

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 Telephone: 315-941-0834	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)
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<u>August</u> 19th (R)	<u>February</u> 10th (R)
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<u>September</u> 16th (R)	<u>March</u> 3rd (BW) 17th (R)
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<u>October</u> 21st (R)	<u>April</u> 14th (BW) 21st (R & BOCES Vote)
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<u>November</u> 18th (R)	<u>May</u> 5th (Budget Hearing)
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<u>December</u> 16th-6 pm (R)	<u>June</u> 2nd (W) 16th (R)
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**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

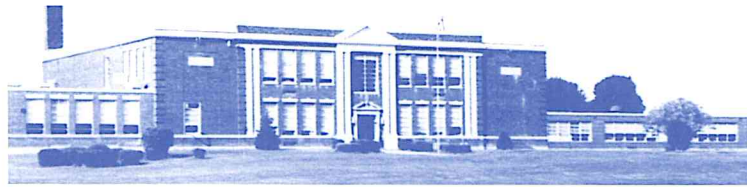
1. Please place your name, address, and email or phone number on the sign-up sheet. If you have not signed up before you speak, please introduce yourself before speaking and leave your contact information with Mrs. Lewis, the Board Clerk, after you speak.
2. The Board will listen to your words and bear 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.

Board of Education

Mr. Jona Snyder
President

Mrs. Stephanie Clark-Tanner
Vice President

Mrs. Mary Bartlett-Linden
Mrs. Beverly Biedermann
Mrs. Kathy Bridge
Mr. William Langbein
Mr. Steven Yancey



MADISON CENTRAL SCHOOL DISTRICT

7303 Route 20, Madison, New York 13402

Phone: (315) 893-1878

Fax: (315) 893-7111

Mr. Perry T. Dewey
Superintendent

Mr. Larry Nichols
Principal

Mrs. Melanie Brouillette
Treasurer

Mrs. Tracey Lewis
District Clerk

BOARD OF EDUCATION EXECUTIVE SESSION REGULAR MEETING

OCTOBER 21, 2014
5:30 P.M. – MAIN OFFICE
6:30 P.M. – LIBRARY

- I. Call to Order
- II. Executive Session
 - a. To discuss collective negotiations pursuant to Article 14 of the Civil Service Law i.e., the Taylor Law. (negotiations)
- III. Adjourn Executive Session and resume regular meeting
- IV. Agenda Additions
- V. Consent Agenda
 - a. Approval of Agenda for This Meeting
 - b. Approval of Minutes from September 16, 2014 Regular Meeting
- VI. Public Forum
- VII. Reports
 - a. Treasurer
 1. Internal Claim Auditor's Report
 2. Treasurer's Report dated August 31, 2014
 3. Detail Warrants
 - a. Warrant Number 6 – Fund A – 8/8/14 – 6 pages
 - b. Warrant Number 9 – Fund A – 8/22/14 – 4 pages
 - c. Warrant Number 3 – Fund C – 8/8/14 – 1 page
 - d. Warrant Number 4 – Fund C – 8/22/14 – 1 page
 - e. Warrant Number 2 – Fund TA – 9/19/14 – 3 pages
 - f. Warrant Number 1 – Fund HBUS – 9/19/14 – 1 page
 4. Treasurer's Report dated September 30, 2014
 5. Detail Warrants
 - a. Warrant Number 11 – Fund A – 9/5/14 – 6 pages
 - b. Warrant Number 12 – Fund A – 10/7/14 – 1 page
 - c. Warrant Number 13 – Fund A – 9/19/14 – 8 pages
 - d. Warrant Number 5 – Fund C – 9/5/14 – 2 pages
 - e. Warrant Number 6 – Fund C – 10/7/14 – 1 page
 - f. Warrant Number 7 – Fund C – 9/19/14 – 2 pages
 - g. Warrant Number 3 – Fund TA – 10/7/14 – 3 pages
 - h. Warrant Number 1 – Fund FA14 – 9/5/14 – 1 page
 - i. Warrant Number 2 – Fund FA14 – 9/19/14 – 1 page
 6. Financial Status Report

- b. Committee Reports
 - 1. Budget - Nov. 20, Jan. 29, Feb. 26, Mar. 26 (Yancey, Snyder)
 - 2. Building & Grounds - **Sept. 24**, Oct. 29, Jan. 28, Mar. 25, May 27 (Yancey, Langbein, Snyder)
 - 3. Curriculum, Sports, Music & Drama – Oct. 28, Feb. 24, May 26 (Bridge, Biedermann, Bartlett-Linden)
 - 4. Negotiations & Labor – **Sept. 25**, Oct. 30, Nov. 20, Jan. 29, Feb. 26, Mar. 26 (Langbein, Biedermann)
 - 5. Policy – Nov. 3, Dec. 1, Jan. 5, Feb. 2, Mar. 2, Apr. 13, May 4, June 1 (Snyder, Biedermann)
 - 6. Strategic Plan – (Snyder, Tanner)
 - 7. Technology - Nov. 4, Jan. 6, Apr. 7 (Langbein, Snyder)
 - 8. Safety – Nov. 18, Jan. 20, May 19 (Langbein, Snyder)

- c. Superintendent – Information Items
 - 1. Technology Committee Audit
 - a. Review of Report Access Controls Over Student Information Systems
 - b. Review of Report of Examination for the Madison School District
 - 2. Building Projects Updates
 - 3. Notice of “Meet the Candidates” NYS Assembly Oct. 23, 2014
 - 4. Veteran’s Exemption – Vote at December 16, 2015 Regular Meeting

- d. Superintendent – Approval Items
 - 1. Creation of Elementary Principal Position
 - 2. Acceptance of donation of piano from Stockbridge Valley Central School
 - 3. Acceptance of donation of signs, bolts, hardware from the manager, Dan at TSC, Hamilton, NY
 - 4. Approval of Surplus book list
 - 5. Approval of Electricity Cooperative Energy Purchasing Service Billing Schedule and Agreement (Joinder)
 - 6. Approval of Resolution Authorizing Participation in Cooperative Energy Purchasing Service (NYSMEC) for Electricity
 - 7. Approval of Jan White as:
 - a. CSE Chairperson/Administrator
 - b. CPSE Chairperson/Administrator
 - 8. Approval of Appointments and Authorizations
 - a. Jan White – Dignity Act Coordinator
 - b. Jan White – Committee on Special Education (CSE) Chairperson/Administrator
 - c. Jan White – Committee of Pre-School Education (CPSE) Chairperson/Administrator
 - d. Jan White – Member of District Wide Safety Team
 - e. Jan White – Education Coordinator
 - f. Jan White – Authorization to Suspend
 - 9. Approval of Overnight Area All State Trip to Oneonta Nov. 21-22, 2014
 - 10. Approval of School Tax Adjustments
 - a. Lorraine Rifenburg – tax map # 125.8-1-2.1
 - b. Mary Anne Wilmot – tax map # 102.-1-48.2
 - c. Perry Dewey – tax map # 114.14-1-2
 - 11. Approval of Non-Negotiated Employee Salary Increase as following the Non-Instructional Contract
 - 12. Approval of Cross Participation for Winter Sports
 - a. Boys Varsity Swimming and Diving with Sherburne Earlville Central School
 - b. Varsity, JV, and Modified Wrestling with Morrisville Eaton Central School

- e. Building Principal / Education Coordinator's Joint Report
 - 1. Building Principal
 - 2. Education Coordinator

VIII. Policy

- a. Second Reading of Policy # 8002 Census
- b. Second Reading to Delete Policy # 8013
- c. First Reading of Grade Level Placement, Retention and Promotion Policy
- d. First Reading to Delete Policies # 8011, 8035, 8036, 8120, 8030, 8034, 8053, 8060, 8061, 8062, 8063, 8064, 8065, 8066, 8067, 8068, 8069, 8070, 8100, 8105, 8106, 8107, 8110, 8111
- e. First Reading to Delete Regulations # 8035.1, 8036.1, 8036.2, 8067.1, 8100.1, 8100.2, 8100.3, 8107.1
- f. First Reading of Policy 4205 Medicaid Billing Compliance Program
- g. First Reading of Policy 8100 Grade Placement, Retention and Promotion Policy
- h. First Reading of Policy 8105 Homework
- i. First Reading of Policy 8106 Response to Intervention
- j. First Reading of Policy 8400 Curriculum Development, Resource, and Evaluation
- k. First Reading of Policy 8401 Guidance Program
- l. First Reading of Policy 8402 Educational Support Materials Selection
- m. First Reading of Regulation 8402.1 Request for Reconsideration of Instructional Materials
- n. First Reading of Policy 8403 Controversial Issues
- o. First Reading of Policy 8404 Textbooks for Resident Students Attending Private Schools
- p. First Reading of Policy 8405 Curriculum Areas in Conflict with Religious Beliefs
- q. First Reading of Policy 8500 Special Education Programs and Services
- r. First Reading of Policy 8501 Prereferral and Declassification Teams
- s. First Reading of Policy 8502 Programs for Students with Disabilities Under Section 504 of the Federal Rehabilitation Act of 1973
- t. First Reading of Regulation 8502.1 Section 504 Notice of Meeting
- u. First Reading of Regulation 8502.2 Notice of Determination After Meeting
- v. First Reading of Regulation 8502.3 Section 504 Accommodation Plan
- w. First Reading of Policy 8504 Skills and Achievement Commencement Credential
- x. First Reading of Policy 8505 Selection, Appointment and Compensation of Impartial Hearing Officers
- y. First Reading of Regulation 8505.1 Selection, Appointment and Compensation of Impartial Hearing Officers
- z. First Reading of Policy 8600 Accommodation of Hearing-Impaired Parents
- aa. First Reading of Regulation 8600.1 Accommodation of Hearing-Impaired Parents Request Form
- bb. First Reading of Regulation of Regulation 8600.2 Accommodation of Hearing-Impaired Parents Notice
- cc. First Reading of Policy 8601 Parental Involvement in Title I Programs
- dd. First Reading of Regulation 8601.1 Annual Notification of Teacher Qualifications
- ee. First Reading of Policy 8080 Use of Time Out Room(s)
- ff. First Reading of Policy 8012 Evaluation of the Instructional Program

IX. Old Business

- X. New Business
 - a. Personnel
 - 1. Appointments
 - a. Michael Babcock – Certified Substitute Teacher effective 9/29/14
 - b. John Silkowski – Transition Coordinator for Title I as per contract effective 10/1/14
 - c. Amanda Tomaino – Transition Coordinator for Title I as per contract effective 10/1/14
 - d. Allison Kovacs – Certified Substitute Teacher effective 10/21/14
 - e. Meelanie Hart – Certified Substitute Teacher effective 10/21/14
 - f. Anthony Dangler – Certified Substitute Teacher effective 10/21/14
 - g. Gail Soule – Kitchen Helper – effective 9/26/14
 - h. Christian Woods – Substitute Teacher’s Aide effective 10/21/14
 - i. Jodi Hawkinson – Full Time Cleaner effective 10/21/14
 - j. Jack Peckham – Full Time Bus Driver effective 10/21/14
 - 2. Mentor Appointments
 - a. Courtney Heim - mentor to Tanna Pascarella for the 2014-15 school year
 - 3. Leave Requests
 - a. Kathy Hynes – Leave Without Pay half day Nov. 25, full days Dec. 1 and 2, 2014
 - 4. Volunteer Appointments
 - a. Tricia Coon – Volunteer Assistant to Girls Basketball
 - b. Rick Peckham – Volunteer Assistant to Boys Basketball
 - c. Spencer Staring – Volunteer Assistant to Boys Modified Basketball
 - 5. Salary Adjustments
 - a. I. Kay Brown – from M1, Step 20 to M6, Step 20 with Masters
 - b. Jessica Planck – from M1, Step 5, to M5, Step 5 with Masters
 - c. Shannon Kemp – from B4, Step 3 to B5, Step 3
 - d. Melissa Tackabury – from M2, Step 9 to M3, Step 9 with Masters
 - e. Travis Owens - from M1, Step 8 to M2, Step 9 with Masters
 - f. Mike Lee – M6, Step 18 with Masters to M6, Step 18 with Masters and C.A.S.
- IX. Correspondence
 - a. Richard Engelbrecht’s monthly BOCES newsletter for October 2014
 - b. Library Media Center Monthly Report for September 2014
 - c. Thank you card from Bea Eaton
- X. Adjournment

DRAFT

The Regular Meeting of the Board of Education of Madison Central School was held on September 16, 2014 at 5:30 and 6:30 pm in the CSE Conference Room and the LGI Room.

MEMBERS PRESENT: Ms. Beverly Biedermann
Mrs. Kathy Bridge
Mr. Jona Snyder
Mrs. Stephanie Tanner
Mr. Steven Yancey – 5:50

MEMBERS ABSENT: Mrs. Mary Bartlett-Linden
Mr. William Langbein

OTHERS PRESENT: Mr. Perry Dewey, Superintendent
Mr. Larry Nichols, Building Principal
Mr. Jeffrey DeAngelo, Education Coordinator
Mrs. Melanie Brouillette, Treasurer
Ms. Tracey Lewis, District Clerk

- I. Call to Order
 - a. Mr. Snyder called the meeting to order at 5:48 pm.
- II. Executive Session

MOTION # 1 – MOTION TO ENTER EXECUTIVE SESSION

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bridge, the board moved to enter into Executive Session at 5:48 pm to discuss the medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Motion carried 4 yes, 0 no.

Mr. Yancey arrived at 5:50 pm.

- III. Adjourn Executive Session and resume regular meeting

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

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to adjourn Executive Session and resume the Regular Meeting at 6:28 pm. Motion carried 5 yes, 0 no.

Mr. Snyder opened the Regular Meeting with the pledge of allegiance at 6:32 pm.

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

MOTION # 3 – APPROVAL OF AGENDA

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the agenda for this meeting. Motion carried 5 yes, 0 no.

- b. Approval of Minutes
 - 1. August 19, 2014 Regular Board Meeting Minutes

MOTION # 4 – APPROVAL OF AUGUST 19, 2014 REGULAR MEETING MINUTES

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the August 19, 2014 Regular Meeting minutes. Motion carried 5 yes, 0 no.

- VI. Public Forum
 - a. Lisa Flaherty of the Oriskany Falls Rotary presented her “Little Free Library” proposition to the board.

MOTION # 5 – ACCEPTANCE OF “LITTLE FREE LIBRARY” DONATION

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to accept the donation of the “Little Free Library” gifted by the Oriskany Falls Rotary with much thanks. Motion carried 5 yes, 0 no.

- VII. Reports
 - a. Treasurer
 - 1. Internal Claim Auditor’s Report

MOTION # 6 – APPROVAL OF INTERNAL CLAIM AUDITOR’S REPORT

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the Internal Claim Auditor’s Report. Motion carried 5 yes, 0 no.

- 2. Treasurer’s Report dated July 31, 2014

MOTION # 7 – APPROVAL OF JULY 31, 2014 TREASURER’S REPORT

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the July 31, 2014 Treasurer’s Report. Motion carried 5 yes, 0 no.

- 3. Detail Warrants

MOTION # 8 – APPROVAL OF DETAIL WARRANTS

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the Detail Warrants as follow: Warrant Number 2 – Fund A – 7/14/14 – 2 pages, Warrant Number 3 – Fund A – 7/22/14 – 3 pages, Warrant Number 4 – Fund A – 7/29/14 – 5 pages, Warrant Number 7 – Fund A – 8/8/14 – 1 page, Warrant Number 1 – Fund C – 7/14/14 – 1 page, Warrant Number 2 – Fund C – 7/29/14 – 1 page, Warrant Number 1 – Fund TA – 8/8/14 – 3 pages. Motion carried 5 yes, 0 no.

- 4. Mrs. Brouillette provided the Financial Status Report to the board.

- b. Committee Reports
 - 1. Budget - no report
 - 2. Building & Grounds - no report – building project update will be given
 - 3. Curriculum, Sports, Music & Drama – no report
 - 4. Negotiations & Labor – no report
 - 5. Policy – no report
 - 6. Strategic Plan – met Aug. 26th – no report
 - 7. Technology - no report
 - 8. Safety – no report
- c. Superintendent – Information Items
 - 1. The board discussed the option of NYSSBA Membership.
 - 2. Shared Services were discussed and the district continues to explore these options with surrounding districts.
 - 3. Mr. Dewey updated the board on the progress of the Building Projects.

4. Workshop notification for “Leading Change During Challenging Times” scheduled for Oct. 1, 2014 was given to the board.
5. The Veteran’s Exemption was discussed. The board asked that a decision be made at the October 21, 2014 meeting.
6. A list of all Non-Resident Students for 2014-15 was provided to the board.
7. Mr. Dewey discussed the need to update the school’s Mission and Vision Statement. A committee will be formed.
8. Mr. Dewey notified the board that there was a withdrawal of intended resignation for Bonnie Wratten.
9. Mr. Dewey took this time to recognize Mr. DeAngelo for all his outstanding work for the district and to wish him well in his new endeavors in a position closer to his home. The board thanks him for his dedicated service.

d. Superintendent – Approval Items

1. Acceptance of Rotary donation of a “Little Free Library” – done earlier
2. Approval of Non-Resident Tuition based student entering PreK effective 9/4/14

MOTION # 9 – APPROVAL OF NON RESIDENT TUITION BASED STUDENT

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the Non-Resident Tuition based student entering PreK effective 9/4/14. Motion carried 5 yes, 0 no.

3. Approval of FFA National Convention trip to Louisville, KY on October 28, 2014 through November 1, 2014

MOTION # 10 – APPROVAL OF FFA NATIONAL CONVENTION OVERNIGHT TRIP

ON THE MOTION of Mrs. Bridge, seconded by Mr. Yancey, the board moved to approve the proposed overnight FFA National Convention Trip to Louisville, KY from October 28 through November 1, 2014. Motion carried 5 yes, 0 no.

4. Approval of Amy Coleman as a Volunteer Supervisor to the Fitness Room

MOTION # 11 – APPROVAL OF AMY COLEMAN AS VOLUNTEER TO FITNESS ROOM

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve Amy Coleman as a volunteer to the Fitness Room. Motion carried 5 yes, 0 no.

5. Approval of abolishment of one full time mathematics teacher position

MOTION # 12 – APPROVAL OF ABOLISHMENT OF ONE FULL TIME MATHEMATICS TEACHER POSITION

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the abolishment of one full time Mathematics Teacher position. Motion carried 5 yes, 0 no.

6. Approval of creation of one .6 part time mathematics teacher position

MOTION # 12 – APPROVAL OF CREATION OF ONE .6 PART TIME MATHEMATICS TEACHER POSITION

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the creation of one .6 part time Mathematics Teacher position. Motion carried 5 yes, 0 no.

7. Approval of creation of one .4 part time ESL (English as Second Language) Teacher position

MOTION # 13 – APPROVAL OF CREATION OF ONE .4 PART TIME ESL TEACHER POSITION

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the creation of one .4 part time ESL (English as Second Language) Teacher position. Motion carried 5 yes, 0 no.

8. Ratify Non-Instruction Contract for 7/1/14 through 6/30/17

MOTION # 14 – APPROVAL OF RATIFICATION OF NON-INSTRUCTIONAL CONTRACT FOR 7/1/14 THROUGH 6/30/17

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the ratification of the Non-Instruction Contract for the period of 7/1/14 through 6/30/17. Motion carried 5 yes, 0 no.

9. Approval of Band and Chorus overnight trip to Boston MA April 24-25, 2015

MOTION # 15 – APPROVAL OF BAND AND CHORUS OVERNIGHT TRIP TO BOSTON

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the Band and Chorus overnight trip to Boston, MA from April 24-25, 2015. Motion carried 5 yes, 0 no.

- e. Building Principal / Education Coordinator's Joint Report
 1. Mr. Nichols presented his Building Principal report which included the topics of opening day, full day PreK update, the success of the Distance Learning and the success of the scheduling for this year.
 2. Mr. DeAngelo presented his Education Coordinator report which included the topics of PreK success, his thanks for his time at Madison and the transition to his new position, a thank you to the faculty and staff for the ever present flexibility in working with change and adjustment, and the production AIS status.
 3. Guest speakers and presentations
 - a. Laura Winchester and Clarissa Winfield shared the successes and programming that was offered for the summer reading program and the summer enrichment program. Thanks were given to both of them as well as the summer recreation team.
 - b. Julia Hudyncia, along with four students presented changes that have taken place in the Agricultural Education curriculum that will align it to the national common core learning standards and provide New York State certification for Career and Technical Education endorsement. This endorsement will enable the district to offer Math and Science credits towards graduation for students who take agriculture programming. It will also better prepare them for all careers in agriculture and STEM fields. Many parents and students were in attendance supporting the program.

VIII. Policy

- a. The first Reading of Policy # 8002 entitled Census was done at this time.
- b. The first Reading to Delete Policy # 8013 was done at this time.

MOTION # 16 – APPROVAL OF SECOND READING OF POLICY

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the second readings of the following policies:

- c. Second Reading to Delete Policy #s 8010, 8011, 8013, 8020, 8021, 8022, 8023, 8024, 8030, 8031, 8032, 8033, 8040, 8042, 8044, 8045, 8049, 8050, 8051, 8052, 8054, 8055, 8071
- d. Second Reading of Policy # 8001 School Year and School Day
- e. Second Reading of Policy # 8003 Opening Exercises
- f. Second Reading of Policy # 8100 Placement, Promotion and Retention
- g. Second Reading of Policy # 8101 Grading
- h. Second Reading of Policy # 8102 Graduation Requirements
- i. Second Reading of Policy # 8103 Community Action Program (Graduation Requirement)
- j. Second Reading of Policy # 8104 Conditional Graduation
- k. Second Reading of Policy # 8200 Home Instruction
- l. Second Reading of Policy # 8201 Released Time for Religious Instruction
- m. Second Reading of Policy # 8202 Instructional Programs
- n. Second Reading of Policy # 8203 Career and Technical Occupational Education
- o. Second Reading of Policy # 8204 (renumbered) Adult Education Program
- p. Second Reading of Policy # 8205 (renumbered) Courses Including Dissection of Animals
- q. Second Reading of Policy # 8206 Limited English Proficiency Instruction
- r. Second Reading of Regulation # 8206.1 Limited English Proficiency Instruction
- s. Second Reading of Policy # 8300 (renumbered) Field Trip Policy
- t. Second Reading of Policy # 8503 Independent Educational Evaluations
- u. Second Reading of Regulation # 8503.1 Independent Educational Evaluations
- v. Second Reading of Policy # 8046 (replaced by 0021) AIDS Instruction in Health Education
- w. Second Reading of Policy # 8048 (replaced by 5002) Fire and Arson Prevention Instruction
- x. Second Reading of Policy # 8121 Surrogate Parents

Motion carried 5 yes, 0 no.

- IX. Old Business
 - a. None

- X. New Business
 - a. Personnel
 - 1. Resignations

MOTION # 17 – ACCEPTANCE OF RESIGNATIONS FOR OTHER ASSIGNMENTS

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to accept the resignations of Hannah Matteson and Betsy Lopata as listed for purposes of other assignments:

- a. Hannah Matteson – Teacher’s Assistant to Pre-K (to be re-appointed) effective 9/2/14 (previously appointed Long Term Substitute for Bridget Idzi pending this resignation)
- b. Betsy Lopata – Teacher’s Aide effective 9/2/14 (previously appointed as Teacher’s Assistant pending this resignation)

Motion carried 5 yes, 0 no.

2. Appointments

MOTION # 18 – APPROVAL OF APPOINTMENTS

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the following appointments as listed:

- a. Mark Bankowski – Probationary Science Teacher effective 9/2/14 with tenure recommendation of 9/2/17 with certification in Biology 7-12 at M1, Step 3 with Masters at \$40,055 per year
- b. Bethany Humphrey – Long Term Substitute Teacher’s Assistant effective 9/2/14 – 6/30/15
- c. Tom Peckham – Teacher’s Aide effective 9/8/14
- d. Karen Brouillette – Teacher’s Aide effective 9/5/14
- e. Inabell Kay Brown - .6 Mathematics Teacher effective 9/2/14
- f. Shannon Kemp - .4 ESL (English as Second Language) Teacher effective 9/2/14

Motion carried 5 yes, 0 no.

3. Tenure Track Status

MOTION # 19 – APPROVAL OF APPOINTMENT AND TENURE TRACK FOR SHANNON KEMP

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the following resolution for purposes of tenure for Shannon Kemp:

- a. Approval of Shannon Kemp as Probationary Full Time Teacher with .6 Spanish Teacher and 4. ESL (English as Second Language) Teacher effective 9/2/14 with a tenure track in Foreign Language with a tenure recommendation of 9/2/17 with initial certification in Spanish 7-12 and tenure track in English as a Second Language with a tenure recommendation of 9/2/17 as certified in Speakers of Other Language at a salary rate of B4, Step 3, \$36,989 per year.

Motion carried 5 yes, 0 no.

4. Salary Corrections

MOTION # 20 – APPROVAL OF SALARY CORRECTIONS

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

- a. Erika Newton - \$12.79 per hour
- b. Bridgette Avery - \$12.79 per hour
- c. Betsy Lopata - \$12.79 per hour

Motion carried 5 yes, 0 no.

5. Leave Requests

- a. Betsy Lopata – Leave without pay for September 25, 2014

MOTION # 21 – APPROVAL OF UNPAID LEAVE REQUEST FOR BETSY LOPATA

ON THE MOTION Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the unpaid leave request of Betsy Lopata for September 25, 2014. Motion carried 5 yes, 0 no.

6. Mentors

MOTION # 22 – APPROVAL OF MENTORS

ON THE MOTION of Mr. Yancey, seconded by Mrs. Tanner, the board moved to approve the following list of mentors for 2014-2015:

- a. Lindsay Bailey - Mentor to Lisa Ladouceur
- b. Megan Barnes - Mentor to Mark Bankowski
- c. Mike Lee - Mentor to Bridgette Avery

Motion carried 5 yes, 0 no.

- b. CPSE/CSE Recommendations – in official packet

MOTION # 23 – APPROVAL OF CPSE/CSE RECOMMENDATIONS

ON THE MOTION of Mrs. Bridge, seconded by Ms. Biedermann, the board moved to approve the CPSE/CSE Recommendations as provided in the official packet. Motion carried 5 yes, 0 no.

XI. Correspondence

- a. Richard Engelbrecht's monthly BOCES newsletter for August 2014 was provided.
- b. Richard Engelbrecht's monthly BOCES newsletter for September 2014 was provided.
- c. The Oneida Daily Dispatch article entitled "Madison Starts All-Day Pre-K" was provided.
- d. The Library Media Center Summer Wrap Up Report was provided to the board
- e. A thank you note from Parry's Gym for the donation of the gym mats was provided to the board.

XII. Public Forum

- a. Thank you was directed to Chris Post and his entire staff for their hard work in the gym transformation as well as thanks to the Sports Club for their efforts.
- b. Questions were raised about the natural gas line opportunities for Madison School and a request for the school to continue to explore these options.

XIII. Adjournment

MOTION # 24 – ADJOURNMENT

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to adjourn for the evening at 7:47 pm. Motion carried 5 yes, 0 no.

Tracey Lewis

From: LGSA-Audits@osc.state.ny.us
Sent: Tuesday, August 19, 2014 10:16 AM
To: Tracey Lewis
Subject: Access Controls to Student Information Systems
Attachments: Access Controls FINAL.pdf

Dear Ms. Lewis :

Enclosed is a report entitled Access Controls Over Student Information Systems. This report was prepared by the Office of the State Comptroller and is a compilation of work performed at Altmar-Parish Williamstown Central School District, Indian River Central School District, Lowville Academy and Central School District, Madison Central School District, Poland Central School District and Westhill Central School District. The report provides recommendations on controlling access to student information systems.

The audit was conducted, and the report prepared, in accordance with Article V, Section 1 of the State Constitution and the authority granted to the State Comptroller by Article 3 of the General Municipal Law.

I trust that the report will be helpful to you. If you require assistance, or if you have any questions about the report, please contact Ms. Rebecca Wilcox, Chief Examiner, at (315) 428-4192.

Sincerely,

Gabriel F. Deyo
Deputy Comptroller
Division of Local Government and
School Accountability

Enc.

(See attached file: Access Controls FINAL.pdf)



THOMAS P. DiNAPOLI
COMPTROLLER

STATE OF NEW YORK
OFFICE OF THE STATE COMPTROLLER
110 STATE STREET
ALBANY, NEW YORK 12236

GABRIEL F. DEYO
DEPUTY COMPTROLLER
DIVISION OF LOCAL GOVERNMENT
AND SCHOOL ACCOUNTABILITY
Tel: (518) 474-4037 Fax: (518) 486-6479

August 19, 2014

Perry Dewey, Superintendent
Members of the Board of Education
Madison Central School District
7303 Route 20
Madison, NY 13402

Report Number: P3-13-31

Dear Mr. Dewey and Members of the Board of Education:

A top priority of the Office of the State Comptroller is to help school district officials manage their resources efficiently and effectively and, by so doing, provide accountability for tax dollars spent to support district operations. The Comptroller oversees the fiscal affairs of districts statewide, as well as compliance with relevant statutes and observance of good business practices. This fiscal oversight is accomplished, in part, through our audits, which identify opportunities for improving district operations and Board of Education governance. Audits also can identify strategies to reduce district costs and to strengthen controls intended to safeguard district assets.

We conducted an audit of six school districts in central and northern New York. The objective of our audit was to determine whether the districts adequately control access to their student information system (SIS). We included the Madison Central School District (District) in this audit. Within the scope of this audit, we examined the District's policies and procedures and reviewed access to the SIS for the period July 1, 2011 through April 30, 2013. We extended our scope period through October 1, 2013 to perform certain tests of the District's access controls.

This report of examination letter contains our findings and recommendations specific to the District. We discussed the findings and recommendations with District officials and considered their comments, which appear in Appendix A, in preparing this report. District officials generally agreed with our findings and recommendations and indicated they planned to initiate corrective action. At the completion of our audit of the six districts, we prepared a global report that summarizes the significant issues we identified at all of the districts audited.

Summary of Findings

The District did not adequately control access to its SIS. Although the Board of Education (Board) established policies related to the confidentiality of computerized information and

breach notification requirements, District officials have not established effective procedures for the administration of the SIS to ensure that access rights are assigned only to authorized users and are compatible with users' roles or job duties. While there is a formal process to add and deactivate user accounts, management does not verify assigned user rights and does not periodically monitor user rights to ensure they are current and appropriate. In addition, management does not periodically review change reports or audit logs to identify inappropriate activity in the system. As a result, personal, private and sensitive information (PPSI)¹ in the SIS is at risk for inappropriate access and misuse.

Our audit found that 13 of the 21 user accounts tested (62 percent) included more access rights than necessary for users to fulfill their roles or job duties; these additional rights included changing student demographic information or grades and viewing and modifying health records. Additionally, some users can assume the identity or account of other users, which may give them more access rights than allowed within their own user account. We also compared the District's active employees to a list of current staff users of the SIS and found three generic user accounts that were not assigned to any specific individuals. When generic accounts are used, accountability is diminished and activity in the SIS may not be able to be traced back to a single user.

We reviewed audit logs for activities of the 13 users who had more access than necessary and the three generic user accounts. We found three users changed student demographics or made grade changes when it was not their job duty to do so. No changes were made using the three generic user accounts.

Our audit also disclosed areas where additional information technology (IT) security controls and measures should be instituted. Because of the sensitive nature of these findings, certain vulnerabilities are not identified in this report, but have been communicated confidentially to District officials so they could take corrective action.

