 2015

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

Re: Partial Policy Audit Section 6000 Personnel

Dear Mr. Dewey:

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

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

Sincerely,

Jennifer L. Russ
Labor Relations Associate

:jlr
Enclosures

Madison Central School District

Board of Education Policy Audit

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

Friday, April 10, 2015

<u>No.</u>	<u>Name</u>	<u>DELETE Previous No.</u>	<u>Proposed Action</u>
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>held</i> 6060.2	Consent Form for Fingerprinting		DELETE Approved Y N Date Approved: _____
<i>held</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

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

PAYROLL DEDUCTIONS

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

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

EXPENSE REIMBURSEMENTS (Employees)

I. Authorization

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

II. Mileage and Overnight Stays

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

PERSONNEL

PERSONNEL RECORDS AND RELEASE OF INFORMATION

I. Release of Records

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

II. Release of Personal Information

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

III. Release of Information Concerning Former Employees

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

Madison Central School District

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

Adopted: 1984

Readopted: 03/19/99

Revised: _____

PERSONNEL

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

I. Statement of Policy

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

II. Employee Eligibility

A. Length of Service

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

POLICY

PERSONNEL

Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

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

B. Hours Worked

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

C. Serious Health Condition

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

D. Care of a Newborn Infant

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

E. Adoption or Foster Care

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

F. Military Caregiver

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

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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

PERSONNEL

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.

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.

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.

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PERSONNEL

Draft 04/10/2015
6300 Renumber 6018

LEAVES OF ABSENCE FOR SERIOUS HEALTH CONDITIONS OR FAMILY CARE

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

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

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

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 04/10/2015

PERSONNEL

6300.1 Renumber 6018.1

REQUEST FOR FAMILY/MEDICAL LEAVE

Employee Name: _____ Date of Request: _____

Department: _____ Position Title: _____

Hire Date: _____

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

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

Method of Leave Requested

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

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

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

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

U.S. Department of Labor Wage and Hour Division



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

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

[Part A – NOTICE OF ELIGIBILITY]

TO: Employee

FROM: Employer Representative

DATE:

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

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

This Notice is to inform you that you:

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

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

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

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

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

No additional information requested

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

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

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

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

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

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

___ Applicable conditions for use of paid leave: _____

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

_____ at _____.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

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

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

U.S. Department of Labor
Wage and Hour Division



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

SECTION I: For Completion by the EMPLOYER

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

Employer name and contact: _____

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

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

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

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

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

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: () Fax: ()

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

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

Date(s) you treated the patient for condition:

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

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

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

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

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

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

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

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

PART B: AMOUNT OF LEAVE NEEDED

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

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

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

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

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

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

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

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

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

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

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

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

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

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

U.S. Department of Labor Wage and Hour Division



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

SECTION I: For Completion by the EMPLOYER

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

Employer name: _____

Contact Information: _____

SECTION II: For Completion by the EMPLOYEE

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

Your Name: _____
First Middle Last

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

First Middle Last

Relationship of covered military member to you: _____

Period of covered military member's active duty: _____

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

- 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.**

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.

JURY DUTY

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

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

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

Madison Central School District

Legal Ref: Judiciary Law Section 666-a

Adopted: 1984

Revised: 03/18/99, _____

Policy

Draft 04/10/2015

6303 Revise/Renumber 6017

PERSONNEL

WORKER'S COMPENSATION

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

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

Madison Central School District

Legal Ref: Education Law Section 1604, 1709 & 2503

Adopted: 1984

Revised: 03/18/99, _____

PERSONNEL

ATTENDANCE AT CONFERENCES

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

Madison Central School District

Adopted: 1984

Revised: 03/18/99, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 04/10/2015

PERSONNEL

6400.1 Renumber 6060.4

STATEMENT FOR EMERGENCY CONDITIONAL OR CONDITIONAL APPOINTMENT

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

If a conditional appointment.

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

do

do not

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

If an emergency conditional appointment.

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

do

do not

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

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

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

Date: _____

Name: _____

~~Madison Central School District~~

Adopted: 09/05/01

Approved by the Superintendent: _____

QUALIFICATIONS OF BUS DRIVERS

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

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, _____

SUPPORT OPERATIONS

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.

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

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obtain necessary emergency medical care.

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

5. **Return to duty testing**

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

6. **Follow-up testing**

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

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

V. Testing Procedures

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

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

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

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

1. **Alcohol**

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

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

2. **Drugs**

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

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 Position1. **Pre-duty request for prior employment drug and alcohol testing**

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

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

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

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

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

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

VII. Prohibited Conduct

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

VIII. Consequences for covered drivers

Pursuant to the Act and the regulations:

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

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

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

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return to duty test before returning to work.

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

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

IX. Referral, evaluation, and treatment

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

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

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

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

X. Employee Notification

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

XI. Savings Clause

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

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Appendix A
Drug and Alcohol Testing Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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- 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.

Madison Central School District

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

Adopted: 03/18/99

Revised: 06/10/04, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 04/10/2015

PERSONNEL

6402.1 Renumber 6052.2

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

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

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

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

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

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

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

Madison Central School District

SUPERINTENDENT'S REGULATION

DRAFT 04/10/2015

PERSONNEL

6402.1 Renumber 6052.2

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

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

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

Date:

Signature:

Date:

Signature:

Approved by the Superintendent: _____

Policy

Draft 04/10/2015
6500 Renumber 6024

PERSONNEL

EMPLOYEE PROTECTION

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

Madison Central School District

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

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

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: _____

PERSONNEL

EMPLOYER/EMPLOYEE RELATIONS

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

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Revised: _____

Policy

PERSONNEL

6022

POLITICAL ACTIVITIES

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

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

Policy

PERSONNEL

6023

SAFETY OF PERSONNEL

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

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Policy

PERSONNEL

6028

SOLICITING

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

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

Policy

PERSONNEL

6029

THEFT OF SERVICES OR PROPERTY

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

Madison Central School District

Adopted: 1984

Readopted: 03/18/99

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

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

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

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.

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PERSONNEL

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- 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: _____