Background and Methodology

The District is located in the Towns of Eaton, Madison and Stockbridge in Madison County and Augusta, Marshall and Vernon in Oneida County. It operates one school with approximately 470 students and 165 employees. The District's budgeted appropriations totaled \$9 million for the 2013-14 fiscal year. These costs are funded primarily through State aid and real property taxes.

The District is governed by a seven-member Board. The Board's primary function is to provide general management and control of the District's financial and educational affairs. The Technology Coordinator is responsible for the day-to-day operations of the SIS. The Mohawk Regional Information Center (MORIC) houses the District's SIS and provides technical support for the SIS to the District.

¹ PPSI is any information to which unauthorized access, disclosure, modification, destruction, or disruption of access or use could severely impact critical functions, employees, customers (students), third parties or citizens of New York in general.

The SIS commonly contains extensive information about students, including parent and emergency contacts, attendance, disciplinary actions, testing, schedules, grades and medical information. Therefore, the SIS includes a considerable amount of PPSI, which students and their parents entrust school districts to safeguard. In addition to providing SIS access to teachers, administrators and various staff members, many districts also provide parents with limited access to their child's information and students with limited access to their own information.

Authorized users of the District's SIS are parents, teachers, administrators and various other District staff as well as MORIC employees and the SIS vendor who are involved in supporting the SIS. The District assigns access rights through 18 different user groups² in its SIS for 311 users.³ Private information in the District's SIS application includes demographic, health, course, and special education information; student evaluations; student identification numbers; and current and historical grades. The student data entered into the District's SIS can also be transferred to other operating applications used throughout the District for programs such as school lunch, transportation and special education. Effective controls can help to prevent the misuse or alteration of student information within the SIS and the transfer of incorrect student information to other operating applications within the District.

To achieve our audit objective, we interviewed District officials and staff and examined the District's policies and procedures to control and monitor access to its SIS. We also performed tests to determine if access was properly restricted based on the users' role or job duties and to determine if staff user accounts were assigned to active District employees.

We conducted our audit in accordance with generally accepted government auditing standards (GAGAS). More information on such standards and the methodology used in performing this audit is included in Appendix B of this report.

Audit Results

District officials are responsible for developing IT controls to protect and prevent improper access to PPSI in the SIS. Policies and procedures should be established to ensure access is limited to only authorized users of the SIS and that rights assigned to authorized users are compatible with their roles or job duties. Management should periodically monitor user accounts and rights to ensure the rights agree with formal authorizations and are current and updated as necessary. Management should periodically monitor change reports or audit logs from the SIS for any unusual activity to help ensure that only appropriate changes are being made by authorized users of the SIS.

Policies and Procedures – The Board adopted a Public Access to Records Policy for confidentiality and to prohibit disclosure of certain personal student records. The Board also adopted an Information Security and Breach Notification Policy that clarifies PPSI and details how District employees would notify affected parties whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization.

² Comprising 17 instructional and non-instructional staff user groups and one parent group

³ Comprising 182 parent users, 87 staff users, 41 MORIC employees and one vendor

The District has not adopted written policies and procedures for adding users, establishing users' access rights, deactivating or modifying user accounts and monitoring user access. Although the District has a process in place for adding and changing user rights, we found this process was not operating effectively. Individuals were assigned more rights than they needed for their job duties. In addition, District officials do not periodically review users' access rights for appropriateness, and do not review audit logs (system-generated trails of user activity) for potentially unauthorized activity. Finally, management does not monitor employees' use of powerful system features that allow them to assume the access rights of other users. Without written procedures over the maintenance of user accounts, staff responsible for these functions may not understand their role, and there is an increased risk that access to the SIS will not be properly restricted.

User Access – When access is not properly restricted, there is an increased risk that sensitive or confidential data will be exposed to unauthorized use or modification. For example, users may be able to view confidential data to which they should not have access or perform functions that they have no authority to do, such as adding a new user account or modifying student information (e.g., grades and demographics).

The District has 18 user groups in the SIS, each with an associated set of rights and permissions. The user groups include titles such as Administrators, Transportation, Teachers and Attendance. The Technology Coordinator told us all users within a user group have the same rights and permissions to either view or modify data. The District utilizes a form to document the request to add a new staff user account and the group(s) the user is assigned to. The form is initially completed by the person requesting access to the SIS and then provided to the Technology Coordinator who designates the user's role (group) on the form and signs it. He then adds the user account to the SIS and places the user in the assigned group(s).⁴ The Technology Coordinator told us there is no procedure in place to modify user accounts. He deactivates user accounts upon notification of the Board's approval of any resignations. If a staff member needs rights different than those in any established user group, the Technology Coordinator will modify and assign the staff user to multiple groups to grant additional rights to that user or create a new staff user group to grant rights specific to that user.

We found weaknesses in the District's process to ensure users do not have more access rights than needed. There is no formal management approval of the access rights assigned by the Technology Coordinator. Also, there is no process in place to verify all users' access needs are compatible with the specific rights of the group(s) they are placed in because the Technology Coordinator assigns users to a user group based on his historic knowledge of prior users who were assigned the same role. Assigning the same rights to a new user as a predecessor in the same job title/role does not guarantee that the user rights assigned are accurate. The Technology Coordinator's ability to assign, create, modify, deactivate and authorize user access rights without any management or supervisory review increases the risk that users could be assigned more access rights than needed. Lastly, management does not monitor staff user rights on a periodic basis once rights have been assigned, further increasing the risk that user accounts and rights may not be current or appropriate.

⁴ The District does not add MORIC user accounts to the SIS; these user accounts are added by MORIC.

As a result of the weaknesses identified, we compared the access rights/permissions of 21 SIS users in 13 groups⁵ to their job duties to determine whether their access is compatible and appropriate. We interviewed 20 of these users⁶ who represented each of the groups in our sample to determine what their job duties are and observed them navigating the SIS screens to see what access was available to them. We found 13 of the 21 users (62 percent) tested had more rights than necessary to fulfill their job duties.⁷ Further, the user groups that these users were assigned to indicated that, in fact, the number of users with permissions that are not required for their jobs is much larger. The results of our testing disclosed the following:⁸

- According to the Teacher's Handbook, only the Principal is authorized to change grades from previous marking periods that have been closed out. However, in our sample of 21 users, we found 11 other users who can also change closed-out grades – guidance counselor, Treasurer, kitchen director, office assistant, Committee of Special Education (CSE) chairperson, clerk, social worker, psychologist, typist, the Technology Coordinator and a MORIC employee. These 11 users belong to eight different staff user groups. Because the Technology Coordinator told us user rights and permissions are the same for all users within each user group, all the other users within these eight staff user groups are also capable of changing grades. In total, there are 38 users (24 MORIC employees, 13 staff users and the vendor) who can change grades even though it is not within their job responsibilities to do so.
- It is the responsibility of the elementary and high school secretaries (and the guidance office staff during the summer) to change student demographic information. However, seven other users in our sample also have the ability to change demographic information such as student age, student user identification number, address and parent contact information. The seven users, included in five staff user groups, are the Treasurer, kitchen director, clerk, social worker, psychologist, the Technology Coordinator and a MORIC employee. Because of the shared user permissions within specific groups, there are 33 users (24 MORIC employees, 8 staff users and the vendor) in these five user groups who are capable of making changes to student demographic information even though it is not their job responsibility to do so.
- The Technology Coordinator is responsible for adding and deactivating staff user accounts in the staff user groups; however, two other users in our sample (CSE Chairperson and a MORIC employee) also have permission to add and deactivate staff user accounts. The two users are in two user groups that contain a combined total of 28

⁵ See Appendix B, Audit Methodology and Standards, for details of test selection.

⁶ We did not interview the MORIC employee. However, MORIC officials informed us about the SIS responsibilities of their employees.

⁷ Some staff users had multiple user rights that were not necessary given their job duties. We found that parent access rights were appropriate.

⁸ MORIC officials told us MORIC SIS support staff require full access rights to the SIS in order to assist the District with troubleshooting on a day-to-day basis. We did not include SIS support staff as exceptions in our testing. However, we did include the SIS vendor and other MORIC technical staff (e.g., programmers and technicians) in our exceptions because they were granted full access rights to the SIS and they only need occasional access for troubleshooting. Rather than provide full access rights to these users all the time, the District should grant them the necessary access only when they need it.

users (24 MORIC employees, three staff users and the vendor) who can add and deactivate staff user accounts even though it is not within their job responsibilities to do so.

The Technology Coordinator told us that he was not aware that these users had more permissions than necessary. The majority of these users are MORIC technical staff (e.g., programmers and technicians) and the SIS vendor who rarely access the SIS to assist the District with troubleshooting and, therefore, do not need all the user rights they have been granted in the SIS. It is important for the District, in conjunction with the MORIC, to review and update user permissions in order to help reduce the risk that sensitive or confidential student information could be compromised.

We also compared a list of all the District's active employees to a list of the 87 current staff users of the SIS to determine if any users of the SIS are not District employees or if any former employees remain on the current user list. Of the 87 users, three were not on the list of active employees and had generic user names that were not assigned to any one individual. The Technology Coordinator told us the accounts were created as sample or test accounts. When generic accounts are used, accountability is diminished and activity in the system may not be able to be traced back to a single user. District officials should deactivate these generic user accounts to prevent unauthorized use.

User Activity – Given the weaknesses we identified in the District's process for granting user access rights, we reviewed the District's audit logs⁹ for unauthorized user activity during our audit period.

Our review of the audit log activity of the 13 users in our audit sample who had more capabilities in the SIS than their job duties required found two users (the guidance counselor and an office assistant/teacher aide) made 141 combined changes to student grades even though it is not their responsibility to change grades. We also found that the Treasurer made 10 changes to student demographics, even though it is not her responsibility to do so. Our review of the audit log entries for the other 10 users did not disclose any unauthorized activity. In addition, we reviewed the audit log activity for the three generic user accounts and found no changes were made using these accounts.

We selected a judgmental sample of 10 of the 141 grade changes to determine whether these grade changes were authorized, documented and supported. The grade changes included changes from 47 to 70, 58 to 70 and 62 to 70. Although District officials provided us with general, verbal explanations for the 10 grade changes selected, they had no formal process for documenting grade changes, including who authorized the changes and the reason for the changes, and for retaining the information on file. Without documented authorizations to support grade changes and periodic monitoring of audit logs, there is an increased risk unauthorized users could make inappropriate changes to student information without detection.

"Assume-Identity/Assume-Account" Features – The ability to grant or modify user rights in the SIS should be strictly controlled. Individual users should not have the capability to assign

⁹ Audit logs are automated trails of user activities, showing when users enter and exit the system and what they did.

themselves additional user rights beyond those rights that have already been authorized. However, the District's SIS allows certain users to assume the identity or the account of another user.

- The assume-identity feature allows a user to retain their own rights/permissions while accessing student information for students assigned to the user whose identity they assume. During our testing of the sample of 21 users, we identified nine users¹⁰ in seven user groups with the ability to assume identities of another user. In total, these seven user groups comprise 37 users (24 MORIC employees, 12 staff users and the vendor) who can perform this assume-identity function.
- The assume-account feature is similar to the assume-identity feature in that the user retains their own rights/permissions. However, it allows a user to assume the account of another user and also inherit all the given rights/permissions of that user. Of the nine users in our sample who have the ability to assume the identity of another user, seven users can also assume the account of another user.¹¹ These seven users are in four user groups, comprising a total of 35 users (24 MORIC employees, 10 staff users and the vendor) who can perform this powerful function.

Audit logs generated from the SIS appropriately track the activity of users when they assume someone else's identity or account and the logs show changes made by the actual user. However, the audit logs do not show the user whose identity or account has been assumed and they do not clearly differentiate what actions are completed under a user's assigned account rights versus what actions are taken under an assumed identity or account. This makes it difficult for management to evaluate how often users are using these features and whether they are using them to make changes or view information to which they would otherwise not have access through their own user account.

Report Monitoring – Audit logs or change reports¹² maintain a record of activity or show changes or deletions made in a computer application. District officials should review these reports to monitor for unusual activity. These reports provide a mechanism for individual accountability and for management to reconstruct events.

District officials do not monitor user activity in the SIS and were not aware of any audit logs or change reports available in the SIS to review changes made by users. Because we found that user access was not always assigned according to job duties, it is even more important that the District monitor user activities to ensure appropriate use. When audit logs or change reports are not generated and reviewed, management cannot be assured that unauthorized activities, such as grade changes or adjustments to user account access, are detected and adequately addressed.

¹⁰ Guidance counselor, Treasurer, CSE chairperson, technology coordinator, social worker, two office assistants, a typist and a MORIC employee

¹¹ A guidance counselor and the Treasurer do not have access to the assume-account feature.

¹² Change reports track specific types of changes made to the system or data.

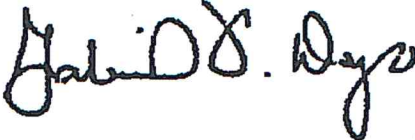
Recommendations

1. District officials should review current procedures for assigning user access rights and strengthen controls to ensure that individuals are assigned only those access rights needed to perform their job duties. District officials should monitor user access rights periodically.
2. The Board should adopt written policies and procedures for adding users, establishing users' access rights, deactivating or modifying user accounts and monitoring user access.
3. District officials should evaluate the user permissions currently assigned to each user group, develop a process to verify that individual users' access needs are compatible with the rights of the assigned groups and update the permissions or groups as needed.
4. District officials should remove all generic or unknown accounts from the SIS.
5. District officials should restrict the ability to make grade changes in the SIS to designated individuals and ensure that documentation is retained to show who authorized the grade change and the reason for the change.
6. District officials should consider whether the assume-identity and assume-account features are appropriate for use. If they decide to use these features, they should work with the SIS vendor to determine if the audit log report format can be modified, or change reports produced, to clearly show user activity performed and all accounts involved when these features are used.
7. District officials should periodically review available audit logs for unusual or inappropriate activity.

The Board has the responsibility to initiate corrective action. Pursuant to Section 35 of the General Municipal Law, Section 2116-a (3)(c) of the Education Law, and Section 170.12 of the Regulations of the Commissioner of Education, a written corrective action plan (CAP) that addresses the findings and recommendations in this report must be prepared and forwarded to our office within 90 days. To the extent practicable, implementation of the CAP must begin by the end of the next fiscal year. For more information on preparing and filing your CAP, please refer to our brochure, *Responding to an OSC Audit Report*, which you received with the draft audit report. The Board should make the CAP available for public review in the District Clerk's office.

We thank the officials and staff of the District for the courtesies and cooperation extended to our auditors during this audit.

Sincerely,

A handwritten signature in black ink that reads "Gabriel F. Deyo". The signature is written in a cursive style with a large, stylized initial "G".

Gabriel F. Deyo

APPENDIX A

RESPONSE FROM DISTRICT OFFICIALS

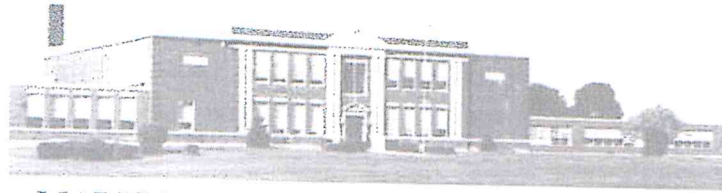
The District officials' response to this audit can be found on the following pages.

Board of Education

Mr. Jona Snyder
President

Mrs. Kathy Bridge
Vice President

Mrs. Stephanie Clark-Tanner
Mr. William Langbein
Mr. Carl Lindberg
Mr. James Mitchell, Jr.
Mr. Steven Yancey



MADISON CENTRAL SCHOOL DISTRICT

7303 Route 20, Madison, New York 13402

Phone: (315) 893-1878

Fax: (315) 893-7111

Mr. Perry T. Dewey
Superintendent

Mr. Larry Nichols
Principal

Mrs. Melanie Brouillette
Treasurer

Mrs. Tracey Lewis
District Clerk

May 1, 2014

Dear Office of the Comptroller:

Please accept this letter as the written audit response of the Madison Central School District to your draft report of examination letter dated April 30, 2014 ("Draft Report"). After receiving and reviewing your final report, we will prepare a Corrective Action Plan and submit it as required. As noted below, some of the recommendations made in the Draft Report have already been implemented.

We understand that the Office of the State Comptroller conducted an audit of several school districts in Central New York with the specific objective of examining how those districts controlled access to their student information systems (SIS). The inclusion of the District in that study has provided us with an opportunity to examine our procedures and identify areas for improvement. We appreciate the professionalism demonstrated by all staff members of your Office during the examination, and the courtesies extended during the exit meeting.

As your Office is no doubt aware, during the period covered by your examination the primary law governing access to student information was the Federal Family Educational Records and Privacy Act (FERPA). Although not mentioned in the Draft Report, Board Policy 7060 (Student Privacy) and Regulation 7060.1 (Student Privacy – FERPA) have long guided the District's compliance with FERPA. The recommendations in your Draft Report will assist us in continuing this record of compliance into the digital age.

We are pleased that your examination apparently did not identify any circumstance constituting a violation of any state or federal statute or regulation, and that the Draft Report does not identify any instance of inaccurate or fraudulent data alteration. We respect the Comptroller's opinion that the District did not adequately control access to its SIS; albeit, it was unknown to the district that the SIS system operations allowed for these capabilities to be granted to users. We are in general agreement with the recommendations made by your Office, and as noted, have already taken steps to implement some of them.

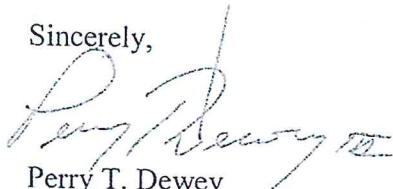
The District especially appreciates how the Comptroller's audit team worked with our technology partners at the Mohawk Regional Information Center ("MORIC"). Our final assessment of the relative risks and benefits of certain program features discussed in the Draft Report, as well as the technical feasibility of certain recommendations, will be made after further

discussion with MORIC staff. We will also work closely with MORIC to develop additional policies or procedures in response to the recommendations in the Draft Report, to insure continued interoperability.

The District agrees with the objective of the Draft Report – that the security and confidentiality of student information be maintained in accordance with all legal requirements. We are confident that the District’s Corrective Action Plan will provide a path toward continued improvement.

As of this time, the District has taken corrective action in the areas of access rights and has implemented controls that address several of the recommendations in the Draft Report. In that we are working with the MORIC and SIS provider to correct system security issues as they pertain to the audit logs. The District is also addressing policy and procedures that will address concerns of user rights and access to the SIS system. These items will be expanded upon in our forthcoming corrective action plan.

Sincerely,

A handwritten signature in cursive script, appearing to read "Perry T. Dewey".

Perry T. Dewey
Superintendent

APPENDIX B

AUDIT METHODOLOGY AND STANDARDS

We reviewed access to the District's SIS for the period July 1, 2011 through April 30, 2013. We extended our scope period through October 1, 2013 to perform certain tests of the District's access controls.

To achieve our audit objective and obtain valid audit evidence, we performed the following audit procedures:

- We interviewed District officials and staff, as well as MORIC staff, to gain an understanding of the District's SIS application and authorized users, assignment and monitoring of user access rights to the SIS, and IT policies and procedures.
- We compared a list of current active employees to a list of current SIS staff users to determine if any users of the SIS are not District employees or if any former employees remain on the current user list. We obtained the most recent employee user list from the SIS and obtained an employee master list from the Payroll Department. We also compared a list of employees who left District employment during our audit period to the list of current SIS users to verify they were no longer active SIS users.
- We selected 21 users of the SIS to compare the users' job duties with user group assignment and individual user rights to determine if access rights are compatible with job duties. We obtained a master list of SIS users and randomly selected 10 percent of instructional and non-instructional staff users for a total of 10 users, and judgmentally selected 11 users that we considered to have higher risk. Higher risk users included those not on the list of current active employees but on the list of SIS users, administrative users, users with add/modify permissions and users who can change grades.
- We interviewed 20 of these users to determine what their job duties are and observed them navigating the SIS modules to see what access was available to them.
- We also selected one parent user to verify the individual user (and the parent group) had just view-only rights. We obtained the parent user list and selected an on-site staff person who was a parent.
- We reviewed the audit logs to determine whether the users identified as exceptions in our tests performed any function that is not part of their job duties or accessed the system after they left the District.
- We selected 10 grade changes made by a guidance counselor who was not designated to change grades in the SIS and determined whether these grade changes were authorized, documented and supported. We focused our testing on changes made to final grades for

marking periods that had already been closed out, pass/fail changes and changes made for different courses.

We conducted this performance audit in accordance with GAGAS. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

GENERAL MUNICIPAL LAW – SECTION 35

FILING OF REPORT OF EXAMINATION AND NOTICE THEREOF

Section 35. Filing of report of examination and notice thereof.

1. A report of such examination shall be made and shall be filed in the Office of the State Comptroller and in the office of the clerk of the municipal corporation, district, agency or activity, or with the secretary if there is no clerk. An additional copy thereof shall be filed with the chief fiscal officer, except that in the case of a school district, such additional copy shall be filed in the office of the chairman of the board of trustees, the president of the board of education or the sole trustee, as the case may be. When so filed, each such report and copy thereof shall be a public record open to inspection by any interested person.

2. (a) Within ten days after the filing of a report of examination performed by the Office of the State Comptroller, a report of an external audit performed by an independent public accountant or any management letter prepared in conjunction with such an external audit with the clerk of the municipal corporation, district, agency or activity, or with the secretary if there is no clerk, he shall give public notice thereof in substantially the following form: " Notice is hereby given that the fiscal affairs of (name of municipal corporation, district, agency or activity) for the period beginning on and ending on, have been examined by (the Office of the State Comptroller or an independent public accountant), and that the (report of examination performed by the Office of the State Comptroller or report of, or management letter prepared in conjunction with, the external audit by the independent public accountant) has been filed in my office where it is available as a public record for inspection by all interested persons. Pursuant to section thirty-five of the general municipal law, the governing board of (name of municipal corporation, district, agency or activity) may, in its discretion, prepare a written response to the (report of examination performed by the Office of the State Comptroller or the report of external audit or management letter by independent public accountant) and file any such response in my office as a public record for inspection by all interested persons not later than (last date on which response may be filed)."

(b) Except as otherwise provided for a common school district, the clerk or secretary if there is no clerk, shall cause such notice to be published at least once in the official newspaper, or if there be no official newspaper, in a newspaper having general circulation in the municipal corporation, district or area served by the agency or activity. If there be no newspaper having general circulation, the clerk or the secretary if there is no clerk, shall post such notice conspicuously in ten public places in the municipal corporation, district or area served. In a common school district which maintains a home school, the clerk shall post such notice on the front door of the schoolhouse. In a common school district which does not maintain a home school, the clerk shall post such notice conspicuously in at least five public places in the district.

(c) The clerk of every municipal corporation, district, agency and activity or the secretary if there is no clerk, shall file in his office proof of the publication or posting of notices pursuant to this section. The proof so filed shall be in such form as may be prescribed by the State Comptroller.

(d) In each school district subject to the jurisdiction of a district superintendent, under the provisions of Article forty-five of the Education Law, such district superintendent shall ascertain that the public notice required by this subdivision has been published or posted, as the case may be.

3. The clerk, or secretary if there is no clerk, shall present the report of examination to the governing body of the municipal corporation, district agency or activity for its consideration at the first meeting thereof held after the filing of the report with the clerk or secretary.

4. (a) The governing board or other board, officer or employee of the municipal corporation, district, agency or activity receiving a report of an external audit performed by an independent public accountant or a management letter prepared in conjunction with such an audit shall file in the office of the clerk of the municipal corporation, district, agency or activity, or with the secretary if there is no clerk, and shall furnish to the comptroller, a copy of the report or letter within ten days after receipt. If the report or letter is not received by the governing board, a copy shall be provided to the governing board within three days after receipt by any other board, officer or employee receiving the same.

(b) (1) Not later than ninety days after presentation to the governing board of a report of examination performed by the Office of the State Comptroller, or receipt by the governing board of any report of an external audit performed by an independent public accountant or any management letter in conjunction with such an audit, the governing board may, in its discretion, provide to the comptroller, and file in the office of the clerk, or with the secretary if there is no clerk, of the municipal corporation, district, agency or activity, a written response to the findings and recommendations, if any, in the report or letter. In the case of municipal corporations, districts, agencies or activities subject to examination by the commissioner of education, any written response shall also be provided to such commissioner.

(2) A written response prepared pursuant to subparagraph one of this paragraph shall be in such form as may be prescribed by the comptroller and shall include, with respect to each finding or recommendation, a statement of the corrective actions taken or proposed to be taken, or if corrective action is not taken or proposed, an explanation of the reasons therefor. Any such written response shall also include a statement on the status of corrective actions taken on findings or recommendations contained in any previous report of examination, or report of an external audit, or any management letter prepared in conjunction therewith, by an independent public accountant for which a written response was required. All officers and employees of the municipal corporation, district, agency or activity shall fully cooperate with the governing board in the preparation of the response by the governing board.

(c) The provisions of this subdivision shall not apply to any city having a population of one million or more.

NOTE: Proof of publication shall be filed in the office of the clerk or secretary of the municipality or district. You are not required to file a copy of proof of publication with the Office of the State Comptroller.

State of New York
Office of the State Comptroller
NOTICE

NOTICE IS HEREBY GIVEN THAT THE FISCAL AFFAIRS OF THE [] FOR THE PERIOD BEGINNING ON [] AND ENDING ON [] HAVE BEEN EXAMINED BY THE OFFICE OF THE STATE COMPTROLLER AND THAT THE REPORT OF EXAMINATION PREPARED BY THE OFFICE OF THE STATE COMPTROLLER HAS BEEN FILED IN MY OFFICE WHERE IT IS AVAILABLE AS A PUBLIC RECORD FOR INSPECTION BY ALL INTERESTED PERSONS. PURSUANT TO SECTION THIRTY-FIVE OF THE GENERAL MUNICIPAL LAW, THE GOVERNING BOARD OF THE

MAY, IN ITS DISCRETION, PREPARE A WRITTEN RESPONSE TO THE REPORT OF EXAMINATION PREPARED BY THE OFFICE OF THE STATE COMPTROLLER AND FILE ANY SUCH RESPONSE IN MY OFFICE AS A PUBLIC RECORD FOR INSPECTION BY ALL INTERESTED PERSONS NOT LATER THAN (LAST DATE ON WHICH RESPONSE MAY BE FILED - 90 DAYS AFTER PRESENTATION OF REPORT TO BOARD).

(NAME) _____

(TITLE) _____

- 1 In order to be in compliance with General Municipal Law, §35, this notice must be published within 10 days of the filing of this report with the clerk or secretary.
- 2 If the board has made a decision to respond to the report prior to publication of this notice, the following sentence may be substituted for the last sentence of the above notice:

PURSUANT TO SECTION THIRTY-FIVE OF THE GENERAL MUNICIPAL LAW, THE (NAME OF GOVERNING BOARD) HAS AUTHORIZED THE PREPARATION OF A WRITTEN RESPONSE TO THE REPORT OF EXAMINATION PREPARED BY THE OFFICE OF THE STATE COMPTROLLER AND WILL FILE SUCH RESPONSE, WHEN COMPLETED, IN MY OFFICE AS A PUBLIC RECORD FOR INSPECTION BY ALL INTERESTED PERSONS NOT LATER THAN (LAST DATE ON WHICH RESPONSE MAY BE FILED - 90 DAYS AFTER PRESENTATION OF REPORT TO BOARD).

FILL IN BELOW (1) OR (2) - whichever applies:

CERTIFICATION OF CLERK
TO BE FILED WITH PROOF OF PUBLICATION

(1) I CERTIFY that the _____ is the official
(Name of Newspaper)

newspaper of _____
(Name of Municipality, District, Agency or Activity)

Dated: _____ Signed: _____
(Clerk-Secretary)



(2) I CERTIFY that the _____ has
(Name of Municipality, District, Agency or Activity)

no official newspaper but that the _____
(Name of Newspaper)

is a newspaper having general circulation in such municipality, district, or area served by such
agency or activity.

Dated: _____ Signed: _____
(Clerk-Secretary)

Tracey Lewis

From: LGSA-Audits@osc.state.ny.us
Sent: Tuesday, August 19, 2014 10:16 AM
To: Tracey Lewis
Subject: Access Controls to Student Information Systems - Madison CSD Clerk
Attachments: Access Controls_Madison CSD formatted.pdf; GML_clerk.pdf

Report No. P3-13-31

Dear Ms. Lewis:

Enclosed is a Report of Examination for the Madison School District prepared by the Office of the State Comptroller. Also enclosed for your convenience is a copy of Section 35 of the General Municipal Law (GML), which explains your filing and notification responsibilities, together with a sample publication notice and certification. Section 33 of the GML also requires the District to make this report available to the public upon request for a period of at least five years and to post the report on the District's website, if one is maintained, for a period of five years.

The examination was made, and report prepared, in accordance with Article 5, Section 1 of the State Constitution and the authority granted to the State Comptroller by Article 3 of the General Municipal Law.

I trust that this report will be helpful to you. If you require assistance, or if you have any questions, please feel free to contact the local regional office for your county listed at the back of the enclosed report.

Very truly yours,

Gabriel F. Deyo

Deputy Comptroller
Division of Local Government
and School Accountability

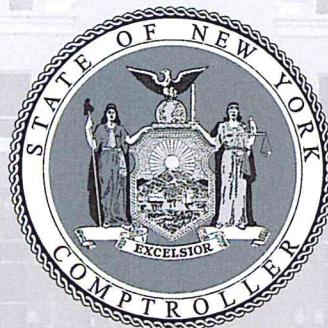
Enclosures

(See attached file: Access Controls_Madison CSD formatted.pdf)(See attached file: GML_clerk.pdf)



Access Controls Over Student Information Systems

2014-MR-1



Thomas P. DiNapoli

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State of New York Office of the State Comptroller

Division of Local Government and School Accountability

August 2014

Dear District Officials:

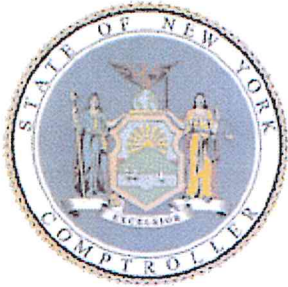
A top priority of the Office of the State Comptroller is to help school district officials manage their resources efficiently and effectively and, by so doing, provide accountability for tax dollars spent to support school district operations. The Comptroller oversees the fiscal affairs of school districts statewide, as well as compliance with relevant statutes and observance of good business practices. This fiscal oversight is accomplished, in part, through our audits, which identify opportunities for improving school district operations and Board of Education governance. Audits also can identify strategies to reduce costs and to strengthen controls intended to safeguard school district assets.

Following is a report of our audit titled Access Controls Over Student Information Systems. This audit was conducted pursuant to Article V, Section 1 of the State Constitution and the State Comptroller's authority as set forth in Article 3 of the General Municipal Law.

This audit's results and recommendations are resources for school district officials to use in effectively managing operations and in meeting the expectations of their constituents. If you have questions about this report, please feel free to contact the local regional office for your county, as listed at the end of this report.

Respectfully submitted,

*Office of the State Comptroller
Division of Local Government
and School Accountability*



State of New York Office of the State Comptroller

EXECUTIVE SUMMARY

School districts maintain and use student personal information for a variety of educational purposes. School districts use software applications, often referred to as Student Information Systems (SIS), to store and manage student data in a centralized database. These systems include a considerable amount of personal, private and sensitive information (PPSI),¹ which students and their parents entrust school district officials to safeguard. Access to PPSI in the SIS should be limited to only those with a business need (i.e., operations, instruction, management and evaluation) and users should have the least amount of access necessary to perform their job duties or responsibilities.

The six districts included in this audit – Altmar-Parish-Williamstown (APW) Central School District, Indian River Central School District, Lowville Academy and Central School District, Madison Central School District, Poland Central School District and Westhill Central School District – maintained PPSI for a total of 9,730 students in 2011-12.

Scope and Objective

The objective of our audit was to review access to SIS data for the period July 1, 2011 through April 30, 2013. We extended our scope period through November 12, 2013 to perform certain tests of the districts' access controls. Our audit addressed the following related question:

- Did the districts adequately control access to SIS?

Audit Results

The districts that we reviewed did not adequately control access to SIS. As a result of control weaknesses at each district, we found that certain users in all six districts were assigned more access rights than needed for their job duties.

We tested 229 users from a total of 1,909 users² (12 percent) in all six districts and compared the users' SIS permissions to their job duties and responsibilities. We found that 90 users (39 percent)

¹ PPSI is any information to which unauthorized access, disclosure, modification, destruction or disruption of access or use could severely impact critical functions, employees, customers (students), third parties or citizens of New York in general.

² Of the 5,507 total combined district SIS users, 3,598 are parent and student users. We found that parent and student access rights were appropriate. Our testing focused on the remaining 1,909 users (i.e., staff, Regional Information Center (RIC) employees and vendors). The 1,909 users include 45 RIC employees who provide SIS support at more than one district, and they are included as users at each of these districts.

had access to one or more functions even though it was not their job responsibility to perform these functions.³ We found that 13 of these users performed functions that were not required by their job duties. For example, two users from Madison made 141 grade changes even though it was not their responsibility to change grades. We tested 70 grade changes⁴ from districts' audit logs and found that the documentation supporting the grade changes was either not complete or not retained due to the lack of a formal process for documenting grade changes. At Madison and Indian River, grade changes made by unauthorized users and without supporting documentation included changes from 47 to 70, 58 to 70 and 62 to 70. Further, at Indian River, 19 of 40 grade changes were made by a Mohawk Regional Information Center employee who was not assigned the responsibility to change grades and there was no documentation to support these grade changes. When the ability to change grades is not properly restricted and there is no process to require that all changes be authorized, supported and documented, there is an increased risk that unauthorized or inappropriate changes can be made to grades without detection.

None of the districts had adopted written policies and procedures for adding users, establishing users' access rights, deactivating or modifying user accounts and monitoring user access. Also, none of the districts had an effective process in place for adding and changing user rights, and none of the districts, except APW, periodically evaluated and monitored user rights once rights had been assigned to ensure that the rights remained current and appropriate. We found that attendance records were changed 185 times at Indian River and 31 times at Lowville using a former employee's user account. Officials told us that former employees' user names and passwords were shared with other employees so they could update the SIS after the employees left district employment. We also found that a generic user account was used to view a student's Individualized Education Program (IEP) at Indian River. Officials do not know who accessed the IEP because the account was not assigned to a specific individual.

Our testing also found that four of the six districts (Indian River, Lowville, Madison and Poland) have features within SIS that allow users to assume the identity or the account of another user. The assume-identity feature allows a user to access student information for those students assigned to the user whose identity was assumed. The assume-account feature allows a user to assume the account of another user and inherit all the given rights and permissions of that user. We found that 39 users in our sample of 144 have the ability to use the assume-identity feature and 31 users have the ability to use the assume-account feature. The use of these features makes it difficult for district management to know who is making changes or viewing information.

In addition, management at three of the districts (Westhill, Madison and Poland) do not authorize assigned user rights, and none of the districts reviewed audit logs or change reports for potentially unauthorized changes. Because we found that users at all the districts were assigned more rights

³ In the five districts that utilize user groups to assign access rights, we found that the user groups that the individuals were assigned to included numerous other users with permissions that were not required for their jobs. At APW, we searched electronic user access reports for particular permissions (e.g., the ability to change grades) and identified a number of additional users who also had more rights than needed.

⁴ Our test included 40 grade changes in Indian River and 10 changes each in Lowville, Madison and Poland. The 10 grade changes we reviewed in Madison were a sample of the 141 changes made by unauthorized users that we previously identified.

than needed for their job duties, it is even more important that the districts monitor user activities to help detect improper access to PPSI in the SIS. When audit logs or change reports are not generated and reviewed, officials cannot be assured that unauthorized activities, such as improper grade changes, are detected and adequately addressed.

Our audit disclosed areas where additional information technology security controls and measures should be instituted. Because of the sensitive nature of some of these findings, certain vulnerabilities are not identified in this report but have been communicated confidentially to district officials so they could take corrective action.

Comments of District Officials

The results of our audit and recommendations have been discussed with district officials and their comments, which appear in Appendix A, have been considered in preparing this report.

Introduction

Background

School districts maintain and use students' personal information for a variety of educational purposes. School districts use software applications, often referred to as Student Information Systems (SIS), to store and manage student data in a centralized database. SIS commonly contain extensive information about students, including parent and emergency contacts, attendance, disciplinary actions, testing, schedules, grades and medical information. Therefore, these systems include a considerable amount of personal, private and sensitive information (PPSI),⁵ which students and their parents entrust school districts to safeguard. School districts provide SIS access to teachers, administrators, various staff members and external information technology (IT) support staff. In addition, many school districts provide parents with limited access to their children's information and also provide students with limited access to their own information. Access to PPSI should be limited to only those with a business need (i.e., operations, instruction, management and evaluation) and users should have the least amount of access necessary in order to perform their job duties or responsibilities.

We audited six districts located in central and northern New York State. Each district has a manager who is responsible for directing day-to-day SIS operations. All six districts receive technical support from a Regional Information Center (RIC)⁶ and provide their respective RIC or vendor with SIS access to perform this function. In addition, all six districts provide parent access and two districts⁷ provide student access.

⁵ PPSI is any information to which unauthorized access, disclosure, modification, destruction or disruption of access or use could severely impact critical functions, employees, customers (students), third parties or citizens of New York in general.

⁶ There are 12 RICs in the State, each administratively aligned under a Board of Cooperative Educational Services (BOCES). The RICs provide participating school districts and BOCES with a variety of technology services.

⁷ Indian River and Westhill

Table 1: District Information

School District	2011-12 Student Enrollment	SIS RIC Support ^a	No. of SIS Users	No. of User Groups/ Roles	SIS Manager
Altmar-Parish-Williamstown (APW)	1,300	CNYRIC	504	30	Network Administrator
Indian River	4,100	MORIC	1,766	20	Assistant Superintendent of Curriculum and Instruction
Lowville Academy	1,390	MORIC	666	21	Instructional Technology Specialist and Computer Network Manager
Madison	470	MORIC	311	18	Technology Coordinator
Poland	620	MORIC	294	23	Guidance Secretary
Westhill	1,850	WNYRIC and CNYRIC	1,966	29	Director of Technology

^a Central New York RIC (CNYRIC), Mohawk RIC (MORIC) and Western New York RIC (WNYRIC) provide SIS support. Westhill receives SIS support from WNYRIC and stores its SIS data at the CNYRIC. Lowville stores SIS data in-house at the district and the other four districts store SIS data at their respective RICs.

Objective

The objective of our audit was to review access to SIS data. Our audit addressed the following related question:

- Did the districts adequately control access to SIS?

Scope and Methodology

For the period July 1, 2011 through April 30, 2013, we interviewed district officials and staff and examined policies and procedures to control and monitor access to each district’s SIS. We extended our scope period through November 12, 2013 to perform certain tests of the districts’ access controls. Our audit disclosed areas where additional IT security controls and measures should be instituted. Because of the sensitive nature of these findings, certain vulnerabilities are not discussed in this report but have been communicated confidentially to district officials so they could take corrective action.

We conducted our audit in accordance with generally accepted government auditing standards (GAGAS). More information on such standards and the methodology used in performing this audit is included in Appendix B of this report.

Comments of District Officials

The results of our audit and recommendations have been discussed with district officials and their comments, which appear in Appendix A, have been considered in preparing this report.

Access to Student Information Systems

Parents and students rely on district officials to ensure that students' personal information is properly safeguarded. District officials are responsible for protecting and preventing improper access to PPSI in SIS. To fulfill these responsibilities, district officials should develop comprehensive written user access policies and procedures designed to protect and monitor access to PPSI. Management should verify assigned user rights, periodically monitor user rights to ensure they are current and appropriate and periodically monitor change reports or audit logs for any unusual activity to help ensure that only appropriate changes are being made by authorized users.

The districts that we reviewed did not adequately control access to SIS. None of the districts adopted comprehensive user access policies and procedures, increasing the risk that PPSI could be accessed, changed or misused by unauthorized persons. Our tests of 229 SIS users found that 90 users (39 percent) had access to one or more functions even though it was not their job responsibility to perform those functions. We also found that none of the districts reviewed audit logs or change reports for potentially unauthorized changes. When audit logs or change reports are not generated and reviewed, officials cannot be assured that unauthorized activities, such as improper grade changes, are detected and adequately addressed.

Policies and Procedures

District officials should develop comprehensive written policies and procedures for protecting PPSI from unauthorized use or modification. Essential measures include restricting access to authorized users and restricting users' access to only those functions and data that are necessary for the users' day-to-day duties and responsibilities. Further, policies should establish controls over users' access to SIS, including adding users, establishing access rights and deactivating or modifying user accounts, as well as the process that will be used to monitor access.

All six districts have policies limiting access to only authorized district personnel and breach notification policies that detail how district employees would notify affected parties whose private information was, or is reasonably believed to have been, acquired without valid authorization. However, none of the districts adopted comprehensive written policies and procedures addressing user

access issues such as adding, deactivating or modifying user rights and accounts.

As a result of control weaknesses at each district, we found that certain users were assigned more rights than needed for their job duties. Without written procedures for staff responsible for the maintenance of user accounts and monitoring access rights, there is an increased risk that rights will be assigned incorrectly and that access to SIS will not be properly restricted.

User Access

District officials should ensure that there are written procedures in place for granting, changing and terminating access rights to SIS. These procedures should establish who has the authority to grant or change access (e.g., supervisory approval). Also, it is important to limit individual user access rights within the SIS to only those functions necessary to fulfill individual job responsibilities. Such controls limit the risk that sensitive or confidential information will be exposed to unauthorized use or modification.

All the districts, except APW, assign SIS access rights by user group. Each user group has an associated set of rights and permissions and once a user is added to a group, that user has the same rights and permissions to view or modify data as all the other users in the group. If a user needs rights different than those in any established user group, a new user group can be created for the user, or, in some cases, the user can be assigned to multiple groups that provide different levels of access.⁸ The five districts have each established between 18 to 29 different user groups to assign access rights. APW assigns users to one of 30 user roles with associated user rights and permissions. Unlike the groups in the other districts, once a user is assigned a role, APW can customize the rights for each user by adding or removing rights in each individual user account.

To determine if user access at each district is compatible and appropriate, we identified SIS users responsible for performing certain functions at the districts, such as changing grades, viewing and modifying health records, changing student demographic information⁹ and adding staff user accounts. We tested a sample

⁸ Westhill users can only be assigned to one SIS user group. Indian River, Lowville, Madison and Poland users may be assigned to multiple user groups.

⁹ Such as student age, student user identification number, address and parent contact information

of 229 users from a total of 1,909 users¹⁰ (12 percent) in the six districts and compared the users' SIS permissions to the users' job duties and responsibilities. We found that 90 users (39 percent) had access to one or more functions for which it was not their job responsibility to perform these functions.

School District	Users Tested	Users With More Access Rights than Needed for Their Jobs ^a	Percentage of Users With More Access Rights than Needed
APW	35	8	23%
Indian River	60	20	33%
Lowville	34	15	44%
Madison	21	13	62%
Poland	29	13	45%
Westhill	50	21	42%
Total	229	90	39%

^a Users were provided with access rights such as the ability to change student grades, view and modify student health records, change student demographic information or add new staff user accounts.

In the five districts that assign access rights by user group, those user groups included numerous users with permissions that were not required for their jobs. In APW, we searched electronic user access reports for particular permissions (e.g., the ability to change grades) and identified a number of additional users who had more rights than needed. Table 3 shows the number of users designated by the districts as responsible for performing certain SIS functions and those who also have access to perform those functions even though it is not their responsibility to do so.¹¹

¹⁰ Of the 5,507 total combined district SIS users, 3,598 are parent and student users. We found that parent and student access rights were appropriate. Our testing focused on the remaining 1,909 users (i.e., staff, RIC employees and vendors). The 1,909 users includes 45 RIC employees who provide SIS support at more than one district, and they are included as users at each of these districts.

¹¹ See Appendix C for details by district.

Function	Total Number of Users Designated to Perform Each Function	Additional Number of Non-Designated Users With Access to Perform Each Function ^a			
		RIC Staff ^c	District Staff	SIS Vendor ^c	Total
Grade Changes	129	153	105	4	262
View/Modify Health Records ^b	68	101	7	2	110
Change Student Demographic Information	111	151	186	4	341
Add Staff User Account	92	132	101	4	237

^a Some users had multiple user rights that were not necessary given their job duties and these users are included in more than one SIS function.
^b This function was not assessed at Madison and Lowville because neither district uses SIS to store student medical records.
^c The total RIC Staff for each function includes technical staff who provide SIS support at more than one of the districts. The total SIS Vendor staff for each function is the same vendor user at four of the districts.

Users' accounts with unnecessary access rights were assigned to district staff, RIC staff and the SIS vendor. RIC officials told us that their SIS support staff require full access rights in order to assist districts with day-to-day troubleshooting. We did not include SIS support staff as exceptions in our testing. However, we did include the SIS vendor and other RIC technical staff (i.e., programmers and technicians) as exceptions because they were granted full SIS access rights and they only need occasional access for troubleshooting.

District staff responsible for granting user access at Westhill were unsure of the meaning of the rights and permissions within each staff user group. For example, they did not know the meaning of group access rights classified under titles such as "accessaccounts," "historical grades" and "functions." Similarly, staff at Indian River do not have lists of the rights granted to each user group to verify that access needs are compatible with the rights of the assigned groups. Four districts (Indian River, Lowville, Madison and Westhill) assign user rights based on a historic knowledge of prior users who were assigned the same role. Assigning the same rights to a new user as the predecessor in the same job title/role does not guarantee that the user rights assigned are accurate. In addition, management at three of the districts (Westhill, Madison and Poland) does not authorize the assigned user rights. At these districts, the responsibility for authorizing user rights is given to district staff¹² who are also responsible for adding, deactivating and modifying user accounts and rights without supervisory or management review. This increases the risk that more access rights than necessary may be assigned to users. While officials at

¹² District Office Secretary/Board Clerk at Westhill and SIS Managers at Madison and Poland

APW reviewed non-instructional staff user rights and permissions for appropriateness during the 2011-12 fiscal year and removed unneeded rights from the users' accounts at that time, none of the other districts periodically evaluated and monitored user rights once rights were assigned to ensure that the rights are current and appropriate. Because a significant number of users have more access rights in the SIS than district officials realized or intended, there is an increased risk that sensitive or confidential student information could be compromised.

Given the significant number of users who have unnecessary access rights in each district's SIS, we requested audit logs¹³ to review user activity and determine if any unauthorized changes were made by the users in our initial sample (see Table 2). Four districts provided audit logs for our review, but APW and Westhill were unable to provide usable logs (see Report Monitoring section). Our review of the usable audit logs for the 61 unauthorized users found that 13 users performed functions that were not required by their job duties, as follows:

- Two users from Madison (the guidance counselor and an office assistant/teacher aide) made 141 grade changes even though it was not their responsibility to change grades.
- Eight unauthorized users among four districts made 190 changes to student demographic information (149 changes at Lowville, 28 changes at Indian River, 10 changes at Madison and three changes at Poland).
- Three users in Lowville added new staff user accounts, even though it is not their responsibility to do so.

We also reviewed a sample of 70 grade changes¹⁴ from the four districts' audit logs to determine if the grade changes were authorized, documented and supported. We found that the documentation supporting the grade changes was either not complete or not retained. For example:

¹³ Audit logs are automated trails of user activities, showing when users enter and exit the system and what they did.

¹⁴ Our test included 40 grade changes in Indian River and 10 changes each in Lowville, Madison and Poland. The 10 grade changes we reviewed in Madison were a sample of the 141 changes made by unauthorized users that we previously identified.

- Lowville was able to provide documentation for the 10 grade changes we tested and all the changes we reviewed were made by an authorized user. However, the documentation retained did not show authorization for the changes and the reason for the changes.
- District officials at Indian River, Madison and Poland provided verbal explanations for the other 60 grade changes we tested, but they had no formal process for documenting grade changes, including who authorized the changes, the reason for the changes and the documentation to be retained. Grade changes we identified that were made by unauthorized users and without adequate supporting documentation in Madison and Indian River included changes from 47 to 70, 58 to 70 and 62 to 70.
- At Indian River, 19 of the 40 changes were made by a MORIC employee who worked onsite at the District but was not assigned the responsibility to change grades. The MORIC employee told us that teachers provided verbal and written lists of grade changes to be made, but she shredded the lists after completing the grade changes.

When the ability to change grades is not properly restricted and there is no process to require that all changes be authorized, supported and documented, there is an increased risk that unauthorized or inappropriate changes can be made to grades without detection.

User Accounts

Effective access controls require that SIS user accounts be linked to specific individuals to help prevent and detect unauthorized activity. Users should not be allowed to share user accounts and generic accounts¹⁵ should generally not be permitted. Also, access should be terminated promptly when employees leave the district.

We compared lists of each district's active employees to lists of current staff SIS users to determine if any SIS users were not current district employees. We found 63 unknown and generic user accounts that were not assigned to any one individual, 44 active user accounts assigned to employees who no longer worked for the districts and 14 shared accounts. We reviewed the usable audit logs at four districts to determine if any changes were made

¹⁵ Generic user accounts are not assigned to a specific individual and are typically used by multiple users.

by the 47 unknown/generic, shared or former employee user accounts identified in those districts.¹⁶ We found activity in three of the 47 accounts we tested. Specifically, 216 changes were made to update attendance records using two former employee user accounts after the employees left Indian River and Lowville (185 changes at Indian River and 31 changes at Lowville). Officials from both districts told us that the former employees' user names and passwords were shared with other employees so they could update SIS after the employees left district employment. We also found a generic user account was used to view a student's Individualized Education Program (IEP) at Indian River. Because this account was not assigned to a specific individual, Indian River officials did not know who accessed the IEP. When generic and shared accounts are used, accountability is diminished and activity in the system may not be able to be traced back to a single user. Furthermore, if individuals who are no longer active employees have SIS access rights, they may inappropriately obtain confidential data, and there is an increased risk that they can use the system for improper purposes.

Our testing also found that four of the six districts (Indian River, Lowville, Madison and Poland) have features within SIS that allow users to assume the identity or the account of another user. The assume-identity feature allows a user to access student information for those students assigned to the user whose identity was assumed. The assume-account feature is even more powerful in that it allows a user to assume the account of another user and also inherit all the given rights and permissions of that user. Officials from MORIC, which supports SIS at these four districts, said that certain MORIC employees use the assume-identity/account features for troubleshooting when the districts need assistance. However, a large number of other district staff and MORIC employees were given this capability, even though they were not involved in day-to-day troubleshooting. We found that 39 users in our sample of 144¹⁷ have the ability to use the assume-identity feature and 31 users have the ability to use the assume-account feature. Because user rights and permissions are the same for all users within each user group at these four districts, we determined that 194 users can use the assume-identity feature and 175 users can use the assume-account feature. These users do not need this function for their routine job duties, so they should not

¹⁶ We were not able to test the 74 inappropriate user accounts found in APW and Westhill because usable audit logs were not available.

¹⁷ 229 users sampled, less 85 users in Westhill and APW whose SIS does not include the assume-identity/account feature, equals 144 users.

be granted this capability.¹⁸ Furthermore, the audit logs for these districts do not show the user whose identity or account has been assumed, and they do not clearly differentiate what actions were completed under an assumed identity or account. This makes it difficult for management to evaluate how often these powerful features are used and whether they are used to make changes or view information by individuals that would otherwise not have access through their own user account.

Report Monitoring

Audit logs or change reports¹⁹ maintain a record of activity or show changes or deletions made in a computer application. District officials should review these reports to monitor for unusual activity. These reports provide a mechanism for individual accountability and for management to reconstruct events. None of the districts we reviewed monitor audit logs or change reports.

Indian River, Lowville, Madison and Poland are able to produce audit logs, but those districts did not generate audit logs or review them for potentially unauthorized changes. Officials at APW and Westhill were initially not aware if any audit logs or change reports could be generated from their systems. Officials at both these districts attempted to generate reports upon our request during fieldwork, but the reports generated were not useful as they were complex and did not clearly show user activity.

Because we found that users at all six districts were assigned more rights than needed for their job duties, it is even more important that these districts monitor user activities to help detect improper SIS access to PPSI. When audit logs or change reports are not generated and reviewed, officials cannot be assured that unauthorized activities, such as improper grade changes, are detected and adequately addressed.

Recommendations

District officials should:

1. Establish written policies and procedures for SIS administration including a formal authorization process to add, deactivate or change user accounts and rights and procedures for monitoring user access,

¹⁸ See Appendix C for details by district. We did not include MORIC SIS support staff members who are involved in day-to-day troubleshooting as exceptions in our testing. However, we did include MORIC technical staff (i.e., programmers and technicians) and the vendor as exceptions because they rarely need this type of access to the SIS.

¹⁹ Change reports track specific types of changes made to the system or data.

2. Review current procedures for assigning user access rights and strengthen controls to ensure that individuals are assigned only those access rights needed to perform their job duties and should monitor user access rights periodically,
3. Evaluate user rights and permissions currently assigned to each SIS user, including RIC employees and vendors, and ensure that rights are updated as needed to properly restrict access,
4. Restrict the ability to make grade changes to designated individuals and ensure that documentation is retained to show who authorized the grade changes and the reasons for the changes,
5. Remove all unknown and generic or shared SIS accounts and deactivate the accounts of any users who are no longer employed,
6. Determine whether the assume-identity and assume-account features are appropriate for use (if currently available); if these features are used, district officials must strictly control access and review SIS data that clearly shows user activity performed and all accounts involved when these features are used, and
7. Periodically review available audit logs for unusual or inappropriate activity. If useful audit logs are currently not available, District officials should work with their SIS provider to determine if useful logs or change reports can be generated to monitor activities.

APPENDIX A

RESPONSES FROM DISTRICT OFFICIALS

We provided a draft copy of this global report to the six districts we audited and requested responses. We received a response letter from five districts. We also provided a draft version of the respective individual letter reports to each of the six districts. We received responses from six districts. The districts generally agreed with our audit report; however, one of the districts had comments that we respond to within this Appendix.

Overall Comments

Altmar-Parish-Williamstown Central School District officials said: “The draft audit report was enlightening and appropriate, APW administration and staff very much appreciate the time and energy that OSC spent reviewing internal controls of the student management system. The results of this finding specific to APW will be incorporated into a policy and procedures document that will guide further work in this area.”

Indian River Central School District officials said: “The District is in agreement with the findings of the audit that pertain to Indian River. The District is in the process of developing and documenting interventions that address the recommendations detailed in the report. We have initiated collaboration to address specific recommendations contained in the report with the Regional Information Center (MORIC).”

Lowville Academy and Central School District officials said: “The district takes all of the findings and recommendations seriously and will continue to strive to ensure that all of our procedures are in line with best practice protocol.” “While some discrepancies were identified, the Mohawk Regional Information Center has provided assistance and direction in resolving these discrepancies.”

Poland Central School District officials said:

“The District has reviewed current procedures for assigning user access rights and has strengthened controls to ensure that individuals are assigned only to rights needed to perform job duties and functions.”

“The District is working with the MORIC to identify the pathway of rights granted to each user group. As permissions are evaluated, eliminating the access to additional or unnecessary rights to any user will be remedied.”

“The District has removed unknown accounts that had once been created for ease of functioning and off-campus support. Staff members who require SIS access have been given direct access specific to their needs.”

“The District has identified key personnel who will be authorized to make grade changes through SIS and has restricted access to the grade change function. The District has initiated a paperwork

trail for grade changes....Written documentation specific to the need for the grade change will be maintained.”

“The District has limited both “assume” functions. The District is working with the SIS to determine if the audit log can accurately capture user activity in the “assume” setting.”

“The District will work with the MORIC to access and review audit logs to help identify unusual or inappropriate activity and increase checks and balances.”

Westhill Central School District officials said:

“On May 20, 2014, the district updated Policy 7240, Student Records: Access and Challenge. In addition, the district has updated administrative regulations for adding, deactivating, or changing user accounts and/or rights.”

“With the assistance of the Western New York Regional Information Center (WNYRIC), permissions for all existing users were reset to their particular group and a current process is in place to compare access rights at different points in time to identify discrepancies.”

“The district has requested that the WNYRIC work collaboratively with the vendor to develop a comprehensive security report to allow the district to evaluate user rights and permissions for each SIS user.”

“With assistance of the WNYRIC, the district has reset the permissions for all SIS users and made all unknown or unassigned accounts inactive.”

“The district has requested that the WNYRIC work collaboratively with the vendor to develop a usable audit log to allow the district to review change reports, including prior years.”

“Grade changes will be reviewed and approved by the respective administrator and documentation retained.”

Grade Change Documentation

Madison Central School District officials said: “We are aware of no regulations or guidance issued by the State Education Department mandating any particular form of documentation for grade changes, and your office proposes no standards for that documentation in the Report. In other words, while there is room for the District to improve its procedures, those procedures are not out of compliance with any prior law.”

Access Controls

Madison Central School District officials said: “The Report has been very helpful in identifying improvements the District can make in its procedures. However, we respectfully disagree with the Report’s conclusion that Madison CSD did not “adequately” control access to its Student

Information System. The ultimate measure of the adequacy of our practices is whether there has been any unauthorized disclosure of student information. No unauthorized disclosure was documented by your audit.”

OSC Response

Even though no unauthorized disclosure was identified in the results of our audit testing, this does not mean that the District adequately controlled access to its SIS. We identified several weaknesses in the District’s internal controls which increase the risk for unauthorized disclosure to occur.

Unauthorized Users

Madison Central School District officials said: “With respect to Madison, the Report concludes that two staff members who entered grade changes into the system were not authorized to do so. This is inaccurate. The two individuals were a guidance counselor, who the District considers an appropriate person to access and enter grades, and an office staff member, whose assigned duties include the data entry of grades into the system as directed by teachers wishing to update student grades before report cards are printed. Similarly our review of the changes made to student demographic information concluded that all changes were made by district staff whose duties included that task.”

OSC Response

The Madison CSD Teacher’s Handbook indicates “once a grade is assigned to a student by a teacher, the grade may only be changed by the building principal after notification to the teacher of the reason for such change.” The grade changes we identified as part of our audit testing were made by the guidance counselor and an office assistant/teacher aide, not the principal. The guidance counselor and office assistant/teacher aide are not designated as authorized users responsible for changing grades as indicated in the Handbook.

District officials told us it is the responsibility of the elementary and high school secretaries (and the guidance office staff during the summer) for changing student demographic information. Our review of change reports during our audit period found that the Treasurer made 10 changes to student demographics, even though it is not her responsibility to do so.

APPENDIX B

AUDIT METHODOLOGY AND STANDARDS

The objective of our audit was to determine whether the six districts included in our audit adequately control SIS access. To select these six districts, we classified all the districts located in the eight counties served by the Syracuse Regional Office²⁰ according to size (large, medium, and small), based on student enrollment. We factored in geographic locations and enrollment in order to select a sample of different sized districts from throughout the region. Our audit covered the period July 1, 2011 through April 30, 2013. We extended our scope period to perform certain tests of the districts' access controls through the following dates:

APW – November 12, 2013
Indian River – September 30, 2013
Lowville – October 7, 2013
Madison – October 1, 2013
Poland – October 7, 2013
Westhill – July 10, 2013

Our audit included the following steps relating to the audit objective:

- We interviewed district officials and staff, as well as RIC staff, and examined the districts' policies and procedures to control and monitor SIS access.
- We compared lists of active employees to lists of current SIS staff users at each district to determine if any SIS users were not district employees or if any former employees remain on the user list. We also compared lists of employees who left the districts' employment during our audit period to lists of current SIS users to verify that they were no longer active SIS users.
- We selected 229 SIS users to compare the users' job duties with user group assignments and individual user rights to determine if access rights are compatible with job duties. To choose this sample, we obtained master lists of SIS users and randomly selected 10 percent (up to a maximum of 50 in each district) of instructional and non-instructional staff users, totaling 156 users. We also judgmentally selected 73 users that we considered to have higher risk. Higher risk users included administrative users, users with add/modify permissions and users who can change closed-out grades.
- For the 90 users who had more rights than necessary to perform their job duties, we reviewed their assigned user groups for five of the districts (Indian River, Lowville, Madison, Poland and Westhill) to identify additional users who had the same incompatible rights and permissions. For APW, we reviewed a list of individual users who were granted access to various functions and compared them to the users who were designated by APW

²⁰ Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego and St. Lawrence

officials to perform the related function to identify those users with unnecessary access rights.

- We interviewed 115 users to determine what their job duties are and observed them navigating the SIS modules to see what access was available to them.
- We reviewed the audit logs in four districts (Indian River, Lowville, Madison and Poland) to determine whether the users identified as exceptions in our tests performed any function that is not part of their job duties or accessed the system after they left the district. Usable audit logs were not available in the other two districts (APW and Westhill).
- For districts with audit logs, we selected 70 grade changes that occurred during our audit period and determined whether these grade changes were authorized, documented and supported. The majority of our selection focused on changes made to high school students' final grades for marking periods that had already been closed out, pass/fail changes and changes made for different courses.

We conducted this performance audit in accordance with GAGAS. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

APPENDIX C

USERS, FUNCTIONS AND FEATURES BY DISTRICT

CERTAIN SIS FUNCTIONS²¹

Table 4: Grade Changes					
School District	Total Number of Users Designated to Change Grades	Additional Number of Non-Designated Users With Access to Change Grades			
		RIC Staff	District Staff	SIS Vendor	Total
APW	16	51	9	0	60
Indian River	33	24	43	1	68
Lowville	24	25	13	1	39
Madison	18	24	13	1	38
Poland	23	24	6	1	31
Westhill	15	5	21	0	26
Total	129	153	105	4	262

Table 5: View/Modify Health Records ^a					
School District	Total Number of Users Designated to View/Modify Health Records	Additional Number of Non-Designated Users With Access to View/Modify Health Records			
		RIC Staff	District Staff	SIS Vendor	Total
APW	7	48	0	0	48
Indian River	30	24	4	1	29
Poland	19	24	0	1	25
Westhill	12	5	3	0	8
Total	68	101	7	2	110

^a This function was not assessed at Madison and Lowville because these districts do not use the SIS for storing students' medical records.

²¹ The RIC Staff for Indian River, Lowville, Madison and Poland is comprised of technical staff who provide SIS support at more than one of the districts. The SIS Vendor for Indian River, Lowville, Madison and Poland is the same vendor user at each of the districts.

Table 6: Change Student Demographic Information

School District	Total Number of Users Designated to Change Student Demographic Information	Additional Number of Non-Designated Users With Access to Change Student Demographic Information			
		RIC Staff	District Staff	SIS Vendor	Total
APW	14	49	5	0	54
Indian River	19	24	120	1	145
Lowville	23	25	20	1	46
Madison	21	24	8	1	33
Poland	21	24	9	1	34
Westhill	13	5	24	0	29
Total	111	151	186	4	341

Table 7: Add Staff User Account

School District	Total Number of Users Designated to Add Staff Users	Additional Number of Non-Designated Users With Access to Add Staff Users			
		RIC Staff	District Staff	SIS Vendor	Total
APW	11	30	15	0	45
Indian River	18	24	37	1	62
Lowville	18	25	13	1	39
Madison	18	24	3	1	28
Poland	18	24	0	1	25
Westhill	9	5	33	0	38
Total	92	132	101	4	237

**USERS WITH UNNECESSARY ACCESS TO ASSUME-IDENTITY AND
ASSUME-ACCOUNT FEATURES²²**

Table 8: Assume-Identity Feature				
School District	RIC Staff	District Staff	SIS Vendor	Total
Indian River	24	64	1	89
Lowville	25	8	1	34
Madison	24	12	1	37
Poland	24	9	1	34
Total	97	93	4	194

Table 9: Assume-Account Feature				
School District	RIC Staff	District Staff	SIS Vendor	Total
Indian River	24	58	1	83
Lowville	25	2	1	28
Madison	24	10	1	35
Poland	24	4	1	29
Total	97	74	4	175

²² The SIS used by APW and Westhill do not have the “Assume-Identity/Account” features. Also, the RIC Staff shown for Indian River, Lowville, Madison and Poland is comprised of technical staff who provide SIS support at more than one of the districts. The SIS Vendor shown for Indian River, Lowville, Madison and Poland is the same vendor user at each of the districts.

APPENDIX D

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MADISON CENTRAL SCHOOL DISTRICT

MADISON, NEW YORK

BUDGET STATUS REPORTS

August 31, 2014

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

August 1, 2014

through

August 31, 2014

Total available balance as reported at the end of preceding period: \$ 94,703.55

RECEIPTS during month

DATE	SOURCE	AMOUNT	
AUGUST 1-31	VARIOUS - TUITION FROM OTHER DISTRICTS	\$ 28,949.55	
1-31	VARIOUS - COMPENSATION FOR LOSS	28.00	
4	TRANSFER FROM GENERAL SAVINGS	250,000.00	
15	NYS - EXCESS COST	80,745.55	
21	TRUST AND AGENCY - NYSTRS	124.14	
27	BAKER-TAYLOR - REFUND	16.99	
31	INTEREST - NBT	4.92	
			\$ 359,869.15
			<u>\$ 454,572.70</u>

Total Receipts, including balance: \$ 454,572.70

DISBURSEMENTS made during month

BY CHECK	FROM: 15569	TO: 15599	\$ 26,057.49	
	15600	TO: 15622	14,699.37	
BY DEBIT CHARGE	TRANSFER TO TRUST & AGENCY - PAYROLL	\$ 64,233.58		
	HEALTH/DENTAL INSURANCE	114,196.22		
	HASLER POSTAGE - MAILFINANCE	500.00		
				Total Disbursements: \$ 219,686.66
				CASH BALANCE SHOWN BY RECORDS: \$ 234,886.04

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month:	\$ 276,113.60
Less total of outstanding checks:	(41,227.56)
Net balance in bank:	\$ 234,886.04
Transfers in transit:	-

TOTAL AVAILABLE BALANCE: \$ 234,886.04

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

October 21, 2014

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
GENERAL FUND

8/31/14

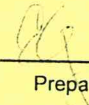
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
15450	6/25/2014	\$ 471.11			
15504	7/22/2014	\$ 13.59			
15569-15578	8/8/2014	2,737.43			
15580-15599	8/8/2014	\$ 23,306.06			
15600-15622	8/22/2014	\$ 14,699.37			

TOTAL	\$ 41,227.56	\$ -
	GRAND TOTAL	\$ 41,227.56

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

DATE	SOURCE	AMOUNT
------	--------	--------

TOTAL DEPOSITS IN TRANSIT	\$ -
---------------------------	------


Prepared

**MADISON CENTRAL SCHOOL DISTRICT
GENERAL FUND SAVINGS - NBT**

TREASURER'S MONTHLY REPORT
ACCT # *****8801

August 1, 2014

through

August 31, 2014

Total available balance as reported at the end of preceding period: \$ 748,848.16

RECEIPTS during month:

DATE	SOURCE	AMOUNT
AUGUST 31	INTEREST - NBT	\$ 13.33

Total Receipts: \$ 13.33
Total Receipts, including balance: \$ 748,861.49

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE:

TRANSFER TO GENERAL CHECKING \$ 250,000.00

Total Disbursements: \$ 250,000.00
CASH BALANCE SHOWN BY RECORDS: \$ 498,861.49

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month:	\$ 498,861.49
	\$ -
Net balance in bank:	\$ 498,861.49
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 498,861.49

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

October 21, 2014

Clerk of the Board of Education

Treasurer

Prepared

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

August 1, 2014

through

August 31, 2014

Total available balance as reported at the end of preceding period: \$1,265,968.58

RECEIPTS during month:

DATE	SOURCE	AMOUNT
AUGUST 31	INTEREST - NBT	\$ 161.26

Total Receipts: \$ 161.26
 Total Receipts, including balance: \$ 1,266,129.84

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE:

\$ -

Total Disbursements: \$ -
CASH BALANCE SHOWN BY RECORDS: \$ 1,266,129.84

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 1,266,129.84
	\$ -
Net balance in bank:	\$ 1,266,129.84
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 1,266,129.84

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

October 21, 2014

Clerk of the Board of Education

Treasurer

[Signature]
Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 8/31/2014



Account	Description	Debits	Credits
A 200	CASH IN CHECKING	234,886.04	0.00
A 201	CASH IN SAVINGS - NBT	498,861.49	0.00
A 201 04	CASH IN CHECKING - NBT	1,266,129.84	0.00
A 230	CASH-CAPITAL RESERVE	294,136.91	0.00
A 230 01	UNEMPLOYMENT RESERVE - NIAGARA	197,052.64	0.00
A 380	ACCOUNTS RECEIVABLE	0.00	0.00
A 391	DUE FROM OTHER FUNDS	71,578.88	0.00
A 410	STATE & FEDERAL AID RECEIVABLE	251,962.36	0.00
A 510	ESTIMATED REVENUE	9,118,083.00	0.00
A 521	ENCUMBRANCES	442,597.85	0.00
A 522	EXPENDITURES	452,605.92	0.00
A 599	APPROPRIATED FUND BALANCE	339,879.32	0.00
A 600 01	ACCOUNTS PAYABLE-YR END	0.00	0.00
A 601	ACCRUED LIABILITIES	0.00	25,788.40
A 630	DUE TO OTHER FUNDS	0.00	5,130.00
A 631	DUE TO OTHER GOVERNMENTS	0.00	18,800.00
A 632	DUE TO NYSTRS	0.00	39,369.72
A 632 01	DUE TO NYSTRS-ACCR 13-14	0.00	394,846.24
A 637	DUE TO NYSERS - ACCR 13-14	0.00	25,335.50
A 691	DEFERRED REVENUE	0.00	0.00
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	196,713.87
A 821	RESERVE FOR ENCUMBRANCES	0.00	632,477.17
A 827	ERS RESERVE	0.00	99,652.00
A 827 01	TRS RESERVE	0.00	230,000.00
A 862	RESERVE FOR LIABILITY	0.00	432,302.04
A 864	TAX CERTIORARI RESERVE	0.00	90,000.00
A 867	EBALR RESERVE	0.00	683,621.10
A 878	CAPITAL RESERVE	0.00	294,119.46
A 909	FUND BALANCE, UNRESERVED	0.00	0.00
A 910	APPROPRIATED FUND BALANCE	0.00	150,000.00
A 911	UNAPPROPRIATED FUND BALANCE	0.00	343,126.12
A 960	ESTIMATED APPROPRIATIONS	0.00	9,457,962.32
A 980	REVENUES	0.00	48,530.31
A Fund Totals:		13,167,774.25	13,167,774.25
Grand Totals:		13,167,774.25	13,167,774.25

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	2,429,743.00	0.00	2,429,743.00	0.00	2,429,743.00
A 1083	E-ON - WINDMILLS	81,000.00	0.00	81,000.00	0.00	81,000.00
A 1085	STAR REIMBURSEMENT	595,000.00	0.00	595,000.00	0.00	595,000.00
A 1090	INTEREST & PENALTIES	3,800.00	0.00	3,800.00	0.00	3,800.00
A 1335	OTHER STUDENT FEES	0.00	0.00	0.00	2,620.00	-2,620.00
A 2230	TUITION - OTHER DISTRICTS	37,500.00	0.00	37,500.00	41,993.87	-4,493.87
A 2401	INTEREST & EARNINGS	5,000.00	0.00	5,000.00	375.40	4,624.60
A 2401.001	INTEREST-CAPITAL RSV-A878	0.00	0.00	0.00	17.45	-17.45
A 2401.002	INTEREST-UNEMPLOY-A815	0.00	0.00	0.00	6.48	-6.48
A 2690	COMPENSATION FOR LOSS	0.00	0.00	0.00	147.16	-147.16
A 2700	MEDICARE PART D	25,000.00	0.00	25,000.00	0.00	25,000.00
A 2701	REFUND PRIOR YEAR - BOCES	32,000.00	0.00	32,000.00	0.00	32,000.00
A 2703	REFUND PRIOR YEAR - MISC	3,000.00	0.00	3,000.00	3,369.95	-369.95
A 2770	UNCLASSIFIED REVENUE	4,000.00	0.00	4,000.00	0.00	4,000.00
A 2770.002	PRIOR YEAR E-RATE REFUND	3,000.00	0.00	3,000.00	0.00	3,000.00
A 2801.827.01	NYSTRS RES - A82701	50,000.00	0.00	50,000.00	0.00	50,000.00
A 3101	NYS - GENERAL AID	3,835,259.00	0.00	3,835,259.00	0.00	3,835,259.00
A 3101.001	NYS - EXCESS COST AID	440,000.00	0.00	440,000.00	0.00	440,000.00
A 3102	LOTTERY AID	540,000.00	0.00	540,000.00	0.00	540,000.00
A 3102.001	VLT LOTTERY AID	202,000.00	0.00	202,000.00	0.00	202,000.00
A 3103	BOCES AID	600,438.00	0.00	600,438.00	0.00	600,438.00
A 3260	TEXTBOOK AID	28,000.00	0.00	28,000.00	0.00	28,000.00
A 3262	COMPUTER SOFTWARE AID	6,206.00	0.00	6,206.00	0.00	6,206.00
A 3262.001	COMPUTER HARDWARE AID	8,887.00	0.00	8,887.00	0.00	8,887.00
A 3263	LIBRARY MATERIALS AID	3,250.00	0.00	3,250.00	0.00	3,250.00
A 5050	INTERFUND TRANSFER - V	185,000.00	0.00	185,000.00	0.00	185,000.00
A Totals:		9,118,083.00	0.00	9,118,083.00	48,530.31	9,069,552.69
Grand Totals:		9,118,083.00	0.00	9,118,083.00	48,530.31	9,069,552.69

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MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1040 160</u>	NONINSTRUCTIONAL SALARIES	4,302.00	0.00	4,302.00	351.96	0.00	3,950.04
<u>A 1010 400</u>	CONTRACTUAL	50.00	0.00	50.00	0.00	0.00	50.00
<u>A 1010.450</u>	MATERIALS & SUPPLIES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1010.490</u>	BOCES SERVICES	1,313.00	0.00	1,313.00	0.00	0.00	1,313.00
<u>A 1060 400</u>	VOTE INSPECTOR	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 1240.150</u>	INSTRUCTIONAL SALARIES	116,000.00	0.00	116,000.00	17,846.16	0.00	98,153.84
<u>A 1240 160</u>	NONINSTRUCTIONAL SALARIES	33,122.00	0.00	33,122.00	4,834.92	0.00	28,287.08
<u>A 1240.200</u>	EQUIPMENT	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 1240.400</u>	CONTRACTUAL	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 1240.420</u>	TRAVEL,DUES,CONFERENCES	4,000.00	0.00	4,000.00	2,398.88	0.00	1,601.12
<u>A 1240.450</u>	MATERIALS & SUPPLIES	250.00	0.00	250.00	94.10	50.90	105.00
<u>A 1310 160</u>	NONINSTRUCTIONAL SALARIES	31,700.00	0.00	31,700.00	4,758.12	0.00	26,941.88
<u>A 1310.200</u>	EQUIPMENT	50.00	0.00	50.00	0.00	0.00	50.00
<u>A 1310 400</u>	CONTRACTUAL	3,700.00	0.00	3,700.00	1,752.00	0.00	1,948.00
<u>A 1310.420</u>	TRAVEL	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 1310.450</u>	MATERIALS & SUPPLIES	200.00	0.00	200.00	0.00	0.00	200.00
<u>A 1310.490</u>	BOCES SERVICES	60,247.00	0.00	60,247.00	0.00	0.00	60,247.00
<u>A 1320 400</u>	CONTRACTUAL	23,000.00	0.00	23,000.00	5,000.00	0.00	18,000.00
<u>A 1325 160</u>	NONINSTRUCTIONAL SALARIES	46,414.00	0.00	46,414.00	5,962.20	0.00	40,451.80
<u>A 1325.400</u>	CONTRACTUAL	500.00	2,900.00	3,400.00	0.00	2,900.00	500.00
<u>A 1325.420</u>	TRAVEL,DUES,CONFERENCES	700.00	0.00	700.00	0.00	0.00	700.00
<u>A 1325 450</u>	MATERIALS & SUPPLIES	350.00	0.00	350.00	21.93	71.60	256.47
<u>A 1330 160</u>	NONINSTRUCTIONAL SALARIES	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00
<u>A 1330.400</u>	CONTRACTUAL	2,300.00	0.00	2,300.00	0.00	0.00	2,300.00
<u>A 1345 490</u>	BOCES SERVICES	3,505.00	0.00	3,505.00	0.00	0.00	3,505.00
<u>A 1420 400</u>	CONTRACTUAL	15,000.00	0.00	15,000.00	2,552.54	0.00	12,447.46
<u>A 1420.490</u>	BOCES SERVICES	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 1430.490</u>	BOCES SERVICES	26,370.00	0.00	26,370.00	0.00	0.00	26,370.00
<u>A 1620 160</u>	NONINSTRUCTIONAL SALARIES	128,642.00	0.00	128,642.00	19,216.44	0.00	109,425.56
<u>A 1620 162</u>	OVERTIME SALARIES	2,800.00	0.00	2,800.00	2,190.98	0.00	609.02
<u>A 1620.169</u>	SUBSTITUTES	10,000.00	0.00	10,000.00	4,435.95	0.00	5,564.05
<u>A 1620.200</u>	EQUIPMENT	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 1620.400</u>	CONTRACTUAL	32,000.00	13,000.00	45,000.00	96.20	14,911.96	29,991.84
<u>A 1620.401</u>	FUEL OIL	180,000.00	0.00	180,000.00	2,582.24	90,000.00	87,417.76
<u>A 1620.402</u>	ELECTRICITY	80,000.00	0.00	80,000.00	17,590.20	0.00	62,409.80
<u>A 1620.403</u>	WATER	2,200.00	0.00	2,200.00	712.00	0.00	1,488.00
<u>A 1620.404</u>	TELEPHONE	7,500.00	0.00	7,500.00	800.13	0.00	6,699.87
<u>A 1620.411</u>	TRASH REMOVAL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 1620.450</u>	MATERIALS & SUPPLIES	27,500.00	3,731.81	31,231.81	2,536.49	12,078.12	16,617.20
<u>A 1620.490</u>	BOCES SERVICES	9,918.00	0.00	9,918.00	0.00	0.00	9,918.00
<u>A 1621 160</u>	NONINSTRUCTIONAL SALARIES	27,371.00	0.00	27,371.00	4,088.96	0.00	23,282.04
<u>A 1621.200</u>	EQUIPMENT	7,300.00	0.00	7,300.00	0.00	0.00	7,300.00
<u>A 1621 400</u>	CONTRACTUAL	25,000.00	8,594.00	33,594.00	1,412.84	20,982.32	11,198.84
<u>A 1621 420</u>	BOILER MAINTENANCE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1621.450	MATERIALS & SUPPLIES	24,000.00	920.34	24,920.34	6,428.46	13,025.10	5,466.78
A 1621.453	FLOOR PRODUCTS	560.00	0.00	560.00	0.00	0.00	560.00
A 1621.454	HARDWARE	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
A 1621.455	PLUMBING SUPPLIES	1,500.00	257.61	1,757.61	21.67	2,235.94	-500.00
A 1621.456	ELECTRICAL	5,000.00	0.00	5,000.00	44.40	1,455.60	3,500.00
A 1621.457	PAINTING	600.00	247.22	847.22	202.27	1,009.31	-364.36
A 1621.458	MAINTENANCE VEHICLE	1,200.00	0.00	1,200.00	0.00	600.00	600.00
A 1621.459	HEATING SUPPLIES	2,800.00	0.00	2,800.00	0.00	1,000.00	1,800.00
A 1670.400	CONTRACTUAL	300.00	0.00	300.00	0.00	0.00	300.00
A 1670.450	MATERIALS & SUPPLIES	7,300.00	0.00	7,300.00	982.13	1,419.48	4,898.39
A 1670.490	BOCES SERVICES	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
A 1680.490	BOCES SERVICES	27,760.00	0.00	27,760.00	0.00	0.00	27,760.00
A 1910.400	UNALLOCATED INSURANCE	36,000.00	0.00	36,000.00	22,090.95	0.00	13,909.05
A 1964.400	REFUND ON TAXES	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 1981.490	BOCES SERVICES	33,980.00	0.00	33,980.00	0.00	0.00	33,980.00
A 1983.490	BOCES SERVICES	45,927.00	0.00	45,927.00	0.00	0.00	45,927.00
A 2020.150	INSTRUCTIONAL SALARIES	61,800.00	0.00	61,800.00	10,165.36	0.00	51,634.64
A 2020.160	NONINSTRUCTIONAL SALARIES	23,623.00	0.00	23,623.00	1,929.52	0.00	21,693.48
A 2020.200	EQUIPMENT	100.00	0.00	100.00	0.00	0.00	100.00
A 2020.420	TRAVEL,DUES,CONFERENCES	700.00	0.00	700.00	0.00	0.00	700.00
A 2020.450	MATERIALS & SUPPLIES	350.00	0.00	350.00	156.01	107.02	86.97
A 2060.490	BOCES SERVICES	1,538.00	0.00	1,538.00	0.00	0.00	1,538.00
A 2070.490	BOCES SERVICES	88,617.00	0.00	88,617.00	0.00	0.00	88,617.00
A 2110.121	INSTRUCTIONAL SALARY K-3	521,511.00	0.00	521,511.00	0.00	0.00	521,511.00
A 2110.122	INSTRUCTIONAL SALARY 4-6	357,160.00	0.00	357,160.00	0.00	0.00	357,160.00
A 2110.125	TEACHING ASSISTANT (K-3)	39,483.00	0.00	39,483.00	0.00	0.00	39,483.00
A 2110.130	TEACHING 7-12	833,121.00	0.00	833,121.00	0.00	0.00	833,121.00
A 2110.135	TEACHING ASST-HIGH SCHOOL	18,680.00	0.00	18,680.00	0.00	0.00	18,680.00
A 2110.140	SUBSTITUTE TEACHER	77,000.00	0.00	77,000.00	0.00	0.00	77,000.00
A 2110.145	TUTOR	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
A 2110.160	NONINSTRUCTIONAL SALARIES	18,977.00	0.00	18,977.00	0.00	0.00	18,977.00
A 2110.169	NONINSTRUCTIONAL SUBS	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.200	EQUIPMENT	4,000.00	0.00	4,000.00	0.00	2,618.57	1,381.43
A 2110.400	CONTRACTUAL	7,000.00	0.00	7,000.00	0.00	401.00	6,599.00
A 2110.412	CONTRACT SERVICE	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00
A 2110.420	TRAVEL,DUES,CONFERENCES	4,500.00	1,470.00	5,970.00	125.16	1,490.00	4,354.84
A 2110.450	MATERIALS & SUPPLIES	19,000.00	4,498.58	23,498.58	9,181.75	23,442.05	-9,125.22
A 2110.470	TUITION	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00
A 2110.480	TEXTBOOKS	30,000.00	37.32	30,037.32	510.87	9,408.22	20,118.23
A 2110.490	BOCES SERVICES	117,939.00	0.00	117,939.00	0.00	0.00	117,939.00
A 2110.491	BOCES SERVICES	2,340.00	0.00	2,340.00	0.00	0.00	2,340.00
A 2250.150	INSTRUCTIONAL SALARIES	196,451.00	0.00	196,451.00	0.00	0.00	196,451.00
A 2250.155	SPECIAL ASSIGNMENT	8,866.00	0.00	8,866.00	0.00	0.00	8,866.00
A 2250.160	NONINSTRUCTIONAL SALARIES	39,050.00	0.00	39,050.00	1,929.52	0.00	37,120.48

09/23/2014

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2250.200</u>	EQUIPMENT	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2250.400</u>	CONTRACTUAL	700.00	0.00	700.00	0.00	0.00	700.00
<u>A 2250.420</u>	TRAVEL,DUES,CONFERENCES	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2250.450</u>	MATERIALS & SUPPLIES	1,400.00	0.00	1,400.00	924.63	86.74	388.63
<u>A 2250.470</u>	TUITION	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<u>A 2250.490</u>	BOCES SERVICES	772,949.00	0.00	772,949.00	0.00	0.00	772,949.00
<u>A 2280.150</u>	TEACHING 7-12	95,497.00	0.00	95,497.00	6,686.00	0.00	88,811.00
<u>A 2280.200</u>	EQUIPMENT	784.00	4,100.00	4,884.00	0.00	4,100.00	784.00
<u>A 2280.400</u>	CONTRACTUAL	1,176.00	0.00	1,176.00	0.00	500.00	676.00
<u>A 2280.420</u>	TRAVEL,DUES,CONFERENCES	235.00	0.00	235.00	650.00	1,350.00	-1,765.00
<u>A 2280.450</u>	MATERIALS & SUPPLIES	5,200.00	509.85	5,709.85	551.36	1,609.85	3,548.64
<u>A 2280.490</u>	BOCES SERVICES	213,187.00	0.00	213,187.00	0.00	0.00	213,187.00
<u>A 2330.150</u>	SUMMER INSTRUCTIONAL	33,200.00	0.00	33,200.00	4,317.34	0.00	28,882.66
<u>A 2330.151</u>	AIS INSTRUCTIONAL SALARY	27,653.00	0.00	27,653.00	0.00	0.00	27,653.00
<u>A 2330.490</u>	BOCES - ACADEMIC SUMMER SCHOOL	46,982.00	0.00	46,982.00	0.00	0.00	46,982.00
<u>A 2330.491</u>	BOCES - ALT HIGH SCHOOL	95,333.00	0.00	95,333.00	0.00	0.00	95,333.00
<u>A 2610.150</u>	INSTRUCTIONAL SALARIES	64,410.00	0.00	64,410.00	0.00	0.00	64,410.00
<u>A 2610.220</u>	AV EQUIPMENT	200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2610.400</u>	CONTRACTUAL	200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2610.420</u>	TRAVEL,DUES,CONFERENCES	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2610.450</u>	MATERIALS & SUPPLIES	0.00	0.00	0.00	64.28	0.00	-64.28
<u>A 2610.451</u>	PERIODICALS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2610.452</u>	REFERENCE MATERIALS	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
<u>A 2610.453</u>	AV SUPPLIES	1,100.00	0.00	1,100.00	0.00	0.00	1,100.00
<u>A 2610.454</u>	LIBRARY BOOKS	1,050.00	151.15	1,201.15	151.15	0.00	1,050.00
<u>A 2610.460</u>	AV/LIB. LOAN	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2610.490</u>	BOCES SERVICES	30,024.00	0.00	30,024.00	0.00	0.00	30,024.00
<u>A 2630.220</u>	EQUIPMENT	12,000.00	748.96	12,748.96	600.00	524.96	11,624.00
<u>A 2630.460</u>	STATE AIDED SOFTWARE	7,600.00	0.00	7,600.00	1,160.00	0.00	6,440.00
<u>A 2630.490</u>	BOCES SERVICES	26,906.00	0.00	26,906.00	0.00	0.00	26,906.00
<u>A 2805.490</u>	BOCES SERVICES	8,473.00	0.00	8,473.00	0.00	0.00	8,473.00
<u>A 2810.150</u>	INSTRUCTIONAL SALARIES	70,390.00	0.00	70,390.00	4,865.00	0.00	65,525.00
<u>A 2810.420</u>	TRAVEL,DUES,CONFERENCES	150.00	0.00	150.00	0.00	0.00	150.00
<u>A 2810.450</u>	MATERIALS & SUPPLIES	150.00	0.00	150.00	0.00	0.00	150.00
<u>A 2810.490</u>	BOCES SERVICES	13,850.00	0.00	13,850.00	0.00	0.00	13,850.00
<u>A 2815.160</u>	NONINSTRUCTIONAL SALARIES	35,719.00	0.00	35,719.00	0.00	0.00	35,719.00
<u>A 2815.169</u>	NONINSTRUCTIONAL SUBS	700.00	0.00	700.00	0.00	0.00	700.00
<u>A 2815.200</u>	EQUIPMENT	400.00	0.00	400.00	0.00	0.00	400.00
<u>A 2815.400</u>	CONTRACTUAL	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2815.450</u>	MATERIALS & SUPPLIES	400.00	0.00	400.00	44.00	0.00	356.00
<u>A 2825.150</u>	INSTRUCTIONAL SALARIES	45,917.00	0.00	45,917.00	0.00	0.00	45,917.00
<u>A 2850.150</u>	INSTRUCTIONAL SALARIES	15,518.00	0.00	15,518.00	451.08	0.00	15,066.92
<u>A 2855.150</u>	INSTRUCTIONAL SALARIES	56,072.00	0.00	56,072.00	974.76	0.00	55,097.24
<u>A 2855.200</u>	EQUIPMENT	400.00	0.00	400.00	0.00	0.00	400.00

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MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.400	CONTRACTUAL	2,000.00	6,283.00	8,283.00	19.30	6,283.00	1,980.70
A 2855.420	TRAVEL,DUES,CONFERENCES	2,800.00	0.00	2,800.00	901.50	0.00	1,898.50
A 2855.430	OFFICIAL FEES	22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
A 2855.450	MATERIALS & SUPPLIES	4,800.00	461.05	5,261.05	1,298.50	1,063.85	2,898.70
A 2855.451	UNIFORMS	0.00	0.00	0.00	0.00	8,146.35	-8,146.35
A 5510.150	ADMINISTRATOR SALARY	15,450.00	0.00	15,450.00	2,353.82	0.00	13,096.18
A 5510.161	HEAD BUS DRIVER	43,544.00	0.00	43,544.00	0.00	0.00	43,544.00
A 5510.163	REGULAR BUS DRIVER SALARIES	122,754.00	0.00	122,754.00	7,561.24	0.00	115,192.76
A 5510.164	FIELD TRIPS	3,000.00	0.00	3,000.00	124.69	0.00	2,875.31
A 5510.165	ATHLETIC TRIPS	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
A 5510.166	LATE RUNS	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 5510.167	OTHER	10,000.00	0.00	10,000.00	1,146.02	0.00	8,853.98
A 5510.168	BUS AIDE	19,671.00	0.00	19,671.00	0.00	0.00	19,671.00
A 5510.169	SUBSTITUTE SALARIES	5,000.00	0.00	5,000.00	122.50	0.00	4,877.50
A 5510.200	EQUIPMENT	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 5510.210	PURCHASE OF BUSES	0.00	141,968.43	141,968.43	0.00	141,968.43	0.00
A 5510.400	CONTRACTUAL	120,000.00	0.00	120,000.00	0.00	0.00	120,000.00
A 5510.415	LIABILITY INSURANCE	18,000.00	0.00	18,000.00	10,687.05	0.00	7,312.95
A 5510.418	DRIVER PHYSICALS	500.00	0.00	500.00	0.00	0.00	500.00
A 5510.420	TRAVEL,DUES,CONFERENCES	1,500.00	0.00	1,500.00	14.00	0.00	1,486.00
A 5510.450	MATERIALS & SUPPLIES	800.00	0.00	800.00	11.88	288.12	500.00
A 5510.453	GASOLINE	20,000.00	0.00	20,000.00	941.94	17,058.06	2,000.00
A 5510.454	DIESEL FUEL	48,000.00	0.00	48,000.00	0.00	54,000.00	-6,000.00
A 5510.490	BOCES SERVICES	5,382.00	0.00	5,382.00	0.00	0.00	5,382.00
A 5530.400	CONTRACTUAL	3,500.00	0.00	3,500.00	174.70	411.30	2,914.00
A 5530.401	FUEL OIL	7,200.00	0.00	7,200.00	0.00	6,000.00	1,200.00
A 5530.402	ELECTRIC	4,400.00	0.00	4,400.00	1,123.44	0.00	3,276.56
A 5530.403	WATER	1,325.00	0.00	1,325.00	193.00	0.00	1,132.00
A 5530.404	TELEPHONE	1,000.00	0.00	1,000.00	132.02	0.00	867.98
A 5530.411	TRASH REMOVAL	1,600.00	0.00	1,600.00	0.00	0.00	1,600.00
A 5530.450	MATERIALS & SUPPLIES	600.00	0.00	600.00	0.00	0.00	600.00
A 9010.800	NYS EMPLOYEES RETIREMENT	105,342.00	0.00	105,342.00	0.00	0.00	105,342.00
A 9020.800	NYS TEACHERS RETIREMENT	394,275.00	0.00	394,275.00	0.00	0.00	394,275.00
A 9030.800	SOCIAL SECURITY	264,814.00	0.00	264,814.00	8,383.29	0.00	256,430.71
A 9040.800	WORKERS COMPENSATION	25,200.00	0.00	25,200.00	10,521.00	0.00	14,679.00
A 9045.800	LIFE INSURANCE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 9050.800	UNEMPLOYMENT INSURANCE	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
A 9055.800	DISABILITY	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 9060.800	HEALTH INSURANCE	1,456,444.00	0.00	1,456,444.00	227,343.48	0.00	1,229,100.52
A 9060.800-00-0001	BUY OUT PROVISION-HEALTH	43,000.00	0.00	43,000.00	0.00	0.00	43,000.00
A 9060.800-00-0002	FLEX - COPAY REIMBURSEMENT	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
A 9060.801	DENTAL INSURANCE	38,600.00	0.00	38,600.00	3,109.64	0.00	35,490.36
A 9060.803	MEDICARE REIMBURSEMENT	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
A 9089.800	SICK CONVERSION	29,000.00	0.00	29,000.00	0.00	0.00	29,000.00

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MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9711.600</u>	BOND PRINCIPAL	640,000.00	0.00	640,000.00	0.00	0.00	640,000.00
<u>A 9711.700</u>	BOND INTEREST	162,919.00	0.00	162,919.00	0.00	0.00	162,919.00
<u>A 9722.600</u>	BOND PRINCIPAL	34,171.00	0.00	34,171.00	0.00	0.00	34,171.00
<u>A 9722.700</u>	BOND INTEREST	2,230.00	0.00	2,230.00	0.00	0.00	2,230.00
<u>A 9770.700</u>	RAN INTEREST	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
<u>A 9950.900</u>	TRANS TO CAPITAL FUND	88,700.00	0.00	88,700.00	0.00	0.00	88,700.00
Fund ATotals:		9,268,083.00	189,879.32	9,457,962.32	452,605.92	442,597.85	8,562,758.55
Grand Totals:		9,268,083.00	189,879.32	9,457,962.32	452,605.92	442,597.85	8,562,758.55

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

August 1, 2014

through

August 31, 2014

Total available balance as reported at the end of preceding period: \$ 5,707.30

RECEIPTS during month:

DATE	SOURCE	AMOUNT	
AUGUST 4	NYS - 2013-14 WAREHOUSING REFUND	\$ 140.00	
6	MADISON COUNTY HEADSTART - MAY/JUNE MEALS	646.00	
12	SUMMER PROGRAM MEALS	26.71	
19	RYAN, KAYLA STILL - ON ACCOUNT	22.82	
19	NYS - JULY 2014 SUMMER PROGRAM	4,425.00	
19	NYS - AUG 2014 SUMMER PROGRAM	891.00	
31	INTEREST - NBT	0.11	
	Total Receipts:	\$ 6,151.64	
	Total Receipts, including balance:	\$ 11,858.94	

DISBURSEMENTS made during month:

BY CHECK	FROM: 3113	TO: 3114	\$ 171.69
	3115	TO: 3115	62.41

BY DEBIT CHARGE:

PAYROLL TRANSFERS	\$ 1,201.39
HEALTH/DENTAL INSURANCE	1,750.75

CASH BALANCE SHOWN BY RECORDS: \$ 3,186.24
\$ 8,672.70

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 8,906.80
Less total of outstanding checks:	(234.10)
Net balance in bank:L	\$ 8,672.70
Amount of deposits in transit:	-

TOTAL AVAILABLE BALANCE \$ 8,672.70

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

October 21, 2014

 Clerk of the Board of Education

 Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
SCHOOL LUNCH FUND

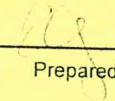
8/31/2014

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
3113-3114	8/8/2014	\$ 171.69			
3115	8/22/2014	\$ 62.41			

TOTAL		\$ 234.10			\$ -
			GRAND TOTAL		\$ 234.10

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

DATE	SOURCE	AMOUNT
		\$ -


Prepared

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

August 1, 2014

through

August 31, 2014

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

RECEIPTS during month:

DATE	SOURCE	AMOUNT
AUGUST 30	INTEREST - NBT	\$ -

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

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE: \$ -

Total Disbursements: \$ -

CASH BALANCE SHOWN BY RECORDS: \$ -

RECONCILIATION WITH BANK STATEMENT:

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

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

October 21, 2014

 Clerk of the Board of Education

 Treasurer

Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 8/31/2014



Account	Description	Debits	Credits
C 200	CASH IN CHECKING		
C 380	ACCOUNTS RECEIVABLE	8,672.70	0.00
C 410	STATE & FEDERAL AID RECEIVABLE	155.11	0.00
C 445	MAT & SUPP INVENTORY 13-14	230.00	0.00
C 446	FOOD INVENTORY 13-14	1,453.67	0.00
C 446 01	DONATED FOOD INV 13-14	6,310.38	0.00
C 510	ESTIMATED REVENUE	5,158.72	0.00
C 521	ENCUMBRANCES	201,000.00	0.00
C 522	EXPENDITURES	120,427.91	0.00
C 630	DUE TO OTHER FUNDS	8,176.25	0.00
C 631	DUE TO OTHER GOVERNMENTS	0.00	46,761.00
C 821	RESERVE FOR ENCUMBRANCES	0.00	51.44
C 911	UNAPPROPRIATED FUND BALANCE	0.00	120,427.91
C 960	ESTIMATED APPROPRIATIONS	23,093.74	0.00
C 980	REVENUES	0.00	201,000.00
		0.00	6,438.13
C Fund Totals:		374,678.48	374,678.48
Grand Totals:		374,678.48	374,678.48

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1440	TYPE A - BRKFST/LUNCH	36,100.00	0.00	36,100.00	1.50	36,098.50
C 1445	OTHER FOOD SALES	18,000.00	0.00	18,000.00	672.71	17,327.29
C 2401	INTEREST & EARNINGS	0.00	0.00	0.00	0.16	-0.16
C 2701	REFUND PRIOR YEAR	300.00	0.00	300.00	217.76	82.24
C 2701.001	REFUND OF PRIOR YEAR - BOCES	500.00	0.00	500.00	0.00	500.00
C 2770	UNCLASSIFIED REVENUE	100.00	0.00	100.00	0.00	100.00
C 2770.001	BOCES AID	30,000.00	0.00	30,000.00	0.00	30,000.00
C 3190	NYS AID - BREAKFAST/LUNCH	4,000.00	0.00	4,000.00	230.00	3,770.00
C 4190	NYS FED AID-BRKFST/LUNCH	108,000.00	0.00	108,000.00	5,316.00	102,684.00
C 4190.100	DONATED FOOD VALUE	4,000.00	0.00	4,000.00	0.00	4,000.00
C Totals:		201,000.00	0.00	201,000.00	6,438.13	194,561.87
Grand Totals:		201,000.00	0.00	201,000.00	6,438.13	194,561.87

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MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>C 2860.160</u>	SALARIES	40,000.00	0.00	40,000.00	1,495.57	0.00	38,504.43
<u>C 2860.169</u>	SUBSTITUTE SALARIES	1,800.00	0.00	1,800.00	127.50	0.00	1,672.50
<u>C 2860.200</u>	EQUIPMENT	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>C 2860.400</u>	CONTRACTUAL	4,000.00	0.00	4,000.00	1,855.42	0.00	2,144.58
<u>C 2860.410</u>	FOOD PURCHASE	77,000.00	0.00	77,000.00	1,072.09	109,227.91	-33,300.00
<u>C 2860.419</u>	DONATED FOODS	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00
<u>C 2860.420</u>	TRAVEL, DUES	200.00	0.00	200.00	0.00	0.00	200.00
<u>C 2860.450</u>	MATERIALS & SUPPLIES	38,000.00	0.00	38,000.00	0.00	11,200.00	26,800.00
<u>C 9030.800</u>	SOCIAL SECURITY	3,500.00	0.00	3,500.00	124.17	0.00	3,375.83
<u>C 9060.800</u>	HEALTH INSURANCE	22,000.00	0.00	22,000.00	3,438.18	0.00	18,561.82
<u>C 9060.801</u>	DENTAL INSURANCE	500.00	0.00	500.00	63.32	0.00	436.68
Fund CTotals:		201,000.00	0.00	201,000.00	8,176.25	120,427.91	72,395.84
Grand Totals:		201,000.00	0.00	201,000.00	8,176.25	120,427.91	72,395.84

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**MADISON CENTRAL SCHOOL DISTRICT
TRUST & AGENCY FUND CHECKING - NBT
TREASURER'S MONTHLY REPORT**

August 1, 2014

ACCT # *****3294
through

August 31, 2014

Total available balance as reported at the end of preceding period: \$ 31,255.00

RECEIPTS during month:

DATE	SOURCE	AMOUNT
AUGUST 1-31	VARIOUS - HEALTH INSURANCE	\$ 3,647.24
7	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERA	27,487.36
7	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	2,102.76
8	AUGUST 2014 HEALTH INSURANCE	114,400.27
8	AUGUST 2014 DENTAL INSURANCE	1,546.70
21	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERA	34,860.84
21	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	2,666.82
31	INTEREST - NBT	0.67
	Total Receipts:	\$ 186,712.66
	Total Receipts, including balance:	\$ 217,967.66

DISBURSEMENTS made during month:

BY CHECK	FROM: 1134	TO: 1142	WIRES - SEE BELOW
	5828	TO: 5830	\$ 125,825.76

BY DEBIT CHARGE:

WIRE TRANSFER - NYS TAX	\$2,784.17
TRANSFER TO GENERAL - NYSTRS	124.14
ACH TRANSFER - DIRECT DEPOSIT	36,692.13
TRANSFER TO PAYROLL - NET PAYROLL	9,164.13
NYSERS	340.52
WIRE TRANSFER-FED TAX	17,467.69
OMNI WIRE TRANSFER	545.00
Total Disbursements:	\$ 192,943.54

CASH BALANCE SHOWN BY RECORDS: \$ 25,024.12

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 25,287.34
Less total of outstanding checks:	(263.22)
Net balance in bank:	\$ 25,024.12
Amount of deposits in transit:	-

TOTAL AVAILABLE BALANCE: \$ 25,024.12

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

October 21, 2014

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
TRUST & AGENCY FUND

8/31/2014

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
5800	6/19/2014	\$ 263.22			

TOTAL		\$ 263.22			\$ -
			GRAND TOTAL		\$ 263.22

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

DATE	SOURCE	AMOUNT
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TOTAL DEPOSITS IN TRANSIT		-
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Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 8/31/2014



Account	Description	Debits	Credits
TA 010 02	PAYROLL - NBT		
TA 010 03	DIRECT DEPOSIT - NBT	0.59	0.00
TA 018	NYSERS	0.00	0.00
TA 020 01	HEALTH INSURANCE	0.00	0.00
TA 020 02	DENTAL INSURANCE	0.00	27,044.86
TA 020 24	FLEX (13-14)	0.00	1,518.77
TA 021	NYS INCOME TAX	0.00	583.03
TA 022	FEDERAL INCOME TAX	0.00	0.00
TA 026	SOCIAL SECURITY (FICA)	0.00	0.00
TA 026 01	MEDICARE (FICM)	0.00	0.00
TA 027 01	NYSTRS CONTRIBUTIONS	0.00	0.00
TA 029	TAX SHELTERED ANNUITIES	0.00	0.00
TA 038	STUDENT DEPOSITS	0.00	0.00
TA 085 03	HONORS TRIP	0.00	474.00
TA 200	CASH IN CHECKING	0.00	530.21
TA 391	DUE FROM OTHER FUNDS	25,024.12	0.00
TA 630	DUE TO OTHER FUNDS	5,130.00	0.00
		0.00	3.84
TA Fund Totals:		30,154.71	30,154.71
Grand Totals:		30,154.71	30,154.71

**MADISON CENTRAL SCHOOL DISTRICT
PAYROLL ACCOUNT - NBT**

TREASURER'S MONTHLY REPORT

ACCT # *****3421

August 1, 2014

through

August 31, 2014

Total available balance as reported at the end of preceding period: \$ 0.47

RECEIPTS during month:

DATE	SOURCE	AMOUNT
AUGUST 7	TRUST & AGENCY - NET PAYROLL	\$ 4,281.16
21	TRUST & AGENCY - NET PAYROLL	4,882.97
31	INTEREST - NBT	\$ 0.12

Total Receipts: \$ 9,164.25

Total Receipts, including balance: \$ 9,164.72

DISBURSEMENTS made during month:

BY CHECK	FROM: 27770	TO: 27791	\$ 4,281.16
	27792	TO: 27819	4,882.97

BY DEBIT CHARGE:

Total Disbursements: \$ 9,164.13

CASH BALANCE SHOWN BY RECORDS: \$ 0.59

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 3,956.40
Less total of outstanding checks:	\$ (3,955.81)
Net balance in bank:	\$ 0.59
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 0.59

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

October 21, 2014

Clerk of the Board of Education

Treasurer

Prepared


LIST OF OUTSTANDING CHECKS - NBT
 PAYROLL ACCOUNT

8/31/14

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
27481	6/5/14	66.63			
27743	7/10/14	191.65			
27766	7/24/14	1,171.90			
27789	8/7/14	1,171.90			
27815-27816	8/21/14	1,353.73			
TOTAL		\$ 3,955.81	GRAND TOTAL		\$ 3,955.81

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

DATE	SOURCE	AMOUNT
TOTAL DEPOSITS IN TRANSIT		\$ -


 Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 8/31/2014



Account	Description	Debits	Credits
TE 092	ENDOWMENTS & SCHOLARSHIPS	0.00	37,056.11
TE 201 02	CASH IN SAVINGS - NIAGARA	37,056.11	0.00
TE Fund Totals:		37,056.11	37,056.11
Grand Totals:		37,056.11	37,056.11

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

TREASURER'S MONTHLY REPORT

ACCT # *****0556

through

August 1, 2014

August 31, 2014

Total available balance as reported at the end of preceding period: \$ 324,558.22

RECEIPTS during month:

DATE	SOURCE	AMOUNT
AUGUST		

Total Receipts: \$ -
Total Receipts, including balance: \$ 324,558.22

DISBURSEMENTS made during month:

BY CHECK FROM: 1023 TO: 1026 \$ 4,839.07

BY DEBIT CHARGE:

Total Disbursements: \$ 4,839.07
CASH BALANCE SHOWN BY RECORDS: \$ 319,719.15

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 323,109.15
Less total of outstanding checks:	\$ (3,390.00)
Net balance in bank:	\$ 319,719.15
Amount of deposits in transit:	

TOTAL AVAILABLE BALANCE: \$ 319,719.15

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

October 21, 2014

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
CAPTIAL FUND

8/31/14


CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
1023-1024	8/7/2014	\$ 3,390.00			

TOTAL		\$ 3,390.00			\$ -
			GRAND TOTAL		\$ 3,390.00

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

DATE	SOURCE	AMOUNT
		\$ -

TOTAL DEPOSITS IN TRANSIT		\$ -
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Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 8/31/2014



Account	Description	Debits	Credits	Balance
HRP3 200	CASH IN CHECKING	11,301.78	0.00	11,301.78
HRP4 200	CASH IN CHECKING	25,964.27	0.00	25,964.27
HRP5 200	Cash in Checking	0.00	9,350.00	-9,350.00 CR
HSAFE 200	Cash in Checking	294,752.17	2,949.07	291,803.10
200 Totals:		332,018.22	12,299.07	319,719.15
HRP5 522	Expenditures	1,890.00	0.00	1,890.00
HSAFE 522	Expenditures	2,949.07	0.00	2,949.07
522 Totals:		4,839.07	0.00	4,839.07
HRP4 630	DUE TO OTHER FUNDS	0.00	20,990.00	-20,990.00 CR
HSAFE 630	DUE TO OTHER FUNDS	0.00	3,812.50	-3,812.50 CR
630 Totals:		0.00	24,802.50	-24,802.50
HRP3 911	UNAPPROPRIATED FUND BALANCE	0.00	11,301.78	-11,301.78 CR
HRP4 911	UNAPPROPRIATED FUND BALANCE	0.00	4,974.27	-4,974.27 CR
HRP5 911	UNAPPROPRIATED FUND BALANCE	7,460.00	0.00	7,460.00
HSAFE 911	UNAPPROPRIATED FUND BALANCE	0.00	290,939.67	-290,939.67 CR
911 Totals:		7,460.00	307,215.72	-299,755.72
Grand Totals:		344,317.29	344,317.29	0.00

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>HRP5 2110.245</u>	ARCHITECT FEES	0.00	0.00	0.00	1,890.00	0.00	-1,890.00
	Fund HRP5Totals:	0.00	0.00	0.00	1,890.00	0.00	-1,890.00
<u>HSAFE 2110.245</u>	ARCHITECT FEES	0.00	0.00	0.00	2,949.07	0.00	-2,949.07
	Fund HSAFETotals:	0.00	0.00	0.00	2,949.07	0.00	-2,949.07
	Grand Totals:	0.00	0.00	0.00	4,839.07	0.00	-4,839.07

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MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 8/31/2014



Account	Description	Debits	Credits
V 201 01	CASH IN SAVINGS - NIAGARA	957,018.17	0.00
V 884	FUND BALANCE	0.00	864,227.89
V 884 01	PREMIUM REVENUE-A FUND	0.00	92,711.62
V 980	REVENUES	0.00	78.66
V Fund Totals:		957,018.17	957,018.17
Grand Totals:		957,018.17	957,018.17

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
V 2401.001	DEBT INTEREST - V884.01	0.00	0.00	0.00	78.66	-78.66
	V Totals:	0.00	0.00	0.00	78.66	-78.66
	Grand Totals:	0.00	0.00	0.00	78.66	-78.66

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

August 1, 2014

ACCT # *****3405
through

August 31, 2014

Total available balance as reported at the end of preceding period: \$ 250,231.84

RECEIPTS during month:

DATE	SOURCE	AMOUNT	
AUGUST 18	NYS - UNIVERSAL PRE-K 2014-15	\$ 40,760 00	
31	INTEREST - NBT	4.46	
	Total Receipts:	\$ 40,764.46	
	Total Receipts, including balance:	\$ 290,996.30	

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE:

TRANSFER TO TRUST AND AGENCY - PAYROLL \$ 1,682.81

Total Disbursements: \$ 1,682.81

CASH BALANCE SHOWN BY RECORDS: \$ 289,313.49

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 289,313.49	
Less total of outstanding checks:	\$ -	
Net balance in bank:	\$ 289,313.49	
Amount of deposits in transit:	\$ -	
TOTAL AVAILABLE BALANCE:	\$ 289,313.49	

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

October 21, 2014

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
FEDERAL FUND

8/31/14


CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
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TOTAL		\$ -	GRAND TOTAL		\$ -
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STATEMENT OF CASH ON HAND
NOT DEPOSITED AT END OF PERIOD.

DATE	SOURCE	AMOUNT
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TOTAL DEPOSITS IN TRANSIT		\$ -
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Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 8/31/2014



Account	Description	Debits	Credits	Balance
F181 200	WIND POWER	267,838.67	0.00	267,838.67
FA14 200	13-14 TITLE I	8.27	8,795.06	-8,786.79 CR
FB14 200	13-14 SECTION 611	23,411.00	23,411.00	0.00
FC14 200	13-14 SECTION 619	1,484.00	1,484.00	0.00
FD14 200	13-14 TITLE IIA	2,586.00	2,586.00	0.00
FG14 200	13-14 UNIVERAL PRE-K	0.00	20,592.00	-20,592.00 CR
FG15 200	2014-15 UNIVERSAL PRE-K	40,760.00	0.00	40,760.00
FH13 200	SECTION 4408 12/13	6,858.98	0.00	6,858.98
FH14 200	SECT 4408 (13-14)	0.00	305.75	-305.75 CR
FH15 200	14-15 SECTION 4408	0.00	2,214.74	-2,214.74 CR
FP14 200	13-14 TEACH OF TOMORROW	2,100.00	0.00	2,100.00
FR14 200	13-14 MONSANTO GRANT	10,000.00	0.00	10,000.00
FT12 200	LOWES GRANT 11/12	2,605.00	0.00	2,605.00
FV11 200	GRAMMY GRANT	144.12	0.00	144.12
FZ14 200	13-14 RACE TO THE TOP	0.00	9,094.00	-9,094.00 CR
200 Totals:		357,796.04	68,482.55	289,313.49
FA14 410	STATE & FEDERAL AID RECEIVABLE	8,798.33	0.00	8,798.33
FB14 410	STATE & FEDERAL AID RECEIVABLE	23,411.00	23,411.00	0.00
FC14 410	STATE & FEDERAL AID RECEIVABLE	1,484.00	1,484.00	0.00
FD14 410	STATE & FEDERAL AID RECEIVABLE	2,586.00	2,586.00	0.00
FG14 410	STATE & FEDERAL AID RECEIVABLE	20,592.00	0.00	20,592.00
FH14 410	STATE & FEDERAL AID RECEIVABLE	305.75	0.00	305.75
FZ14 410	STATE & FEDERAL AID RECEIVABLE	9,094.00	0.00	9,094.00
410 Totals:		66,271.08	27,481.00	38,790.08
FA14 510	ESTIMATED REVENUE	13,649.67	0.00	13,649.67
FP14 510	Estimated Revenue	6,300.00	0.00	6,300.00
FT12 510	ESTIMATED REVENUE	2,605.00	0.00	2,605.00
FV11 510	ESTIMATED REVENUE	144.12	0.00	144.12
510 Totals:		22,698.79	0.00	22,698.79
FA14 521	ENCUMBRANCES	400.00	0.00	400.00
521 Totals:		400.00	0.00	400.00
FH15 522	Expenditures	2,214.74	0.00	2,214.74
522 Totals:		2,214.74	0.00	2,214.74
FA14 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FP14 599	Appropriated Fund Balance	0.00	0.00	0.00
FT12 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FV11 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
599 Totals:		0.00	0.00	0.00
FA14 630	DUE TO OTHER FUNDS	0.00	11.54	-11.54 CR
630 Totals:		0.00	11.54	-11.54
F181 631	DUE TO OTHER GOVERNMENTS	267,838.67	267,838.67	0.00
FH13 631	DUE TO OTHER GOVERNMENTS	6,858.98	6,858.98	0.00
FP14 631	DUE TO OTHER GOVERNMENTS	2,100.00	2,100.00	0.00
FR14 631	DUE TO OTHER GOVERNMENTS	10,000.00	10,000.00	0.00
FT12 631	DUE TO OTHER GOVERNMENTS	2,605.00	2,605.00	0.00
FV11 631	DUE TO OTHER GOVERNMENTS	144.12	144.12	0.00
631 Totals:		289,546.77	289,546.77	0.00
FA14 821	RESERVE FOR ENCUMBRANCES	0.00	400.00	-400.00 CR
821 Totals:		0.00	400.00	-400.00
FA14 960	APPROPRIATIONS	0.00	13,649.67	-13,649.67 CR

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 8/31/2014



Account	Description	Debits	Credits	Balance	
FP14 960	Appropriations	0.00	6,300.00	-6,300.00	CR
FT12 960	APPROPRIATIONS	0.00	2,605.00	-2,605.00	CR
FV11 960	APPROPRIATIONS	0.00	144.12	-144.12	CR
960 Totals:		0.00	22,698.79	-22,698.79	
F181 980	REVENUES	0.00	267,838.67	-267,838.67	CR
FG15 980	Revenues	0.00	40,760.00	-40,760.00	CR
FH13 980	REVENUES	0.00	6,858.98	-6,858.98	CR
FP14 980	Revenues	0.00	2,100.00	-2,100.00	CR
FR14 980	REVENUES	0.00	10,000.00	-10,000.00	CR
FT12 980	REVENUES	0.00	2,605.00	-2,605.00	CR
FV11 980	REVENUES	0.00	144.12	-144.12	CR
980 Totals:		0.00	330,306.77	-330,306.77	
Grand Totals:		738,927.42	738,927.42	0.00	

Revenue Status Report From 7/1/2014 To 8/31/2014

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
F181 2770	WINDPOWER	0.00	0.00	0.00	267,838.67	-267,838.67
FA14 4126	TITLE I - 0021141310	13,649.67	0.00	13,649.67	0.00	13,649.67
FG15 3289	UNIVERSAL PRE-K (14-15)	0.00	0.00	0.00	40,760.00	-40,760.00
FH13 3289	SECTION 4408	0.00	0.00	0.00	6,858.98	-6,858.98
FP14 3289	TEACHERS OF TOMORROW	6,300.00	0.00	6,300.00	2,100.00	4,200.00
FR14 2770	MONSANTO GRANT - FFA	0.00	0.00	0.00	10,000.00	-10,000.00
FT12 2770	LOWE'S GRANT	2,605.00	0.00	2,605.00	2,605.00	0.00
FV11 2770	GRAMMY GRANT	144.12	0.00	144.12	144.12	0.00
		<u>22,698.79</u>	<u>0.00</u>	<u>22,698.79</u>	<u>330,306.77</u>	<u>-307,607.98</u>

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 8/31/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>FA14 2110.150</u>	INSTRUCTIONAL SALARIES	11,860.85	0.00	11,860.85	0.00	0.00	11,860.85
<u>FA14 2110.400</u>	CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
<u>FA14 2110.450</u>	MATERIALS & SUPPLIES	1,288.82	0.00	1,288.82	0.00	400.00	888.82
	Fund FA14Totals:	13,649.67	0.00	13,649.67	0.00	400.00	13,249.67
<u>FH15 5511.160</u>	SECTION 4408 (14-15)	0.00	0.00	0.00	2,214.74	0.00	-2,214.74
	Fund FH15Totals:	0.00	0.00	0.00	2,214.74	0.00	-2,214.74
<u>FP14 2110.400</u>	CONTRACTUAL	6,300.00	0.00	6,300.00	0.00	0.00	6,300.00
	Fund FP14Totals:	6,300.00	0.00	6,300.00	0.00	0.00	6,300.00
<u>FT12 2110.450</u>	MATERIALS & SUPPLIES	2,605.00	0.00	2,605.00	0.00	0.00	2,605.00
	Fund FT12Totals:	2,605.00	0.00	2,605.00	0.00	0.00	2,605.00
<u>FV11 2110.450</u>	MATERIALS & SUPPLIES	144.12	0.00	144.12	0.00	0.00	144.12
	Fund FV11Totals:	144.12	0.00	144.12	0.00	0.00	144.12
	Grand Totals:	22,698.79	0.00	22,698.79	2,214.74	400.00	20,084.05

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MADISON CENTRAL SCHOOL

Check Warrant Report For A - 6: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15569	08/08/2014	1	A & W EZ MART					
A 5510.453		GASOLINE			7/31/14 STATEMENT	150071	941.94	941.94
							Check Total:	941.94
15570	08/08/2014	1322	CENTRAL NY SBGA					
A 1621.450		MATERIALS & SUPPLIES			2014-15 MEMBERSHIP DUES		30.00	
							Check Total:	30.00
15571	08/08/2014	210	CLINTON TRACTOR & IMPLEMENT CO					
A 1621.450		MATERIALS & SUPPLIES			IC49948	150074	-200.00	0.00
A 1621.450		MATERIALS & SUPPLIES			WC13223	150074	154.60	154.60
A 1621.450		MATERIALS & SUPPLIES			WC13124	150074	193.00	193.00
							Check Total:	147.60
15572	08/08/2014	1538	CURTIS LUMBER CO, INC					
A 1620.450		MATERIALS & SUPPLIES			1407-211575	140405	122.40	122.40
A 1620.450		MATERIALS & SUPPLIES			1407-221473	140405	10.24	10.24
A 1620.450		MATERIALS & SUPPLIES			1407-219004	140405	53.45	53.45
A 1620.450		MATERIALS & SUPPLIES			1407-204795	140405	7.98	7.98
							Check Total:	194.07
15573	08/08/2014	2851	DOVER PUBLICATIONS, INC.					
A 2110.480		TEXTBOOKS			91958005	150111	9.73	4.50
							Check Total:	9.73
15574	08/08/2014	385	FLINN SCIENTIFIC					
A 2110.450		MATERIALS & SUPPLIES			1768654	150079	832.34	698.41
							Check Total:	832.34
15575	08/08/2014	431	GRAINGER INC					
A 1621.450		MATERIALS & SUPPLIES			9499262203	150066	118.80	118.80
A 1621.450		MATERIALS & SUPPLIES			9490280964	150066	59.40	59.40

08/08/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 6: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
A 1621.450		MATERIALS & SUPPLIES			9491253010	150066	65.98	65.98
A 1621.450		MATERIALS & SUPPLIES			9493020649	150066	19.25	19.25
							Check Total:	263.43
15576	08/08/2014	1169	HOWLAND PUMP AND SUPPLY CO INC					
A 1621.455		PLUMBING SUPPLIES			99471	150082	21.67	21.67
							Check Total:	21.67
15577	08/08/2014	522	HUMMEL'S OFFICE PLUS					
A 2250.450		MATERIALS & SUPPLIES			962051-0	150106	49.54	49.54
A 2110.450		MATERIALS & SUPPLIES			962051-0	150106	104.61	104.61
A 2020.450		MATERIALS & SUPPLIES			962051-0	150106	81.01	81.01
A 1325.450		MATERIALS & SUPPLIES			962051-0	150106	2.50	2.50
A 1240.450		MATERIALS & SUPPLIES			962051-0	150106	39.10	39.10
							Check Total:	276.76
15578	08/08/2014	546	J W PEPPER & SON INC					
A 2110.480		TEXTBOOKS			01N21817	150005	19.89	19.89
							Check Total:	19.89
15579	08/08/2014	1910	JUDSON CHANDLER					
A 5510.420		TRAVEL,DUES,CONFERENCES			6/12/14 ZOO		8.00	
A 5510.420		TRAVEL,DUES,CONFERENCES			003464 ROGERS		6.00	
							Check Total:	14.00
15580	08/08/2014	2448	KELLEY BROS, LLC					
A 1620.450		MATERIALS & SUPPLIES			16289NY	140394	2,200.76	2,165.76
							Check Total:	2,200.76
15581	08/08/2014	2012	KELVIN					
A 2280.450		MATERIALS & SUPPLIES			256225	150007	170.00	168.69
							Check Total:	170.00
15582	08/08/2014	2549	KEYLINE DISTRIBUTORS					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 6: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1621.450		MATERIALS & SUPPLIES			14-5449	150080	1,617.36	1,593.00
							Check Total:	1,617.36
15583	08/08/2014	2306	LAURA WINCHESTER					
A 2110.450		MATERIALS & SUPPLIES			DOLLAR TREE		14.00	
A 2110.450		MATERIALS & SUPPLIES			WALMART		29.97	
					7/28/14			
A 2110.450		MATERIALS & SUPPLIES			WALMART		16.39	
					7/29/14			
A 2110.450		MATERIALS & SUPPLIES			PARTY CITY		10.55	
					8/4/14			
							Check Total:	70.91
15584	08/08/2014	2853	LEAF, INC					
A 1240.420		TRAVEL,DUES,CONFERENCES			088270	150058	2,146.00	2,146.00
							Check Total:	2,146.00
15585	08/08/2014	628	LRP PUBLICATIONS					
A 2250.450		MATERIALS & SUPPLIES			4233676	150078	214.50	185.00
							Check Total:	214.50
15586	08/08/2014	245	MICHELE A COTTER					
A 2110.420		TRAVEL,DUES,CONFERENCES					58.13	
					7/8/14-7/10/14			
					MILEAGE REIMB			
							Check Total:	58.13
15587	08/08/2014	2284	MOHAWK REGIONAL ASSOC OF SDA					
A 1240.420		TRAVEL,DUES,CONFERENCES					30.00	
					2014-15			
					MEMBERSHIP			
					DUES			
							Check Total:	30.00
15588	08/08/2014	752	NASCO					
A 2110.450		MATERIALS & SUPPLIES			30-2908-0	150089	32.31	21.20
							Check Total:	32.31

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 6: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15589	08/08/2014	1868	NICOLE WINEGARD					
A 2110.450		MATERIALS & SUPPLIES			JOANN FABRIC 7/7/14		8.00	
A 2110.450		MATERIALS & SUPPLIES			HOBBY LOBBY 7/7/14		13.37	
Check Total:							21.37	
15590	08/08/2014	805	NYSMEC					
A 5530.402		ELECTRIC			381-15A		561.72	
A 1620.402		ELECTRICITY			381-15A		8,795.10	
Check Total:							9,356.82	
15591	08/08/2014	2575	ONEIDA EQUIPMENT RENTAL					
A 1620.450		MATERIALS & SUPPLIES			49484	150128	16.00	16.00
Check Total:							16.00	
15592	08/08/2014	854	**CONTINUED** PARRY'S (HARDWARE)	Voided During Printing				
Check Total:							0.00	
15593	08/08/2014	854	PARRY'S(HARDWARE)					
A 5510.450		MATERIALS & SUPPLIES			10776832	150072	11.88	11.88
A 1621.450		MATERIALS & SUPPLIES			10777726	150060	132.32	132.32
A 1621.450		MATERIALS & SUPPLIES			10779963	150060	30.01	30.01
A 1621.450		MATERIALS & SUPPLIES			10777996	150060	30.36	30.36
A 1621.450		MATERIALS & SUPPLIES			10779187	150060	7.82	7.82
A 1621.450		MATERIALS & SUPPLIES			10777997	150060	100.71	100.71
A 1621.450		MATERIALS & SUPPLIES			10779493	150060	348.53	348.53
A 1621.450		MATERIALS & SUPPLIES			10780711	150060	285.15	285.15
A 1621.457		PAINTING			10781398	150060	58.43	58.43
A 1621.457		PAINTING			10778505	140276	78.40	114.04
A 1621.457		PAINTING			10780891	140409	33.76	33.76
A 1621.457		PAINTING			10780660	140409	90.11	90.11
Check Total:							1,207.48	
15594	08/08/2014	987	SCHOOL SPECIALTY					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 6: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 2110.450		MATERIALS & SUPPLIES			208112762798	150090	108.35	108.35
A 2110.450		MATERIALS & SUPPLIES			308101957154	150029	150.21	150.21
A 2110.450		MATERIALS & SUPPLIES			308101947496	150028	295.27	295.27
A 2110.450		MATERIALS & SUPPLIES			308101947474	150026	150.07	150.07
Check Total:							703.90	
15595	08/08/2014	1127	TOLEDO P E SUPPLY CO.					
A 2110.450		MATERIALS & SUPPLIES			190563-00	150075	357.34	357.34
Check Total:							357.34	
15596	08/08/2014	1171	UTICA VALLEY ELECTRIC SUPPLY C					
A 1621.456		ELECTRICAL			347702	150063	44.40	44.40
A 1620.450		MATERIALS & SUPPLIES			347421	140406	104.99	86.46
Check Total:							149.39	
15597	08/08/2014	2278	VIRCO INC					
A 2110.450		MATERIALS & SUPPLIES			91572996 PO 140411		4,221.70	
Check Total:							4,221.70	
15598	08/08/2014	2685	W.B. MASON CO., INC.					
A 2110.450		MATERIALS & SUPPLIES			I19568289	150105	60.76	60.76
A 2250.450		MATERIALS & SUPPLIES			I19521234	150102	31.90	40.00
A 2020.450		MATERIALS & SUPPLIES			I19521234	150102	75.00	75.00
A 1325.450		MATERIALS & SUPPLIES			I19521234	150102	19.43	19.43
A 1240.450		MATERIALS & SUPPLIES			I19521234	150102	55.00	55.00
Check Total:							242.09	
15599	08/08/2014	2200	WIDEWATERS					
A 1621.450		MATERIALS & SUPPLIES			24040	150127	490.00	490.00
Check Total:							490.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 9: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15600	08/22/2014	1596	ALL SEASONS TEXTILE SERVICES					
A 1620.400		CONTRACTUAL			623665	150070	48.10	48.10
							Check Total:	48.10
15601	08/22/2014	61	AT & T					
A 5530.404		TELEPHONE			1260055940		2.25	
A 1620.404		TELEPHONE			1260055940		70.63	
							Check Total:	72.88
15602	08/22/2014	2855	BOWERS & COMPANY CPAs PLLC					
A 1320.400		CONTRACTUAL			160512		5,000.00	
							Check Total:	5,000.00
15603	08/22/2014	2638	BUELL FUELS L.L.C					
A 1620.401		FUEL OIL			289752		1,291.12	
							Check Total:	1,291.12
15604	08/22/2014	368	FERRARA, FIORENZA, LARRISON,					
A 1420.400		CONTRACTUAL			8/6/14 STATEMENT		39.00	
							Check Total:	39.00
15605	08/22/2014	397	FRONTIER					
A 5530.404		TELEPHONE			8/13/14 315893187912067 94		63.98	
A 1620.404		TELEPHONE			8/13/14 315893187912067 94		319.90	
							Check Total:	383.88
15606	08/22/2014	431	GRAINGER INC					
A 1621.450		MATERIALS & SUPPLIES			9502026330	150066	94.78	94.78
							Check Total:	94.78
15607	08/22/2014	1996	GYPSUM WHOLESALAS					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 9: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1621.450		MATERIALS & SUPPLIES			213430-01	150069	648.00	648.00
							Check Total:	648.00
15608	08/22/2014	2420	HAL LEONARD CORP					
A 2110.480		TEXTBOOKS			33306088	150004	195.00	195.00
							Check Total:	195.00
15609	08/22/2014	2549	KEYLINE DISTRIBUTORS					
A 1621.450		MATERIALS & SUPPLIES			145453	150080	197.84	197.84
							Check Total:	197.84
15610	08/22/2014	245	MICHELE A COTTER					
A 2110.420		TRAVEL,DUES,CONFERENCES			8/12/14 Mileage		21.95	
							Check Total:	21.95
15611	08/22/2014	748	MYERS & CO LLC					
A 5530.400		CONTRACTUAL			14503	150059	161.70	161.70
A 1621.400		CONTRACTUAL			14503	150059	993.30	993.30
A 5530.400		CONTRACTUAL			14503	150059	13.00	13.00
A 1621.400		CONTRACTUAL			14503	150059	13.00	13.00
							Check Total:	1,181.00
15612	08/22/2014	847	P J HUGHES DISTIBUTORS					
A 1620.450		MATERIALS & SUPPLIES			96741	150065	695.00	695.00
							Check Total:	695.00
15613	08/22/2014	854	PARRY'S(HARDWARE)					
A 1621.450		MATERIALS & SUPPLIES			10782165	150060	203.74	203.74
A 1621.450		MATERIALS & SUPPLIES			10783276	150060	149.70	149.70
A 1621.450		MATERIALS & SUPPLIES			10782876	150060	68.38	68.38
							Check Total:	421.82
15614	08/22/2014	2580	PERRY DEWEY					
A 1240.420		TRAVEL,DUES,CONFERENCES			6/9/14-7/30/14		222.88	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 9: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
				Mileage				
							Check Total:	222.88
15615	08/22/2014	2856	RICHARD PECKHAM					
A 2855.420		TRAVEL,DUES,CONFERENCES		8/13/14 FINGERPRINTIN G			91.50	
							Check Total:	91.50
15616	08/22/2014	981	SCHOLASTIC SPORTS SALES LTD					
A 2855.450		MATERIALS & SUPPLIES		10973	150120		1,298.50	1,225.00
							Check Total:	1,298.50
15617	08/22/2014	987	SCHOOL SPECIALTY					
A 2110.450		MATERIALS & SUPPLIES		208112912224	150094		58.94	58.94
A 2110.450		MATERIALS & SUPPLIES		208112912222	150094		173.79	173.79
A 2110.450		MATERIALS & SUPPLIES		308101986252	150100		410.91	410.91
A 2110.450		MATERIALS & SUPPLIES		308101985498	150031		169.19	201.07
A 2110.450		MATERIALS & SUPPLIES		308101987117	150101		200.54	200.54
A 2110.450		MATERIALS & SUPPLIES		308101986208	150096		45.07	45.07
A 2110.450		MATERIALS & SUPPLIES		308101986202	150095		99.39	99.39
A 2110.450		MATERIALS & SUPPLIES		308101985534	150093		189.94	220.86
A 2110.450		MATERIALS & SUPPLIES		308101985429	150032		90.36	90.36
A 2250.450		MATERIALS & SUPPLIES		208112762797	150092		125.41	125.41
A 2250.450		MATERIALS & SUPPLIES		308101965449	150091		121.60	121.60
							Check Total:	1,685.14
15618	08/22/2014	2716	TEXTBOOK WAREHOUSE LLC					
A 2110.480		TEXTBOOKS		SI0284889	150110		21.22	21.22
							Check Total:	21.22
15619	08/22/2014	1156	UPS					
A 1670.450		MATERIALS & SUPPLIES		00007R1024324			2.25	
							Check Total:	2.25
15620	08/22/2014	1179	VILLAGE OF MADISON					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 9: WARRANT



Check # Account	Check Date	Vendor ID Account	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated	
A 5530.403			WATER		8/9/14 00000008		193.00		
A 1620.403			WATER		8/9/14 00000009		712.00		
Check Total:							905.00		
15621	08/22/2014	1183	WALMART BUSINESS						
A 2110.450			MATERIALS & SUPPLIES		07279	140374	21.88	21.88	
Check Total:							21.88		
15622	08/22/2014	1184	WARD'S NATURAL SCIENCE EST INC						
A 2110.450			MATERIALS & SUPPLIES		8058591649	150124	160.63	150.20	
Check Total:							160.63		
Number of Transactions: 23							Warrant Total:	14,699.37	
							Vendor Portion:	14,699.37	

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 3: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
3113	08/08/2014	147	BYRNE DAIRY INC					
C 2860.410		FOOD PURCHASE			9946053	150044	61.69	61.69
						Check Total:	61.69	
3114	08/08/2014	905	PUMILIA'S PIZZA SHELLS					
C 2860.410		FOOD PURCHASE			863542	150056	110.00	110.00
						Check Total:	110.00	
Number of Transactions: 2							Warrant Total:	171.69
							Vendor Portion:	171.69

Certification of Warrant

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

Date
Signature
Title

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 4: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
3115 C 2860.410	08/22/2014	147 FOOD PURCHASE	BYRNE DAIRY INC		9959226	150044	62.41	62.41

Check Total: 62.41

Warrant Total: 62.41

Vendor Portion: 62.41

Number of Transactions: 1

Certification of Warrant

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

Date

Signature

Title

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 2: AUGUST 2014 PAYROLL/INS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account								
1134	08/07/2014	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							1,199.91	
							Check Total:	1,199.91
1135	08/07/2014	1374	FED TAX WIRE	Trust & Agency Payment				
TA 026							1,704.23	
TA 026							1,704.20	
TA 022							3,442.51	
TA 026 01							398.57	
TA 026 01							398.56	
							Check Total:	7,648.07
1136	08/07/2014	1375	NET PAYROLL WIRE	Trust & Agency Payment				
TA 010 02							4,281.16	
							Check Total:	4,281.16
1137	08/07/2014	2031	OMNI TSA WIRE	Trust & Agency Payment				
TA 029							50.00	
TA 029							25.00	
TA 029							80.00	
TA 029							75.00	
							Check Total:	230.00
1138	08/21/2014	793	NYSERS	Trust & Agency Payment				
TA 018							300.52	
TA 018							40.00	
							Check Total:	340.52
1139	08/21/2014	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							1,584.26	
							Check Total:	1,584.26
1140	08/21/2014	1374	FED TAX WIRE	Trust & Agency Payment				
TA 026							2,161.38	
TA 026							2,161.36	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 2: AUGUST 2014 PAYROLL/INS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							4,485.92	
							505.50	
							505.46	
						Check Total:	9,819.62	
1141	08/21/2014	1375	NET PAYROLL WIRE	Trust & Agency Payment				
			TA 010 02				4,882.97	
						Check Total:	4,882.97	
1142	08/21/2014	2031	OMNI TSA WIRE	Trust & Agency Payment				
			TA 029				50.00	
			TA 029				25.00	
			TA 029				80.00	
			TA 029				75.00	
			TA 029				85.00	
						Check Total:	315.00	
5828	08/07/2014	108	EXCELLUS BLUECROSS BLUESHIELD					
			TA 020 02		AUGUST 2014 GROUP 1248900		2,524.90	
						Check Total:	2,524.90	
5829	08/07/2014	651	M-O-H CONSORTIUM					
			TA 020 01		AUGUST 2014		123,233.86	
						Check Total:	123,233.86	
5830	08/08/2014	650	MADISON ONEIDA BOCES					
			TA 020 24		AUGUST 2014 CLAIMS		67.00	
						Check Total:	67.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 2: AUGUST 2014 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
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Number of Transactions: 12

Warrant Total: 156,127.27

Vendor Portion: 156,127.27

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For HBUS - 1: AUGUST 2014 MANUAL CHECKS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1023	08/07/2014	661	MARCH ASSOCIATES					
			HSAFE 2110.245		INVOICE 7		1,500.00	
							Check Total:	1,500.00
1024	08/07/2014	661	MARCH ASSOCIATES					
			HRP5 2110.245		INVOICE 2		1,890.00	
							Check Total:	1,890.00
1025	08/07/2014	2627	PLAN & PRINT SYSTEMS INC					
			HSAFE 2110.245		1255849		1,249.09	
			HSAFE 2110.245		1255847		82.00	
							Check Total:	1,331.09
1026	08/07/2014	2697	21ST CENTURY MEDIA NEWSPAPER					
			HSAFE 2110.245		40607		117.98	
							Check Total:	117.98
Number of Transactions: 4							Warrant Total:	4,839.07
							Vendor Portion:	4,839.07

Certification of Warrant

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

Date Signature Title

(Condensed Version)

MADISON CENTRAL SCHOOL DISTRICT

MADISON, NEW YORK

BUDGET STATUS REPORTS

September 30, 2014

FUND	CODE	REPORT	Page #
GENERAL FUND	A	TREASURER'S REPORTS - NBT TRIAL BALANCE REVENUE & EXPENDITURES	2 - 10
SCHOOL LUNCH	C	TREASURER'S REPORTS - NBT TRIAL BALANCE REVENUE & EXPENDITURES	11 - 16
TRUST & AGENCY	TA	TREASURER'S REPORT - NBT TRIAL BALANCE PAYROLL TREASURER'S REPORT - NBT	17 - 21
EXPENDABLE TRUSTS	TE	TRIAL BALANCE	22-00
CAPITAL FUND	H	TREASURER'S REPORT - NBT TRIAL BALANCE REVENUE & EXPENDITURES	23-27
DEBT SERVICE	V	TRIAL BALANCE REVENUE	28-29
FEDERAL FUND	F	TREASURER'S REPORTS - NBT TRIAL BALANCE REVENUE & EXPENDITURES	30-35

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

September 1, 2014

through

September 30, 2014

Total available balance as reported at the end of preceding period: \$ 234,886.04

RECEIPTS during month

DATE	SOURCE	AMOUNT
SEPTEMBER 1-30	VARIOUS - TUITION	\$ 3,811.75
1-30	VARIOUS - COMPENSATION FOR LOSS	23.16
1-30	VARIOUS - LAURA FUESS - TAXES	1,434,713.89
3	MELISSA NELSON - STUDENT FEES - RUDOLPH	64.00
4	TRANSFERRED FROM GENERAL SAVINGS	150,000.00
4	TRUST AND AGENCY - NYSTRS	1,301.39
8	MADISON ONEIDA BOCES - DRIVER'S ED GAS	374.19
9	RICHARD PECKHAM - PO 150060	30.59
16	MADISON ONEIDA BOCES - 2013-14 BOCES AID	234,664.35
16	NYSMEC - 2013-14 RECONCILIATION	2,876.30
16	SCHOOL STORE.COM - PARTNERSHIP EARNINGS	185.88
18	TRUST AND AGENCY - NYSTRS	1,587.65
18	AUCTIONS INTERNATIONAL - BUS SALES	3,050.00
18	VARIOUS DUE TO/ DUE FROMS	24,812.63
29	E-ON CLIMATE & RENEWABLES - PILOT PAYMENT	83,186.81
29	NYS - LOTTERY AID, TEXTBOOK AID, VLT LOTTERY AID	555,285.73
30	NYS - GENERAL AID	14,649.00
30	INTEREST - NBT	9.44

Total Receipts, including balance: \$ 2,510,626.76
\$ 2,745,512.80

DISBURSEMENTS made during month

BY CHECK	FROM: 15623	TO: 15654	\$ 42,153.49
	15655	TO: 15693	227,389.68
	14870	TO: 14871 MANUAL	272.15

BY DEBIT CHARGE

TRANSFER TO TRUST & AGENCY - PAYROLL	\$ 297,683.38
HEALTH/DENTAL INSURANCE	115,201.50
DUE TO/ DUE FROM - TO TRUST & AGENCY	5,130.00
HASLER POSTAGE - MAILFINANCE	500.00

Total Disbursements: \$ 688,330.20

CASH BALANCE SHOWN BY RECORDS: \$ 2,057,182.60

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month:	\$ 2,285,113.13
Less total of outstanding checks:	<u>(227,930.53)</u>
Net balance in bank:	\$ 2,057,182.60
Transfers in transit:	-

TOTAL AVAILABLE BALANCE: \$ 2,057,182.60

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

October 21, 2014

 Clerk of the Board of Education

 Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
GENERAL FUND

9/30/14


CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
15504	7/22/2014	\$ 13.59			
15570	8/8/2014	30.00			
15583	8/8/2014	\$ 70.91			
15589	8/22/2014	\$ 21.37			
15614	8/22/2014	\$ 222.88			
15627	9/5/2014	\$ 99.10			
15633	9/5/2014	\$ 83.00			
15655-15693	9/19/2014	\$ 227,389.68			

TOTAL	\$ 227,930.53	\$ -
	GRAND TOTAL	\$ 227,930.53

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

DATE	SOURCE	AMOUNT
------	--------	--------

TOTAL DEPOSITS IN TRANSIT	\$ -
----------------------------------	-------------


Prepared

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

September 1, 2014

through

September 30, 2014

Total available balance as reported at the end of preceding period: \$ 498,861.49

RECEIPTS during month:

DATE	SOURCE	AMOUNT
SEPTEMBER 30	INTEREST - NBT	\$ 8.97

Total Receipts: \$ 8.97
Total Receipts, including balance: \$ 498,870.46

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE:

TRANSFER TO GENERAL CHECKING \$ 150,000.00

Total Disbursements: \$ 150,000.00
CASH BALANCE SHOWN BY RECORDS: \$ 348,870.46

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month:	\$ 348,870.46	
	\$ -	
Net balance in bank:	\$ 348,870.46	
Amount of deposits in transit:	\$ -	
TOTAL AVAILABLE BALANCE:		\$ 348,870.46

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

October 21, 2014

Clerk of the Board of Education

Treasurer

Prepared

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

September 1, 2014

through

September 30, 2014

Total available balance as reported at the end of preceding period: \$1,266,129.84

RECEIPTS during month:

DATE	SOURCE	AMOUNT
SEPTEMBER 30	INTEREST - NBT	\$ 156.06

Total Receipts: \$ 156.06
 Total Receipts, including balance: \$ 1,266,285.90

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE: \$ -

Total Disbursements: \$ -
CASH BALANCE SHOWN BY RECORDS: \$ 1,266,285.90

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 1,266,285.90
	\$ -
Net balance in bank:	\$ 1,266,285.90
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 1,266,285.90

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

October 21, 2014

Clerk of the Board of Education

Treasurer

Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 9/30/2014



Account	Description	Debits	Credits
A 200	CASH IN CHECKING	2,057,182.60	0.00
A 201	CASH IN SAVINGS - NBT	348,870.46	0.00
A 201 04	CASH IN CHECKING - NBT	1,266,285.90	0.00
A 210	PETTY CASH	100.00	0.00
A 230	CASH-CAPITAL RESERVE	294,145.35	0.00
A 230 01	UNEMPLOYMENT RESERVE - NIAGARA	197,056.10	0.00
A 380	ACCOUNTS RECEIVABLE	0.00	0.00
A 391	DUE FROM OTHER FUNDS	46,772.51	0.00
A 410	STATE & FEDERAL AID RECEIVABLE	14,649.01	0.00
A 510	ESTIMATED REVENUE	9,118,083.00	0.00
A 521	ENCUMBRANCES	1,922,917.29	0.00
A 522	EXPENDITURES	1,132,425.04	0.00
A 599	APPROPRIATED FUND BALANCE	339,879.32	0.00
A 600 01	ACCOUNTS PAYABLE-YR END	0.00	0.00
A 601	ACCRUED LIABILITIES	0.00	25,788.40
A 630	DUE TO OTHER FUNDS	0.00	0.00
A 631	DUE TO OTHER GOVERNMENTS	0.00	18,800.00
A 632	DUE TO NYSTRS	0.00	42,258.76
A 632 01	DUE TO NYSTRS-ACCR 13-14	0.00	394,846.24
A 637	DUE TO NYSERS - ACCR 13-14	0.00	25,335.50
A 691	DEFERRED REVENUE	0.00	0.00
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	196,713.87
A 821	RESERVE FOR ENCUMBRANCES	0.00	2,112,796.61
A 827	ERS RESERVE	0.00	99,652.00
A 827 01	TRS RESERVE	0.00	230,000.00
A 862	RESERVE FOR LIABILITY	0.00	432,302.04
A 864	TAX CERTIORARI RESERVE	0.00	90,000.00
A 867	EBALR RESERVE	0.00	683,621.10
A 878	CAPITAL RESERVE	0.00	294,119.46
A 909	FUND BALANCE, UNRESERVED	0.00	0.00
A 910	APPROPRIATED FUND BALANCE	0.00	150,000.00
A 911	UNAPPROPRIATED FUND BALANCE	0.00	343,126.12
A 960	ESTIMATED APPROPRIATIONS	0.00	9,457,962.32
A 980	REVENUES	0.00	2,141,044.16
A Fund Totals:		16,738,366.58	16,738,366.58
Grand Totals:		16,738,366.58	16,738,366.58

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 9/30/2014



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	2,429,743.00	0.00	2,429,743.00	1,434,713.89	995,029.11
A 1083	E-ON - WINDMILLS	81,000.00	0.00	81,000.00	83,186.81	-2,186.81
A 1085	STAR REIMBURSEMENT	595,000.00	0.00	595,000.00	0.00	595,000.00
A 1090	INTEREST & PENALTIES	3,800.00	0.00	3,800.00	0.00	3,800.00
A 1311	TUITION FROM INDIVIDUALS	0.00	0.00	0.00	925.00	-925.00
A 1335	OTHER STUDENT FEES	0.00	0.00	0.00	2,684.00	-2,684.00
A 2230	TUITION - OTHER DISTRICTS	37,500.00	0.00	37,500.00	44,880.62	-7,380.62
A 2401	INTEREST & EARNINGS	5,000.00	0.00	5,000.00	556.13	4,443.87
A 2401.001	INTEREST-CAPITAL RSV-A878	0.00	0.00	0.00	25.89	-25.89
A 2401.002	INTEREST-UNEMPLOY-A815	0.00	0.00	0.00	9.94	-9.94
A 2666	SALE OF TRANS EQUIPMENT	0.00	0.00	0.00	3,050.00	-3,050.00
A 2690	COMPENSATION FOR LOSS	0.00	0.00	0.00	170.32	-170.32
A 2700	MEDICARE PART D	25,000.00	0.00	25,000.00	0.00	25,000.00
A 2701	REFUND PRIOR YEAR - BOCES	32,000.00	0.00	32,000.00	0.00	32,000.00
A 2703	REFUND PRIOR YEAR - MISC	3,000.00	0.00	3,000.00	3,369.95	-369.95
A 2705	GIFTS & DONATIONS	0.00	0.00	0.00	185.88	-185.88
A 2770	UNCLASSIFIED REVENUE	4,000.00	0.00	4,000.00	0.00	4,000.00
A 2770.002	PRIOR YEAR E-RATE REFUND	3,000.00	0.00	3,000.00	0.00	3,000.00
A 2801.827.01	NYSTRS RES - A82701	50,000.00	0.00	50,000.00	0.00	50,000.00
A 3101	NYS - GENERAL AID	3,835,259.00	0.00	3,835,259.00	14,649.00	3,820,610.00
A 3101.001	NYS - EXCESS COST AID	440,000.00	0.00	440,000.00	0.00	440,000.00
A 3102	LOTTERY AID	540,000.00	0.00	540,000.00	523,080.54	16,919.46
A 3102.001	VLT LOTTERY AID	202,000.00	0.00	202,000.00	24,960.19	177,039.81
A 3103	BOCES AID	600,438.00	0.00	600,438.00	-2,649.00	603,087.00
A 3260	TEXTBOOK AID	28,000.00	0.00	28,000.00	7,245.00	20,755.00
A 3262	COMPUTER SOFTWARE AID	6,206.00	0.00	6,206.00	0.00	6,206.00
A 3262.001	COMPUTER HARDWARE AID	8,887.00	0.00	8,887.00	0.00	8,887.00
A 3263	LIBRARY MATERIALS AID	3,250.00	0.00	3,250.00	0.00	3,250.00
A 5050	INTERFUND TRANSFER - V	185,000.00	0.00	185,000.00	0.00	185,000.00
A Totals:		9,118,083.00	0.00	9,118,083.00	2,141,044.16	6,977,038.84
Grand Totals:		9,118,083.00	0.00	9,118,083.00	2,141,044.16	6,977,038.84

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MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2014 To 9/30/2014



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION	*	2,363.00	0.00	2,363.00	131.30	1,198.45	1,033.25
1040	DISTRICT CLERK	*	4,302.00	0.00	4,302.00	703.94	0.00	3,598.06
1060	DISTRICT MEETING	*	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1240	CHIEF SCHOOL ADMINISTRATOR	*	153,572.00	0.00	153,572.00	36,662.78	50.90	116,858.32
1310	BUSINESS ADMINISTRATION	*	96,397.00	0.00	96,397.00	18,068.63	50,125.01	28,203.36
1320	AUDITING	*	23,000.00	0.00	23,000.00	5,000.00	0.00	18,000.00
1325	TREASURER	*	47,964.00	2,900.00	50,864.00	9,634.27	2,904.62	38,325.11
1330	TAX COLLECTOR	*	4,500.00	0.00	4,500.00	1,296.37	0.00	3,203.63
1345	PURCHASING	*	3,505.00	0.00	3,505.00	350.45	3,154.05	0.50
∞ 1420	LEGAL	*	15,100.00	0.00	15,100.00	2,748.98	0.00	12,351.02
1430	PERSONNEL	*	26,370.00	0.00	26,370.00	2,637.00	23,733.00	0.00
1620	OPERATION OF PLANT	*	489,060.00	16,731.81	505,791.81	85,153.84	114,032.95	306,605.02
1621	MAINTENANCE OF PLANT	*	99,931.00	10,019.17	109,950.17	37,766.12	37,433.25	34,750.80
1670	CENTRAL PRINTING & MAILING	*	13,600.00	0.00	13,600.00	2,627.44	5,446.32	5,526.24
1680	CENTRAL DATA PROCESSING	*	27,760.00	0.00	27,760.00	15,732.67	13,353.10	-1,325.77
1910	UNALLOCATED INSURANCE	*	36,000.00	0.00	36,000.00	22,090.95	0.00	13,909.05
1964	REFUND ON REAL PROPERTY TAXES	*	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
1981	BOCES ADMINISTRATIVE COSTS	*	33,980.00	0.00	33,980.00	3,398.00	30,582.00	0.00
1983	BOCES CAPITAL EXPENSES	*	45,927.00	0.00	45,927.00	4,592.70	41,334.30	0.00
2020	SUPERVISION-REGULAR SCHOOL	*	86,573.00	0.00	86,573.00	18,888.11	107.02	67,577.87
2060	RESEARCH, PLANNING & EVALUAT	*	1,538.00	0.00	1,538.00	153.80	1,384.20	0.00

MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2014 To 9/30/2014



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2070	INSERVICE TRAINING-INSTRUCTION	*	88,617.00	0.00	88,617.00	5,539.19	84,820.71	-1,742.90
2110	TEACHING-REGULAR SCHOOL	*	2,084,211.00	6,005.90	2,090,216.90	195,176.38	93,003.54	1,802,036.98
2250	PROGRAMS-STUDENTS W/ DISABIL	*	1,040,016.00	0.00	1,040,016.00	108,174.58	706,341.48	225,499.94
2280	OCCUPATIONAL EDUCATION	*	316,079.00	4,609.85	320,688.85	36,346.25	199,939.35	84,403.25
2330	TEACHING-SPECIAL SCHOOLS	*	203,168.00	0.00	203,168.00	23,894.08	105,995.70	73,278.22
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	105,384.00	151.15	105,535.15	8,059.76	26,057.57	71,417.82
2630	COMPUTER ASSISTED INSTRUCTION	*	46,506.00	748.96	47,254.96	7,669.09	27,348.02	12,237.85
2805	ATTENDANCE-REGULAR SCHOOL	*	8,473.00	0.00	8,473.00	846.55	7,618.88	7.57
2810	GUIDANCE-REGULAR SCHOOL	*	84,540.00	0.00	84,540.00	10,865.13	12,813.14	60,861.73
2815	HEALTH SERVICES-REGULAR SCHOOL	*	42,219.00	0.00	42,219.00	2,957.16	0.00	39,261.84
2825	SOCIAL WORK SRVC-REG SCHOOL	*	45,917.00	0.00	45,917.00	3,003.30	0.00	42,913.70
2850	CO-CURRICULAR ACTIV-REG SCHL	*	15,518.00	0.00	15,518.00	676.62	0.00	14,841.38
2855	INTERSCHOL ATHLETICS-REG SCHL	*	88,072.00	6,744.05	94,816.05	13,274.50	14,529.40	67,012.15
5510	DISTRICT TRANSPORT	*	443,101.00	141,968.43	585,069.43	49,482.59	312,170.98	223,415.86
5530	GARAGE BUILDING	*	19,625.00	0.00	19,625.00	1,338.58	7,439.35	10,847.07
9010	STATE RETIREMENT	*	105,342.00	0.00	105,342.00	0.00	0.00	105,342.00
9020	TEACHERS' RETIREMENT	*	394,275.00	0.00	394,275.00	0.00	0.00	394,275.00
9030	SOCIAL SECURITY	*	264,814.00	0.00	264,814.00	29,257.55	0.00	235,556.45
9040	WORKERS' COMPENSATION	*	25,200.00	0.00	25,200.00	21,042.00	0.00	4,158.00
9045	LIFE INSURANCE	*	3,000.00	0.00	3,000.00	1,000.00	0.00	2,000.00
9050	UNEMPLOYMENT INSURANCE	*	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00

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MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2014 To 9/30/2014



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9055	DISABILITY INSURANCE	*	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	1,653,044.00	0.00	1,653,044.00	346,184.38	0.00	1,306,859.62
9089	OTHER	*	29,000.00	0.00	29,000.00	0.00	0.00	29,000.00
9711	SERIAL BOND CONSTRUCTION	*	802,919.00	0.00	802,919.00	0.00	0.00	802,919.00
9722	STATUTORY BONDS - BUS PURCHASES	*	36,401.00	0.00	36,401.00	0.00	0.00	36,401.00
9770	REVENUE ANTICIPATION NOTES	*	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
9950	TRANSFER TO CAPITAL	*	88,700.00	0.00	88,700.00	0.00	0.00	88,700.00
Fund ATotals:			9,268,083.00	189,879.32	9,457,962.32	1,132,425.04	1,922,917.29	6,402,619.99
Grand Totals:			9,268,083.00	189,879.32	9,457,962.32	1,132,425.04	1,922,917.29	6,402,619.99

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

September 1, 2014

through

September 30, 2014

Total available balance as reported at the end of preceding period: \$ 8,672.70

RECEIPTS during month:

DATE	SOURCE	AMOUNT	
SEPTEMBER 1-30	VARIOUS - BRKFST/ LUNCH SALES	\$ 3,360.66	
30	INTEREST - NBT	0.09	
	Total Receipts:		\$ 3,360.75
	Total Receipts, including balance:		<u>\$ 12,033.45</u>

DISBURSEMENTS made during month:

BY CHECK	FROM: 3116	TO: 3120	\$ 2,502.43	
	3121	TO: 3127	9,398.20	
	2040	TO: 2040 MANUAL	\$ 25.00	
BY DEBIT CHARGE:				
	PAYROLL TRANSFERS		\$ 3,129.67	
	HEALTH/DENTAL INSURANCE		1,750.75	
				\$ 16,806.05
				<u>\$ (4,772.60)</u>

CASH BALANCE SHOWN BY RECORDS:

\$ 16,806.05
\$ (4,772.60)

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 4,687.29
Less total of outstanding checks:	<u>(9,459.89)</u>
Net balance in bank:L	\$ (4,772.60)
Amount of deposits in transit:	<u>-</u>

TOTAL AVAILABLE BALANCE

\$ (4,772.60)

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

October 21, 2014

 Clerk of the Board of Education

 Treasurer

Prepared

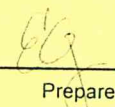
LIST OF OUTSTANDING CHECKS - NBT
 SCHOOL LUNCH FUND

9/30/2014

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
3113	8/8/2014	\$ 61.69			
3121-3127	9/19/2014	\$ 9,398.20			
TOTAL		\$ 9,459.89	GRAND TOTAL		\$ 9,459.89

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

DATE	SOURCE	AMOUNT
		\$ -


 Prepared

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

September 1, 2014

through

September 30, 2014

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

RECEIPTS during month:

DATE	SOURCE	AMOUNT
SEPTEMBER 30	INTEREST - NBT	\$ -

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

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

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

RECONCILIATION WITH BANK STATEMENT:

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

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

October 21, 2014

 Clerk of the Board of Education

 Treasurer

Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 9/30/2014



Account	Description	Debits	Credits
C 200	CASH IN CHECKING	0.00	4,772.60
C 210	PETTY CASH	25.00	0.00
C 380	ACCOUNTS RECEIVABLE	0.00	0.00
C 410	STATE & FEDERAL AID RECEIVABLE	12,001.00	0.00
C 445	MAT & SUPP INVENTORY 13-14	1,453.67	0.00
C 446	FOOD INVENTORY 13-14	6,310.38	0.00
C 446 01	DONATED FOOD INV 13-14	5,158.72	0.00
C 510	ESTIMATED REVENUE	201,000.00	0.00
C 521	ENCUMBRANCES	146,362.12	0.00
C 522	EXPENDITURES	25,112.41	0.00
C 630	DUE TO OTHER FUNDS	0.00	46,761.00
C 631	DUE TO OTHER GOVERNMENTS	0.00	64.20
C 821	RESERVE FOR ENCUMBRANCES	0.00	146,362.12
C 911	UNAPPROPRIATED FUND BALANCE	23,093.74	0.00
C 960	ESTIMATED APPROPRIATIONS	0.00	201,000.00
C 980	REVENUES	0.00	21,557.12
C Fund Totals:		420,517.04	420,517.04
Grand Totals:		420,517.04	420,517.04

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 9/30/2014



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1440	TYPE A - BRKFST/LUNCH	36,100.00	0.00	36,100.00	3,011.80	33,088.20
C 1445	OTHER FOOD SALES	18,000.00	0.00	18,000.00	1,010.31	16,989.69
C 2401	INTEREST & EARNINGS	0.00	0.00	0.00	0.25	-0.25
C 2701	REFUND PRIOR YEAR	300.00	0.00	300.00	217.76	82.24
C 2701.001	REFUND OF PRIOR YEAR - BOCES	500.00	0.00	500.00	0.00	500.00
C 2770	UNCLASSIFIED REVENUE	100.00	0.00	100.00	0.00	100.00
C 2770.001	BOCES AID	30,000.00	0.00	30,000.00	0.00	30,000.00
C 3190	NYS AID - BREAKFAST/LUNCH	4,000.00	0.00	4,000.00	658.00	3,342.00
C 4190	NYS FED AID-BRKFST/LUNCH	108,000.00	0.00	108,000.00	16,659.00	91,341.00
C 4190.100	DONATED FOOD VALUE	4,000.00	0.00	4,000.00	0.00	4,000.00
C Totals:		201,000.00	0.00	201,000.00	21,557.12	179,442.88
Grand Totals:		201,000.00	0.00	201,000.00	21,557.12	179,442.88

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MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2014 To 9/30/2014



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2860	SCHOOL LUNCH	*	175,000.00	0.00	175,000.00	19,516.90	146,362.12	9,120.98
9030	SOCIAL SECURITY	*	3,500.00	0.00	3,500.00	343.26	0.00	3,156.74
9060	INSURANCE	*	22,500.00	0.00	22,500.00	5,252.25	0.00	17,247.75
Fund CTotals:			201,000.00	0.00	201,000.00	25,112.41	146,362.12	29,525.47
Grand Totals:			201,000.00	0.00	201,000.00	25,112.41	146,362.12	29,525.47

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**MADISON CENTRAL SCHOOL DISTRICT
TRUST & AGENCY FUND CHECKING - NBT
TREASURER'S MONTHLY REPORT**

September 1, 2014

ACCT # *****3294
through

September 30, 2014

Total available balance as reported at the end of preceding period: \$ 25,024.12

RECEIPTS during month:

DATE	SOURCE	AMOUNT	
SEPTEMBER 1-30	VARIOUS - HEALTH INSURANCE	\$ 1,722.56	
4	SEPTEMBER 2014 HEALTH INSURANCE	115,386.72	
4	SEPTEMBER 2014 DENTAL INSURANCE	1,565.53	
4	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERA	130,798.66	
4	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	9,974.70	
18	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERA	151,178.74	
18	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	11,118.65	
18	DUE TO/ DUE FROM - FROM GENERAL	5,130.00	
30	INTEREST - NBT	1.33	
	Total Receipts:	\$ 426,876.89	
	Total Receipts, including balance:	\$ 451,901.01	

DISBURSEMENTS made during month:

BY CHECK	FROM: 1143	TO: 1151	WIRES - SEE BELOW
	5831	TO: 5836	\$ 128,011.19

BY DEBIT CHARGE:

WIRE TRANSFER - NYS TAX	\$11,985.93
TRANSFER TO GENERAL - NYSTRS	2,889.04
ACH TRANSFER - DIRECT DEPOSIT	152,908.25
TRANSFER TO PAYROLL - NET PAYROLL	46,770.37
NYSERS	657.01
WIRE TRANSFER-FED TAX	72,989.38
OMNI WIRE TRANSFER	7,109.33
DUE TO/ DUE FROM - TO GENERAL	2.58
Total Disbursements:	\$ 423,323.08

CASH BALANCE SHOWN BY RECORDS: \$ 28,577.93

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 28,841.15
Less total of outstanding checks:	(263.22)
Net balance in bank:	\$ 28,577.93
Amount of deposits in transit:	-

TOTAL AVAILABLE BALANCE: \$ 28,577.93

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

October 21, 2014

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
TRUST & AGENCY FUND

9/30/2014

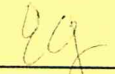
CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
5800	6/19/2014	\$ 263.22			

TOTAL		\$ 263.22			\$ -
			GRAND TOTAL		\$ 263.22

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

DATE	SOURCE	AMOUNT

TOTAL DEPOSITS IN TRANSIT		-
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Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 9/30/2014



Account	Description	Debits	Credits
TA 010 02	PAYROLL - NBT	0.32	0.00
TA 010 03	DIRECT DEPOSIT - NBT	0.00	0.00
TA 018	NYSERS	0.00	0.00
TA 020 01	HEALTH INSURANCE	0.00	25,567.55
TA 020 02	DENTAL INSURANCE	0.00	840.19
TA 020 24	FLEX (13-14)	0.00	1,163.98
TA 021	NYS INCOME TAX	0.00	0.00
TA 022	FEDERAL INCOME TAX	0.00	0.00
TA 023 05	MADISON CO SHERIFF DEPT	0.00	0.00
TA 026	SOCIAL SECURITY (FICA)	0.00	0.00
TA 026 01	MEDICARE (FICM)	0.00	0.00
TA 027	NYSTRS LOANS	0.00	0.00
TA 027 01	NYSTRS CONTRIBUTIONS	0.00	0.00
TA 029	TAX SHELTERED ANNUITIES	0.00	0.00
TA 038	STUDENT DEPOSITS	0.00	474.00
TA 085 03	HONORS TRIP	0.00	530.21
TA 200	CASH IN CHECKING	28,577.93	0.00
TA 391	DUE FROM OTHER FUNDS	0.00	0.00
TA 630	DUE TO OTHER FUNDS	0.00	2.32
TA Fund Totals:		28,578.25	28,578.25
Grand Totals:		28,578.25	28,578.25

MADISON CENTRAL SCHOOL DISTRICT

PAYROLL ACCOUNT - NBT

TREASURER'S MONTHLY REPORT

ACCT # *****3421

September 1, 2014

through

September 30, 2014

Total available balance as reported at the end of preceding period: \$ 0.59

RECEIPTS during month:

DATE	SOURCE	AMOUNT
SEPTEMBER 4	TRUST & AGENCY - NET PAYROLL	\$ 20,163.51
18	TRUST & AGENCY - NET PAYROLL	26,606.86
30	INTEREST - NBT	\$ 0.20

Total Receipts: \$ 46,770.57

Total Receipts, including balance: \$ 46,771.16

DISBURSEMENTS made during month:

BY CHECK	FROM: 27820	TO: 27827 VOIDED DURING PRINTING	
	27828	TO: 27910	20,163.51
	27911	TO: 28003	\$ 26,701.02
	25546	TO: 25546 LOPATA	\$ 567.57
	27900	TO: 27900 VOID	\$ (661.73)
BY DEBIT CHARGE:	DUE TO/ DUE FROM - TO GENERAL		\$ 0.47

Total Disbursements: \$ 46,770.84

CASH BALANCE SHOWN BY RECORDS: \$ 0.32

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 7,921.45
Less total of outstanding checks:	\$ (7,921.13)
Net balance in bank:	\$ 0.32
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 0.32

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

October 21, 2014

Clerk of the Board of Education

Treasurer



Prepared


LIST OF OUTSTANDING CHECKS - NBT
 PAYROLL ACCOUNT

9/30/14

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
27481	6/5/14	66.63	27984-27985	9/18/14	\$ 1,006.12
27766	7/24/14	1,171.90	27992	9/18/14	1,108.66
27789	8/7/14	1,171.90			
27816	8/21/14	1,171.90			
27902	9/4/14	1,171.90			
27981	9/18/14	1,052.12			
TOTAL		\$ 5,806.35	GRAND TOTAL		\$ 2,114.78
					\$ 7,921.13

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

DATE	SOURCE	AMOUNT
TOTAL DEPOSITS IN TRANSIT		\$ -


 Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 9/30/2014



Account	Description	Debits	Credits
TE 092	ENDOWMENTS & SCHOLARSHIPS	0.00	37,056.76
TE 201 02	CASH IN SAVINGS - NIAGARA	37,056.76	0.00
TE Fund Totals:		37,056.76	37,056.76
Grand Totals:		37,056.76	37,056.76

MADISON CENTRAL SCHOOL DISTRICT

CAPITAL FUND CHECKING - NBT

TREASURER'S MONTHLY REPORT

ACCT # *****0556

September 1, 2014

through

September 30, 2014

Total available balance as reported at the end of preceding period: \$ 319,719.15

RECEIPTS during month:

DATE	SOURCE	AMOUNT
SEPTEMBER 15	PLAN & PRINT SYSTEMS - RETURNED DEPOSIT	\$ 100.00

Total Receipts: \$ 100.00

Total Receipts, including balance: \$ 319,819.15

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE: DUE TO/ DUE FROM - TO GENERAL \$ 24,802.50

\$ -

Total Disbursements: \$ 24,802.50

CASH BALANCE SHOWN BY RECORDS: \$ 295,016.65

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month: \$ 298,406.65

Less total of outstanding checks: \$ (3,390.00)

Net balance in bank: \$ 295,016.65

Amount of deposits in transit:

TOTAL AVAILABLE BALANCE: \$ 295,016.65

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

October 21, 2014

Clerk of the Board of Education

Treasurer


Prepared

LIST OF OUTSTANDING CHECKS - NBT
CAPTIAL FUND

9/30/14


CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
1023-1024	8/7/2014	\$ 3,390.00			

TOTAL		\$ 3,390.00			\$ -
			GRAND TOTAL		\$ 3,390.00

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

DATE	SOURCE	AMOUNT
		\$ -

TOTAL DEPOSITS IN TRANSIT		\$ -
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Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 9/30/2014



Account	Description	Debits	Credits	Balance
HRP3 200	CASH IN CHECKING	11,301.78	0.00	11,301.78
HRP4 200	CASH IN CHECKING	25,964.27	20,990.00	4,974.27
HRP5 200	Cash in Checking	0.00	9,350.00	-9,350.00 CR
HSAFE 200	Cash in Checking	294,852.17	6,761.57	288,090.60
200 Totals:		332,118.22	37,101.57	295,016.65
HSAFE 510	Estimated Revenue	320,000.00	0.00	320,000.00
510 Totals:		320,000.00	0.00	320,000.00
HSAFE 521	Encumbrances	58,217.15	0.00	58,217.15
521 Totals:		58,217.15	0.00	58,217.15
HRP5 522	Expenditures	1,890.00	0.00	1,890.00
HSAFE 522	Expenditures	2,949.07	100.00	2,849.07
522 Totals:		4,839.07	100.00	4,739.07
HRP4 630	DUE TO OTHER FUNDS	20,990.00	20,990.00	0.00
HSAFE 630	DUE TO OTHER FUNDS	3,812.50	3,812.50	0.00
630 Totals:		24,802.50	24,802.50	0.00
HSAFE 821	Reserve for Encumbrances	0.00	58,217.15	-58,217.15 CR
821 Totals:		0.00	58,217.15	-58,217.15
HRP3 911	UNAPPROPRIATED FUND BALANCE	0.00	11,301.78	-11,301.78 CR
HRP4 911	UNAPPROPRIATED FUND BALANCE	0.00	4,974.27	-4,974.27 CR
HRP5 911	UNAPPROPRIATED FUND BALANCE	7,460.00	0.00	7,460.00
HSAFE 911	UNAPPROPRIATED FUND BALANCE	0.00	290,939.67	-290,939.67 CR
911 Totals:		7,460.00	307,215.72	-299,755.72
HSAFE 960	Appropriations	0.00	320,000.00	-320,000.00 CR
960 Totals:		0.00	320,000.00	-320,000.00
Grand Totals:		747,436.94	747,436.94	0.00

MADISON CENTRAL SCHOOL
Exported on: 10/8/2014 at 9:13 AM

Revenue Status Report From 7/1/2014 To 9/30/2014

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

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 9/30/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>HRP5 2110.245</u>	ARCHITECT FEES	0.00	0.00	0.00	1,890.00	0.00	-1,890.00
	Fund HRP5Totals:	0.00	0.00	0.00	1,890.00	0.00	-1,890.00
<u>HSAFE 1620.292</u>	NON CONTRACT COSTS	58,217.15	0.00	58,217.15	0.00	58,217.15	0.00
<u>HSAFE 1620.293</u>	CONTRACTUAL	206,700.00	0.00	206,700.00	0.00	0.00	206,700.00
<u>HSAFE 2110.245</u>	ARCHITECT FEES	55,082.85	0.00	55,082.85	2,849.07	0.00	52,233.78
	Fund HSAFETotals:	320,000.00	0.00	320,000.00	2,849.07	58,217.15	258,933.78
	Grand Totals:	320,000.00	0.00	320,000.00	4,739.07	58,217.15	257,043.78

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MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 9/30/2014



Account	Description	Debits	Credits
V 201 01	CASH IN SAVINGS - NIAGARA	957,060.12	0.00
V 884	FUND BALANCE	0.00	864,227.89
V 884 01	PREMIUM REVENUE-A FUND	0.00	92,711.62
V 980	REVENUES	0.00	120.61
V Fund Totals:		957,060.12	957,060.12
Grand Totals:		957,060.12	957,060.12

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2014 To 9/30/2014



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
V 2401.001	DEBT INTEREST - V884.01	0.00	0.00	0.00	120.61	-120.61
	V Totals:	0.00	0.00	0.00	120.61	-120.61
	Grand Totals:	0.00	0.00	0.00	120.61	-120.61

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

TREASURER'S MONTHLY REPORT

ACCT # *****3405

September 1, 2014

through

September 30, 2014

Total available balance as reported at the end of preceding period: \$ 289,313.49

RECEIPTS during month:

DATE	SOURCE	AMOUNT
SEPTEMBER		
30	INTEREST - NBT	4.73
	Total Receipts:	\$ 4.73
	Total Receipts, including balance:	\$ <u>289,318.22</u>

DISBURSEMENTS made during month:

BY CHECK	FROM: 2719	TO: 2719	\$ 228.28
	2720	TO: 2720	107.29

BY DEBIT CHARGE:

TRANSFER TO TRUST AND AGENCY - PAYROLL	\$ 2,257.70
DUE TO/ DUE FROM - TO GENERAL	\$ 7.08

Total Disbursements: \$ 2,600.35

CASH BALANCE SHOWN BY RECORDS: \$ 286,717.87

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 286,825.16
Less total of outstanding checks:	\$ (107.29)
Net balance in bank:	\$ 286,717.87
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 286,717.87

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

October 21, 2014

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
 FEDERAL FUND

9/30/14


CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
2720	9/19/2014	\$ 107.29			

TOTAL		\$ 107.29			\$ -
			GRAND TOTAL		\$ 107.29

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

DATE	SOURCE	AMOUNT
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TOTAL DEPOSITS IN TRANSIT		\$ -
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 Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 9/30/2014



Account	Description	Debits	Credits	Balance
F181 200	WIND POWER	267,838.67	0.00	267,838.67
FA14 200	13-14 TITLE I	8.27	9,030.42	-9,022.15 CR
FA15 200	Cash in Checking	4.73	0.00	4.73
FB14 200	13-14 SECTION 611	23,411.00	23,411.00	0.00
FC14 200	13-14 SECTION 619	1,484.00	1,484.00	0.00
FD14 200	13-14 TITLE IIA	2,586.00	2,586.00	0.00
FG14 200	13-14 UNIVERAL PRE-K	0.00	20,592.00	-20,592.00 CR
FG15 200	2014-15 UNIVERSAL PRE-K	40,760.00	1,686.27	39,073.73
FH13 200	SECTION 4408 12/13	6,858.98	0.00	6,858.98
FH14 200	SECT 4408 (13-14)	0.00	305.75	-305.75 CR
FH15 200	14-15 SECTION 4408	0.00	2,893.46	-2,893.46 CR
FP14 200	13-14 TEACH OF TOMORROW	2,100.00	0.00	2,100.00
FR14 200	13-14 MONSANTO GRANT	10,000.00	0.00	10,000.00
FT12 200	LOWES GRANT 11/12	2,605.00	0.00	2,605.00
FV11 200	GRAMMY GRANT	144.12	0.00	144.12
FZ14 200	13-14 RACE TO THE TOP	0.00	9,094.00	-9,094.00 CR
200 Totals:		357,800.77	71,082.90	286,717.87
FA14 410	STATE & FEDERAL AID RECEIVABLE	8,798.33	0.00	8,798.33
FB14 410	STATE & FEDERAL AID RECEIVABLE	23,411.00	23,411.00	0.00
FC14 410	STATE & FEDERAL AID RECEIVABLE	1,484.00	1,484.00	0.00
FD14 410	STATE & FEDERAL AID RECEIVABLE	2,586.00	2,586.00	0.00
FG14 410	STATE & FEDERAL AID RECEIVABLE	20,592.00	0.00	20,592.00
FH14 410	STATE & FEDERAL AID RECEIVABLE	305.75	0.00	305.75
FZ14 410	STATE & FEDERAL AID RECEIVABLE	9,094.00	0.00	9,094.00
410 Totals:		66,271.08	27,481.00	38,790.08
FA14 510	ESTIMATED REVENUE	13,649.67	0.00	13,649.67
FP14 510	Estimated Revenue	6,300.00	0.00	6,300.00
FT12 510	ESTIMATED REVENUE	2,605.00	0.00	2,605.00
FV11 510	ESTIMATED REVENUE	144.12	0.00	144.12
510 Totals:		22,698.79	0.00	22,698.79
FA14 521	ENCUMBRANCES	400.00	228.28	171.72
FG15 521	Encumbrances	1,867.05	423.09	1,443.96
FJ15 521	Encumbrances	2,650.95	0.00	2,650.95
521 Totals:		4,918.00	651.37	4,266.63
FA14 522	EXPENDITURES	228.28	0.00	228.28
FG15 522	Expenditures	1,686.27	0.00	1,686.27
FH15 522	Expenditures	2,893.46	0.00	2,893.46
522 Totals:		4,808.01	0.00	4,808.01
FA14 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FP14 599	Appropriated Fund Balance	0.00	0.00	0.00
FT12 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FV11 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
599 Totals:		0.00	0.00	0.00
FA14 630	DUE TO OTHER FUNDS	7.08	11.54	-4.46 CR
FA15 630	DUE TO OTHER FUNDS	0.00	4.73	-4.73 CR
630 Totals:		7.08	16.27	-9.19
F181 631	DUE TO OTHER GOVERNMENTS	267,838.67	267,838.67	0.00
FH13 631	DUE TO OTHER GOVERNMENTS	6,858.98	6,858.98	0.00
FP14 631	DUE TO OTHER GOVERNMENTS	2,100.00	2,100.00	0.00
FR14 631	DUE TO OTHER GOVERNMENTS	10,000.00	10,000.00	0.00
FT12 631	DUE TO OTHER GOVERNMENTS	2,605.00	2,605.00	0.00

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2014 - 9/30/2014



Account	Description	Debits	Credits	Balance	
FV11 631	DUE TO OTHER GOVERNMENTS	144.12	144.12	0.00	
631 Totals:		289,546.77	289,546.77	0.00	
FA14 821	RESERVE FOR ENCUMBRANCES	228.28	400.00	-171.72	CR
FG15 821	Reserve for Encumbrances	423.09	1,867.05	-1,443.96	CR
FJ15 821	Reserve for Encumbrances	0.00	2,650.95	-2,650.95	CR
821 Totals:		651.37	4,918.00	-4,266.63	
FA14 960	APPROPRIATIONS	0.00	13,649.67	-13,649.67	CR
FP14 960	Appropriations	0.00	6,300.00	-6,300.00	CR
FT12 960	APPROPRIATIONS	0.00	2,605.00	-2,605.00	CR
FV11 960	APPROPRIATIONS	0.00	144.12	-144.12	CR
960 Totals:		0.00	22,698.79	-22,698.79	
F181 980	REVENUES	0.00	267,838.67	-267,838.67	CR
FG15 980	Revenues	0.00	40,760.00	-40,760.00	CR
FH13 980	REVENUES	0.00	6,858.98	-6,858.98	CR
FP14 980	Revenues	0.00	2,100.00	-2,100.00	CR
FR14 980	REVENUES	0.00	10,000.00	-10,000.00	CR
FT12 980	REVENUES	0.00	2,605.00	-2,605.00	CR
FV11 980	REVENUES	0.00	144.12	-144.12	CR
980 Totals:		0.00	330,306.77	-330,306.77	
Grand Totals:		746,701.87	746,701.87	0.00	

Revenue Status Report From 7/1/2014 To 9/30/2014

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
F181 2770	WINDPOWER	0.00	0.00	0.00	267,838.67	-267,838.67
FA14 4126	TITLE I - 0021141310	13,649.67	0.00	13,649.67	0.00	13,649.67
FG15 3289	UNIVERSAL PRE-K (14-15)	0.00	0.00	0.00	40,760.00	-40,760.00
FH13 3289	SECTION 4408	0.00	0.00	0.00	6,858.98	-6,858.98
FP14 3289	TEACHERS OF TOMORROW	6,300.00	0.00	6,300.00	2,100.00	4,200.00
FR14 2770	MONSANTO GRANT - FFA	0.00	0.00	0.00	10,000.00	-10,000.00
FT12 2770	LOWE'S GRANT	2,605.00	0.00	2,605.00	2,605.00	0.00
FV11 2770	GRAMMY GRANT	144.12	0.00	144.12	144.12	0.00
		<u>22,698.79</u>	<u>0.00</u>	<u>22,698.79</u>	<u>330,306.77</u>	<u>-307,607.98</u>

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2014 To 9/30/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>FA14 2110.150</u>	INSTRUCTIONAL SALARIES	11,860.85	0.00	11,860.85	0.00	0.00	11,860.85
<u>FA14 2110.400</u>	CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
<u>FA14 2110.450</u>	MATERIALS & SUPPLIES	1,288.82	0.00	1,288.82	228.28	171.72	888.82
Fund FA14Totals:		13,649.67	0.00	13,649.67	228.28	171.72	13,249.67
<u>FG15 2510.150</u>	INSTRUCTIONAL SALARIES	0.00	0.00	0.00	1,578.98	0.00	-1,578.98
<u>FG15 2510.450</u>	MATERIALS AND SUPPLIES	0.00	0.00	0.00	107.29	1,443.96	-1,551.25
Fund FG15Totals:		0.00	0.00	0.00	1,686.27	1,443.96	-3,130.23
<u>FH15 5511.160</u>	NON INSTRUCTIONAL SALARIES	0.00	0.00	0.00	2,893.46	0.00	-2,893.46
Fund FH15Totals:		0.00	0.00	0.00	2,893.46	0.00	-2,893.46
<u>FJ15 2510.200</u>	EQUIPMENT	0.00	0.00	0.00	0.00	933.30	-933.30
<u>FJ15 2510.450</u>	MATERIALS & SUPPLIES	0.00	0.00	0.00	0.00	1,717.65	-1,717.65
Fund FJ15Totals:		0.00	0.00	0.00	0.00	2,650.95	-2,650.95
<u>FP14 2110.400</u>	CONTRACTUAL	6,300.00	0.00	6,300.00	0.00	0.00	6,300.00
Fund FP14Totals:		6,300.00	0.00	6,300.00	0.00	0.00	6,300.00
<u>FT12 2110.450</u>	MATERIALS & SUPPLIES	2,605.00	0.00	2,605.00	0.00	0.00	2,605.00
Fund FT12Totals:		2,605.00	0.00	2,605.00	0.00	0.00	2,605.00
<u>FV11 2110.450</u>	MATERIALS & SUPPLIES	144.12	0.00	144.12	0.00	0.00	144.12
Fund FV11Totals:		144.12	0.00	144.12	0.00	0.00	144.12
Grand Totals:		22,698.79	0.00	22,698.79	4,808.01	4,266.63	13,624.15

CS

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 11: WARRANT



Check # Account	Check Date	Vendor ID Account	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15623	09/05/2014	2035	ANACONDA SPORTS					
A 2855.450			MATERIALS & SUPPLIES		2102869	140172	331.30	330.55
A 2855.450			MATERIALS & SUPPLIES		2108840	140172	130.50	130.50
Check Total:							461.80	
15624	09/05/2014	171	CASCADE SCHOOL SUPPLIES INC					
A 2110.450			MATERIALS & SUPPLIES		74122	150098	48.85	48.85
Check Total:							48.85	
15625	09/05/2014	210	CLINTON TRACTOR & IMPLEMENT CO					
A 1621.450			MATERIALS & SUPPLIES		WC12718	150074	789.69	789.69
A 1621.450			MATERIALS & SUPPLIES		WC13714	150164	379.34	379.34
A 1621.450			MATERIALS & SUPPLIES		IC56142	150074	55.40	55.40
Check Total:							1,224.43	
15626	09/05/2014	1538	CURTIS LUMBER CO, INC					
A 1621.450			MATERIALS & SUPPLIES		1408-279648	140379	54.97	54.97
Check Total:							54.97	
15627	09/05/2014	1315	ERCOLE VENTURA					
A 2855.430			OFFICIAL FEES		9/3/14 SOCCER VS MECS MILEAGE		16.10	
A 2855.430			OFFICIAL FEES		9/3/14 SOCCER VS MORRISVILLE		83.00	
Check Total:							99.10	
15628	09/05/2014	431	GRAINGER INC					
A 1621.450			MATERIALS & SUPPLIES		9520277949	150066	16.20	16.20
A 1621.450			MATERIALS & SUPPLIES		9519395553	150066	142.88	142.88
Check Total:							159.08	
15629	09/05/2014	490	HILL & MARKES INC					
A 1620.450			MATERIALS & SUPPLIES		1439276-00	150067	960.99	960.99
A 1620.450			MATERIALS & SUPPLIES		1442053-00	150067	1,308.65	1,308.65

09/05/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 11: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	2,269.64
15630	09/05/2014	1169	HOWLAND PUMP AND SUPPLY CO INC					
A 1621.455			PLUMBING SUPPLIES		109111	150082	107.71	107.71
A 1621.455			PLUMBING SUPPLIES		109387	150082	19.53	19.53
							Check Total:	127.24
15631	09/05/2014	2534	IPEVO, INC					
A 2630.220			EQUIPMENT		002201408000066 4	150131	356.00	376.00
							Check Total:	356.00
15632	09/05/2014	546	J W PEPPER & SON INC					
A 2110.480			TEXTBOOKS		01N18179	140057	47.00	37.32
							Check Total:	47.00
15633	09/05/2014	1223	JAMES D WRIGHT					
A 2855.430			OFFICIAL FEES		9/3/14 SOCCER VS MORRISVILLE		83.00	
							Check Total:	83.00
15634	09/05/2014	553	JAY-K LUMBER					
A 1621.450			MATERIALS & SUPPLIES		262898	150088	404.30	404.30
							Check Total:	404.30
15635	09/05/2014	2549	KEYLINE DISTRIBUTORS					
A 1621.400			CONTRACTUAL		14-5459	140408	7,594.00	7,594.00
							Check Total:	7,594.00
15636	09/05/2014	592	KURTZ BROS					
A 2110.450			MATERIALS & SUPPLIES		53992.00	150097	126.87	125.07
							Check Total:	126.87
15637	09/05/2014	2736	LARRY NICHOLS					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 11: WARRANT



Check # Account	Check Date	Vendor ID Account	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 9045.800			LIFE INSURANCE		2014-15 LIFE INSURANCE		1,000.00	
							Check Total:	1,000.00
15638	09/05/2014	651	M-O-H CONSORTIUM					
A 9040.800			WORKERS COMPENSATION		2014-15 WORKER'S COMP		10,521.00	
							Check Total:	10,521.00
15639	09/05/2014	2620	MAILFINANCE					
A 1670.450			MATERIALS & SUPPLIES		H4864228	150040	473.16	473.16
							Check Total:	473.16
15640	09/05/2014	1612	NO TEARS LEARNING					
A 2110.450			MATERIALS & SUPPLIES		873427-1	150140	139.59	121.95
A 2110.480			TEXTBOOKS		872658-1	150137	1,413.16	1,283.80
A 2110.450			MATERIALS & SUPPLIES		872658-1	150137	9.75	9.75
							Check Total:	1,562.50
15641	09/05/2014	2410	ONEIDA FLOORING					
A 1621.450			MATERIALS & SUPPLIES		73891	150163	216.00	216.00
							Check Total:	216.00
15642	09/05/2014	854	**CONTINUED** PARRY'S (HARDWARE)	Voided During Printing				
							Check Total:	0.00
15643	09/05/2014	854	PARRY'S(HARDWARE)					
A 1621.457			PAINTING		10783056	150125	388.83	388.83
A 1621.450			MATERIALS & SUPPLIES		10787336	150060	35.59	35.59
A 1621.450			MATERIALS & SUPPLIES		20020486	150060	-12.59	0.00
A 1621.450			MATERIALS & SUPPLIES		10786814	150060	5.12	5.12
A 1621.450			MATERIALS & SUPPLIES		10785897	150060	313.40	313.40
A 1621.450			MATERIALS & SUPPLIES		10785898	150060	156.03	156.03

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 11: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account	Description					
A 1621.450			MATERIALS & SUPPLIES		10785442	150060	12.92	12.92
A 1621.450			MATERIALS & SUPPLIES		10786813	150060	154.61	154.61
A 1621.450			MATERIALS & SUPPLIES		20020463	150060	-70.15	0.00
A 1621.450			MATERIALS & SUPPLIES		10786260	150060	68.38	68.38
A 1621.450			MATERIALS & SUPPLIES		10786483	150060	49.79	49.79
A 1621.450			MATERIALS & SUPPLIES		10785899	150060	4.31	4.31
A 1621.450			MATERIALS & SUPPLIES		10785135	150060	109.90	109.90
A 1621.450			MATERIALS & SUPPLIES		10784838	150060	425.85	425.85
A 1621.450			MATERIALS & SUPPLIES		10784358	150060	67.39	67.39
A 1621.450			MATERIALS & SUPPLIES		10783071	150060	17.00	17.00
A 1621.450			MATERIALS & SUPPLIES		10789577	150060	83.57	3.74
A 1621.450			MATERIALS & SUPPLIES		10789912	150060	25.46	25.46
A 1621.450			MATERIALS & SUPPLIES		10788867	150060	0.54	0.54
A 1621.450			MATERIALS & SUPPLIES		10788415	150060	13.38	13.38
A 1621.450			MATERIALS & SUPPLIES		10788814	150060	181.44	181.44
A 2855.450			MATERIALS & SUPPLIES		10789578	150152	478.80	478.80
Check Total:							2,509.57	
15644	09/05/2014	584	RAY W KIRLEY					
A 1621.400			CONTRACTUAL	8/1/14 SERVICE		150084	3,200.00	3,000.00
Check Total:							3,200.00	
15645	09/05/2014	921	REALLY GOOD STUFF, INC					
A 2110.450			MATERIALS & SUPPLIES		4860701	150123	56.35	53.70
A 2110.450			MATERIALS & SUPPLIES		4833477	150114	1,376.94	1,238.53
Check Total:							1,433.29	
15646	09/05/2014	2854	SARGET WELCH					
A 2110.450			MATERIALS & SUPPLIES	8058680908		150136	101.26	90.98
Check Total:							101.26	
15647	09/05/2014	980	SCHOLASTIC BOOK CLUBS, INC					
A 2110.480			TEXTBOOKS	9584105		150150	213.64	213.64
Check Total:							213.64	
15648	09/05/2014	987	SCHOOL SPECIALTY					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 11: WARRANT



Check # Account	Check Date	Vendor ID Account	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 2110.450			MATERIALS & SUPPLIES		308101986219	150094	407.62	407.62
							Check Total:	407.62
15649	09/05/2014	1018	SIMPLEXGRINNELL					
A 1621.400			CONTRACTUAL		77193960	150141	2,975.00	2,975.00
A 1620.400			CONTRACTUAL		80399374	150151	208.16	208.16
							Check Total:	3,183.16
15650	09/05/2014	1171	UTICA VALLEY ELECTRIC SUPPLY C					
A 1621.456			ELECTRICAL		349590	150063	45.91	45.91
							Check Total:	45.91
15651	09/05/2014	2278	VIRCO INC					
A 2110.200			EQUIPMENT		91581094	150121	1,110.00	1,110.00
							Check Total:	1,110.00
15652	09/05/2014	2685	W.B. MASON CO., INC.					
A 2110.450			MATERIALS & SUPPLIES		I19848829	150113	32.22	32.22
A 2110.450			MATERIALS & SUPPLIES		I19992965	150113	47.96	47.96
A 2110.450			MATERIALS & SUPPLIES		I20021236	150113	9.58	9.58
A 2110.450			MATERIALS & SUPPLIES		I19934440	150113	236.27	236.27
A 2110.450			MATERIALS & SUPPLIES		624882	150115	359.99	359.99
A 2110.450			MATERIALS & SUPPLIES		I19792901	150112	184.95	184.95
A 2110.450			MATERIALS & SUPPLIES		I19767173	150112	146.24	146.24
A 2110.450			MATERIALS & SUPPLIES		I19932802	150112	48.26	48.26
A 2110.450			MATERIALS & SUPPLIES		625566	150115	244.99	244.99
A 2110.450			MATERIALS & SUPPLIES		I19795991	150113	212.05	212.05
A 2110.450			MATERIALS & SUPPLIES		I20048811	150113	274.83	274.83
							Check Total:	1,797.34
15653	09/05/2014	1183	WALMART BUSINESS					
A 2110.450			MATERIALS & SUPPLIES		029247	150156	79.96	79.96
A 2110.450			MATERIALS & SUPPLIES		029141	150156	79.96	79.96
A 2110.450			MATERIALS & SUPPLIES		031305	150156	119.94	119.94
							Check Total:	279.86

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 12: SEPTEMBER 2014 MANUAL CHECKS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
14870	09/02/2014	874	PETTY CASH					
A 201					2014-15 PETTY CASH		100.00	
						Check Total:	100.00	
14871	09/02/2014	887	POSTMASTER					
A 1670.450					SEPTEMBER 2014 NEWSLETTER		172.15	
						Check Total:	172.15	
Number of Transactions: 2							Warrant Total:	272.15
							Vendor Portion:	272.15

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 13: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
15655	09/19/2014	1	A & W EZ MART					
A 5510.453		GASOLINE			8/31/14 STATEMENT	150071	852.98	852.98
							Check Total:	852.98
15656	09/19/2014	1596	ALL SEASONS TEXTILE SERVICES					
A 1620.400		CONTRACTUAL			626715	150070	48.10	48.10
							Check Total:	48.10
15657	09/19/2014	2035	ANACONDA SPORTS					
A 2855.451		UNIFORMS			2178963	150073	209.30	209.30
A 2855.451		UNIFORMS			2183406	150138	197.45	197.45
A 2855.451		UNIFORMS			2183405	150139	151.95	151.95
							Check Total:	558.70
15658	09/19/2014	361	ANGELO FARO					
A 2855.430		OFFICIAL FEES			9/6/14 SOCCER MILES		16.56	
A 2855.430		OFFICIAL FEES			9/6/14 SOCCER VS HRKMR MT MARK		83.00	
							Check Total:	99.56
15659	09/19/2014	61	AT & T					
A 5530.404		TELEPHONE			1260253988		5.24	
A 1620.404		TELEPHONE			1260253988		60.91	
							Check Total:	66.15
15660	09/19/2014	520	BERNARD M HUGHES					
A 2855.430		OFFICIAL FEES			9/2/14 SOCCER VS WVILLE HCROSS		124.50	
							Check Total:	124.50
15661	09/19/2014	2621	BLISS ENVIRONMENTAL SERV. INC					
A 5530.411		TRASH REMOVAL			10944	150180	214.20	214.20

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 13: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account	Description					
A 1620.411			TRASH REMOVAL		10944	150180	91.80	91.80
A 5530.411			TRASH REMOVAL		10702	150180	267.75	267.75
A 1620.411			TRASH REMOVAL		10702	150180	114.75	114.75
							Check Total:	688.50
15662	09/19/2014	2852	BOOKSOURCE					
A 2110.480			TEXTBOOKS		353858	150118	74.21	74.21
							Check Total:	74.21
15663	09/19/2014	2469	CHILDREN'S NEUROLOGICAL SERV					
A 2250.400			CONTRACTUAL		9/8/14 INVOICE	150184	1,881.25	1,881.25
							Check Total:	1,881.25
15664	09/19/2014	259	CURRICULUM ASSOCIATES INC					
A 2110.480			TEXTBOOKS		90308443	150155	1,867.80	1,901.76
							Check Total:	1,867.80
15665	09/19/2014	1538	CURTIS LUMBER CO, INC					
A 1621.450			MATERIALS & SUPPLIES		1408-011400	140379	114.29	114.29
A 1621.450			MATERIALS & SUPPLIES		1409-031193	140379	14.20	14.20
A 1620.450			MATERIALS & SUPPLIES		1408-011400	140405	107.51	107.51
							Check Total:	236.00
15666	09/19/2014	368	FERRARA, FIORENZA, LARRISON,					
A 1420.400			CONTRACTUAL		9/8/14 STATEMENT		1.44	
A 1420.400			CONTRACTUAL		9/8/14 REIMB STATEMENT		195.00	
							Check Total:	196.44
15667	09/19/2014	397	FRONTIER					
A 5530.404			TELEPHONE		9/13/14 315893187912067 94		64.24	
A 1620.404			TELEPHONE		9/13/14 315893187912067		321.19	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 13: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
					94			
							Check Total:	385.43
15668	09/19/2014	431	GRAINGER INC					
A 1621.450		MATERIALS & SUPPLIES		9533863149	150066		188.38	188.38
A 1621.450		MATERIALS & SUPPLIES		9531216381	150066		268.16	268.16
A 1620.450		MATERIALS & SUPPLIES		9529599475	150143		2,471.40	2,487.60
							Check Total:	2,927.94
15669	09/19/2014	2304	HANNAFORD BROS.					
A 2110.450		MATERIALS & SUPPLIES		62922518	150171		34.48	34.48
A 2110.450		MATERIALS & SUPPLIES		62797483	150171		4.21	4.21
A 2110.450		MATERIALS & SUPPLIES		62763185	150171		55.25	55.25
							Check Total:	93.94
15670	09/19/2014	507	HOPKINS AUDIOMETER LLC					
A 2815.400		CONTRACTUAL		33254	150191		245.00	245.00
							Check Total:	245.00
15671	09/19/2014	1169	HOWLAND PUMP AND SUPPLY CO INC					
A 1621.459		HEATING SUPPLIES		100698	150082		9.07	9.07
							Check Total:	9.07
15672	09/19/2014	2473	INSECT LORE					
A 2110.450		MATERIALS & SUPPLIES		438372	150122		55.29	39.98
							Check Total:	55.29
15673	09/19/2014	546	J W PEPPER & SON INC					
A 2110.480		TEXTBOOKS		01N22355	150006		4.74	4.74
A 2110.480		TEXTBOOKS		01N38631	150006		637.84	637.84
A 2110.480		TEXTBOOKS		01N41723	150005		34.89	34.89
							Check Total:	677.47
15674	09/19/2014	1190	JAMES WEAVER					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 13: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 2855.430		OFFICIAL FEES			9/6/14 SOCCER VS HERKIMER		83.00	
							Check Total:	83.00
15675	09/19/2014	2134	JAMIE SPOONER					
A 2110.420		TRAVEL,DUES,CONFERENCES			8/5-8/6 2014 CONF		38.08	
							Check Total:	38.08
15676	09/19/2014	643	MADISON COUNTY MUSIC EDUCATORS					
A 2280.420		TRAVEL,DUES,CONFERENCES			10/25/14 8 STUDENT AUDITIONS	150008	40.00	40.00
							Check Total:	40.00
15677	09/19/2014	646	MADISON COUNTY TREASURER					
A 1330.400		CONTRACTUAL			130576		1,296.37	
							Check Total:	1,296.37
15678	09/19/2014	650	**CONTINUED** MADISON ONEIDA BOCES	Voided During Printing				
							Check Total:	0.00
15679	09/19/2014	650	**CONTINUED** MADISON ONEIDA BOCES	Voided During Printing				
							Check Total:	0.00
15680	09/19/2014	650	MADISON ONEIDA BOCES					
A 2070.490		BOCES SERVICES			C0004-15	150179	-4,371.00	0.00
A 1010.490		BOCES SERVICES			C0004-15	150179	131.30	131.30
A 2110.491		BOCES SERVICES			C0004-15	150179	121.50	121.50
A 5510.490		BOCES SERVICES			C0004-15	150179	537.24	537.24
A 5510.400		CONTRACTUAL			C0004-15	150179	10,500.00	10,500.00
A 2810.490		BOCES SERVICES			C0004-15	150179	1,010.69	1,010.69

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 13: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description					
A 2805.490			BOCES SERVICES		C0004-15	150179	846.55	846.55
A 2630.490			BOCES SERVICES		C0004-15	150179	4,217.03	4,217.03
A 2610.491			BOCES SERVICES - INTERNET		C0004-15	150179	718.65	718.65
A 2610.490			BOCES SERVICES		C0004-15	150179	2,171.08	2,171.08
A 2330.492			BOCES SERVICES		C0004-15	150179	307.30	307.30
A 2330.491			BOCES - ALT HIGH SCHOOL		C0004-15	150179	6,919.50	6,919.50
A 2330.490			BOCES - ACADEMIC SUMMER SCHOOL		C0004-15	150179	4,550.50	4,550.50
A 2280.490			BOCES SERVICES		C0004-15	150179	21,288.70	21,288.70
A 2250.490			BOCES SERVICES		C0004-15	150179	78,472.76	78,472.76
A 2110.490			BOCES SERVICES		C0004-15	150179	10,335.01	10,335.01
A 2070.490			BOCES SERVICES		C0004-15	150179	9,910.19	9,910.19
A 2060.490			BOCES SERVICES		C0004-15	150179	153.80	153.80
A 1983.490			BOCES SERVICES		C0004-15	150179	4,592.70	4,592.70
A 1981.490			BOCES SERVICES		C0004-15	150179	3,398.00	3,398.00
A 1680.490			BOCES SERVICES		C0004-15	150179	15,732.67	15,732.67
A 1670.490			BOCES SERVICES		C0004-15	150179	500.00	500.00
A 1620.490			BOCES SERVICES		C0004-15	150179	1,065.54	1,065.54
A 1430.490			BOCES SERVICES		C0004-15	150179	2,637.00	2,637.00
A 1345.490			BOCES SERVICES		C0004-15	150179	350.45	350.45
A 1310.490			BOCES SERVICES		C0004-15	150179	9,179.45	9,179.45
Check Total:							185,276.61	
15681	09/19/2014	789	NYS DEPT OF ENVIRONMENTAL CONS					
A 1621.400			CONTRACTUAL		9990000225191		100.00	
Check Total:							100.00	
15682	09/19/2014	827	ONEIDA MUSIC CO					
A 2280.450			MATERIALS & SUPPLIES		080511 SUPPLIES	140398	322.73	322.73
Check Total:							322.73	
15683	09/19/2014	854	**CONTINUED** PARRY'S (HARDWARE)	Voided During Printing				
Check Total:							0.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 13: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15684	09/19/2014	854	PARRY'S(HARDWARE)					
A 1621.450		MATERIALS & SUPPLIES			10793174	150187	116.20	116.20
A 1621.450		MATERIALS & SUPPLIES			10792406	150187	233.18	233.18
A 1621.450		MATERIALS & SUPPLIES			10790050	150187	30.59	30.59
A 1621.450		MATERIALS & SUPPLIES			10792093	150187	15.98	15.98
A 1621.457		PAINTING			10793173	150125	64.69	64.69
A 1621.457		PAINTING			10792399	150125	89.55	89.55
A 1621.457		PAINTING			10790834	150125	91.44	91.44
A 1621.450		MATERIALS & SUPPLIES			10791364	150187	40.79	40.79
A 1621.450		MATERIALS & SUPPLIES			10790485	150187	203.24	203.24
A 1621.450		MATERIALS & SUPPLIES			10791116	150187	183.49	183.49
A 1621.450		MATERIALS & SUPPLIES			10791256	150187	60.31	60.31
A 1621.450		MATERIALS & SUPPLIES			10790835	150187	40.49	40.49
A 1621.450		MATERIALS & SUPPLIES			10791118	150187	65.54	65.54
A 1621.450		MATERIALS & SUPPLIES			10791658	150187	49.44	49.44
Check Total:							1,284.93	
15685	09/19/2014	1019	RICHARD A SIRIANO					
A 2855.430		OFFICIAL FEES			9/5/14 SOCCER VS VVS MIILES		27.60	
A 2855.430		OFFICIAL FEES			9/5/14 SOCCER VS VVS		83.00	
Check Total:							110.60	
15686	09/19/2014	977	SCHOLASTIC					
A 2110.480		TEXTBOOKS			M5336604	150015	156.75	156.75
A 2110.480		TEXTBOOKS			M5336604	150016	2,133.87	2,133.84
Check Total:							2,290.62	
15687	09/19/2014	987	SCHOOL SPECIALTY					
A 2110.450		MATERIALS & SUPPLIES			308102051085	150116	1,713.92	1,713.92
A 2110.450		MATERIALS & SUPPLIES			208113218240	150117	87.71	87.71
A 2110.480		TEXTBOOKS			208113218237	150144	122.92	122.92
A 2110.450		MATERIALS & SUPPLIES			208113262235	150117	439.46	439.49
A 2110.450		MATERIALS & SUPPLIES			308102044003	150117	4,387.89	4,387.89
A 2110.450		MATERIALS & SUPPLIES			208113256684	150119	1,409.60	1,409.60
Check Total:							8,161.50	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 13: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15688	09/19/2014	2287	TIMOTHY SITTS / D/B/A					
A 1620.400		CONTRACTUAL			9/4/14 INVOICE	140414	13,000.00	13,000.00
						Check Total:	13,000.00	
15689	09/19/2014	1139	TREE HOUSE INC					
A 2110.450		MATERIALS & SUPPLIES			37300	150170	140.07	140.07
						Check Total:	140.07	
15690	09/19/2014	2685	W.B. MASON CO., INC.					
A 2110.450		MATERIALS & SUPPLIES			I20194407	150113	6.36	6.36
A 2110.450		MATERIALS & SUPPLIES			I20163182	150113	144.44	144.44
A 2110.450		MATERIALS & SUPPLIES			I20348089	150113	9.58	9.58
A 2110.450		MATERIALS & SUPPLIES			I20162052	150112	5.74	5.74
A 2110.450		MATERIALS & SUPPLIES			627997	150115	852.44	852.44
A 2110.450		MATERIALS & SUPPLIES			I20293602	150160	217.90	217.90
A 2110.450		MATERIALS & SUPPLIES			I20306014	150169	236.94	236.94
A 1325.450		MATERIALS & SUPPLIES			I20326014	150169	66.98	66.98
A 2110.450		MATERIALS & SUPPLIES			CR1663538	150113	-11.43	0.00
A 2110.450		MATERIALS & SUPPLIES			I20380592	150113	11.43	11.43
A 2110.450		MATERIALS & SUPPLIES			I20443205	150112	19.66	19.66
						Check Total:	1,560.04	
15691	09/19/2014	1184	WARD'S NATURAL SCIENCE EST INC					
A 2110.450		MATERIALS & SUPPLIES			8058793727	150036	13.80	3.09
						Check Total:	13.80	
15692	09/19/2014	2200	WIDEWATERS					
A 1621.400		CONTRACTUAL			24353	150153	2,500.00	2,500.00
						Check Total:	2,500.00	
15693	09/19/2014	814	WILLIAM OBERNESSER JR					
A 2855.430		OFFICIAL FEES			9/5/14 SOCCER VS VVS		83.00	
						Check Total:	83.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 5: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account	Description					
3116	09/05/2014	189	BIMBO FOODS INC.					
C 2860.410			FOOD PURCHASE		66418215612	150042	75.50	75.50
						Check Total:	75.50	
3117	09/05/2014	164	CARLO MASI & SONS INC					
C 2860.410			FOOD PURCHASE		540525	150045	87.40	87.40
C 2860.410			FOOD PURCHASE		539948	150045	31.30	31.30
						Check Total:	118.70	
3118	09/05/2014	2043	JENNIE-O TURKEY STORE INC.					
C 2860.410			FOOD PURCHASE		1800895	150047	313.66	313.66
						Check Total:	313.66	
3119	09/05/2014	2654	K GRAPHICS POSTERS					
C 2860.450			MATERIALS & SUPPLIES		140815-1	150166	40.00	40.00
						Check Total:	40.00	
3120	09/05/2014	1085	SYSCO FOOD SVCS OF SYRACUSE,LL					
C 380			ACCOUNTS RECEIVABLE		4031900014	150051	-34.23	0.00
C 380			ACCOUNTS RECEIVABLE		4020800563	150051	-120.88	0.00
C 2860.450			MATERIALS & SUPPLIES		4090210487	150051	403.62	403.62
C 2860.410			FOOD PURCHASE		4090210487	150051	1,706.06	1,706.06
						Check Total:	1,954.57	

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 7: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account	Description					
3121	09/19/2014	1289	BERNARD FOOD INDUSTRIES, INC.					
C 2860.410			FOOD PURCHASE	00695505		150041	777.52	777.52
							Check Total:	777.52
3122	09/19/2014	189	BIMBO FOODS INC.					
C 2860.410			FOOD PURCHASE	66418215772		150042	123.70	123.70
C 2860.410			FOOD PURCHASE	66418215693		150042	135.75	135.75
							Check Total:	259.45
3123	09/19/2014	147	BYRNE DAIRY INC					
C 2860.410			FOOD PURCHASE	10003371		150044	94.03	94.03
C 2860.410			FOOD PURCHASE	10000405		150044	117.97	117.97
C 2860.410			FOOD PURCHASE	9996718		150044	147.13	147.13
C 2860.410			FOOD PURCHASE	9995119		150044	182.49	182.49
C 2860.410			FOOD PURCHASE	9988248		150044	146.58	146.58
							Check Total:	688.20
3124	09/19/2014	164	CARLO MASI & SONS INC					
C 2860.410			FOOD PURCHASE	542307		150045	130.50	130.50
C 2860.410			FOOD PURCHASE	541382		150045	149.35	149.35
							Check Total:	279.85
3125	09/19/2014	650	MADISON ONEIDA BOCES					
C 2860.490			BOCES SERVICES	C0004-15		150179	3,758.90	3,758.90
							Check Total:	3,758.90
3126	09/19/2014	1085	SYSCO FOOD SVCS OF SYRACUSE,LL					
C 2860.450			MATERIALS & SUPPLIES	409162383		150051	351.81	351.81
C 2860.410			FOOD PURCHASE	409162383		150051	3,188.48	3,188.48
							Check Total:	3,540.29
3127	09/19/2014	2685	W.B. MASON CO., INC.					
C 2860.450			MATERIALS & SUPPLIES	I20386761		150172	93.99	93.99
							Check Total:	93.99

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 7: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
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Number of Transactions: 7

Warrant Total: 9,398.20

Vendor Portion: 9,398.20

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 3: SEPTEMBER 2014 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1143	09/04/2014	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							5,628.74	
							Check Total:	5,628.74
1144	09/04/2014	1374	FED TAX WIRE	Trust & Agency Payment				
TA 026							8,084.17	
TA 026							8,084.08	
TA 022							14,349.61	
TA 026 01							1,890.67	
TA 026 01							1,890.62	
							Check Total:	34,299.15
1145	09/04/2014	1375	NET PAYROLL WIRE	Trust & Agency Payment				
TA 010 02							20,163.51	
							Check Total:	20,163.51
1146	09/04/2014	2031	OMNI TSA WIRE	Trust & Agency Payment				
TA 029							737.01	
TA 029							300.00	
TA 029							1,453.05	
TA 029							200.00	
TA 029							181.00	
TA 029							550.63	
TA 029							85.00	
TA 029							25.00	
							Check Total:	3,531.69
1147	09/18/2014	793	NYSERS	Trust & Agency Payment				
TA 018							617.01	
TA 018							40.00	
							Check Total:	657.01
1148	09/18/2014	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							6,357.19	
							Check Total:	6,357.19

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 3: SEPTEMBER 2014 PAYROLL/INS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1149	09/18/2014	1374	FED TAX WIRE	Trust & Agency Payment				
			TA 026				9,011.26	
			TA 026				9,011.19	
			TA 022				16,452.85	
			TA 026 01				2,107.47	
			TA 026 01				2,107.46	
							Check Total:	38,690.23
1150	09/18/2014	1375	NET PAYROLL WIRE	Trust & Agency Payment				
			TA 010 02				26,606.86	
							Check Total:	26,606.86
1151	09/18/2014	2031	OMNI TSA WIRE	Trust & Agency Payment				
			TA 029				737.01	
			TA 029				300.00	
			TA 029				1,479.00	
			TA 029				200.00	
			TA 029				181.00	
			TA 029				570.63	
			TA 029				85.00	
			TA 029				25.00	
							Check Total:	3,577.64
5831	09/04/2014	108	EXCELLUS BLUECROSS BLUESHIELD					
			TA 020 02		SEPT 2014 GROUP 1248900		2,572.38	
							Check Total:	2,572.38
5832	09/04/2014	651	M-O-H CONSORTIUM					
			TA 020 01		SEPTEMBER 2014		124,295.86	
							Check Total:	124,295.86
5833	09/04/2014	2027	MADISON CO SHERIFF'S OFFICE	Trust & Agency Payment - GRN-MCSD				
			TA 023 05		IE#11001650 -		58.32	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 3: SEPTEMBER 2014 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
TA 023 05					GRIDLEY, LORRIE IE#10000079 - DAPSON, SAMANTHA		70.77	
							Check Total:	129.09
5834	09/18/2014	2027	MADISON CO SHERIFF'S OFFICE	Trust & Agency Payment - GRN-MCSD				
TA 023 05					IE#11001650 - GRIDLEY, LORRIE		62.94	
TA 023 05					IE#10000079 - DAPSON, SAMANTHA		75.83	
							Check Total:	138.77
5835	09/18/2014	650	MADISON ONEIDA BOCES					
TA 020 24					SEPTEMBER 2014 CLAIMS		238.09	
							Check Total:	238.09
5836	09/18/2014	798	NYS TEACHERS RETIREMENT SYSTEM	Trust & Agency Payment - TRSLN				
TA 027							637.00	
							Check Total:	637.00
Number of Transactions: 15							Warrant Total:	267,523.21
							Vendor Portion:	267,523.21

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For FA14 - 1: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
2719	09/05/2014	1183	WALMART BUSINESS					
FA14 2110.450		MATERIALS & SUPPLIES			031305	150158	228.28	228.28
							Check Total:	228.28
							Warrant Total:	228.28
							Vendor Portion:	228.28

Number of Transactions: 1

Certification of Warrant

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

Date
Signature
Title

Expenditures

MAJOR BUDGET CATEGORIES =====	End Of Year 2013-2014	Adjusted Budget 2014-15	Expected Fund Balance 6/30/2015
Board Of Education	6,958	7,665	2,050
Central Administration	147,188	153,572	1,618
Finance	169,055	178,266	29,348
Staff	27,952	41,470	35,418
Central Services	659,719	657,102	131,574
Special Items	105,885	118,407	77,888
GENERAL SUPPORT	1,116,757	1,156,482	277,896
Instruction, Admin. & Improv.	176,093	176,728	84,076
Teaching-Regular School	2,051,627	2,090,217	273,341
Special Programs	840,819	1,040,016	16,769
Occupational Education	315,203	320,689	10,474
Teaching-Special Schools	178,263	203,168	24,542
Instructional Media	175,014	152,790	19,347
Pupil Services	286,257	291,483	29,771
INSTRUCTION	4,023,275	4,275,091	458,320
PUPIL TRANSPORTATION	786,995	604,694	276,351
COMMUNITY SERVICE	-	-	-
Employee Benefits	2,220,981	2,481,175	1,955,387
Debt Service	820,820	851,820	839,320
Interfund Trx	409,561	88,700	88,700
UNDISTRIBUTED	3,451,362	3,421,695	2,883,407
TOTAL GENERAL FUND == == >>>>	9,378,389	9,457,962 #1	3,895,974 #2

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

#2 = All salaries and debt service are encumbered

Madison Central School District

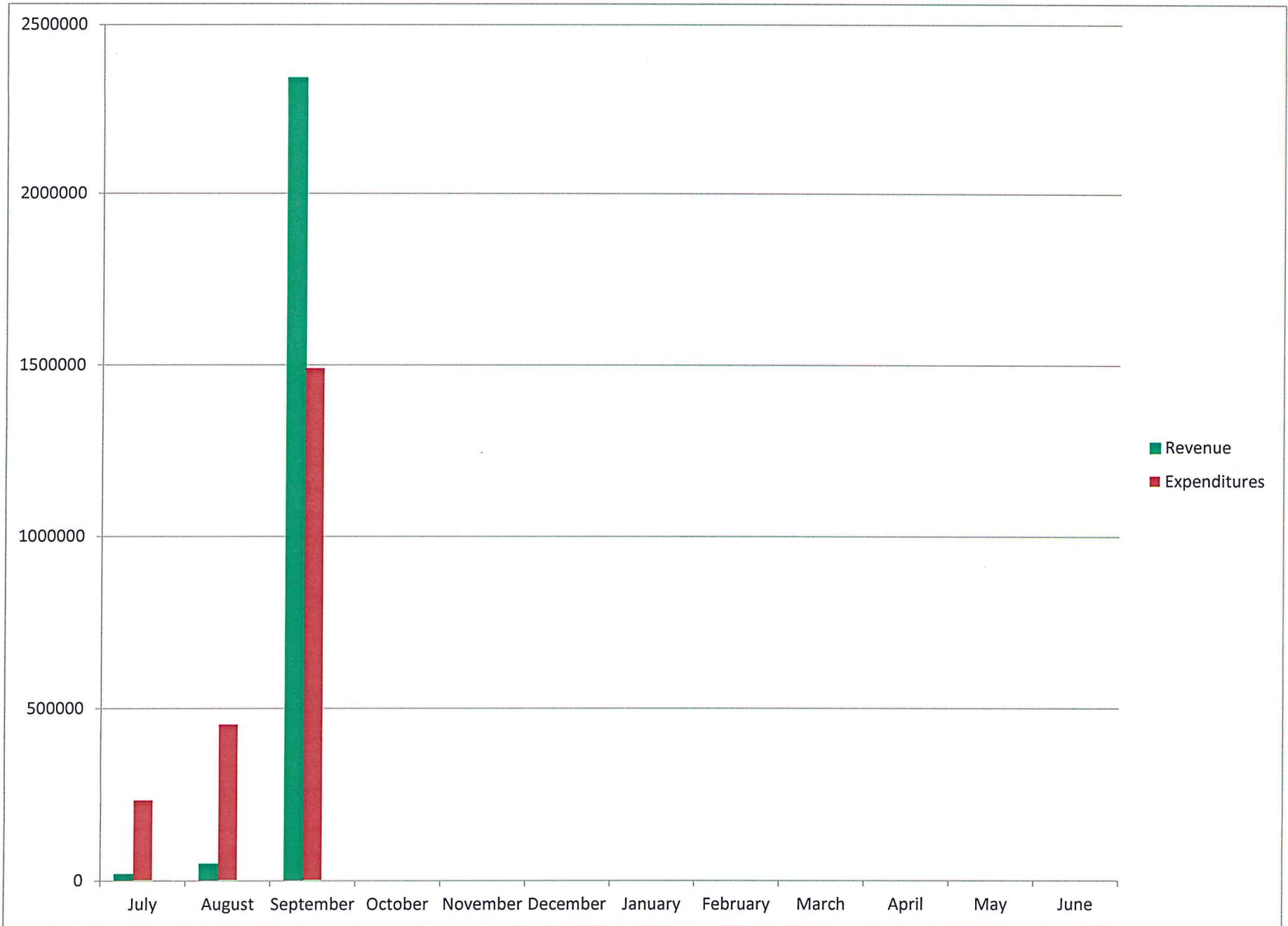
Madison Central School
2014-2015
Revenues Anticipated

10/10/2014

		Estimated Revenues 2014-2015	Received To date	(Shortfall) Overage To date
1001	Real Property Taxes	2,429,743.00	1,638,320.97	(791,422.03)
1083	E-ON - Windmills	81,000.00	83,186.81	2,186.81
1085	STAR Reimbursement	595,000.00	-	(595,000.00)
1090	Interest and Penalties	3,800.00	-	(3,800.00)
1311	Tuition From Individuals	-	925.00	925.00
1335	Other Student fees	-	2,684.00	2,684.00
1410	Admissions	-	-	-
2230	Tuition Other Districts	37,500.00	44,880.62	7,380.62
2401	Interest and Earnings	5,000.00	556.13	(4,443.87)
2401.001	Interest- Capital Reserve	-	25.89	25.89
2401.002	Interest - Unemployment Reserv	-	9.94	9.94
2666	Sale of Trans Equipment	-	3,050.00	3,050.00
2680	Insurance Recoveries	-	-	-
2690	Comp for Loss	-	170.32	170.32
2700	Medicare Part D	25,000.00	-	(25,000.00)
2701	Refunds of Prior year BOCES	32,000.00	-	(32,000.00)
2702	Refund of Transportation	-	-	-
2703	Refund Prior Year - Misc	3,000.00	3,369.95	369.95
2705	Gifts and Donations	-	185.88	185.88
2770	Unclassified Revenues	4,000.00	-	(4,000.00)
2770.002	Prior Year E-Rate Refund	3,000.00	-	(3,000.00)
2801	Interfund Revenues	-	-	-
2801.827	NYS TRS Res	50,000.00	-	(50,000.00)
3101	NYS - General Aid	3,835,259.00	14,649.00	(3,820,610.00)
3101 001	NYS - Excess Cost Aid	440,000.00	-	(440,000.00)
3102	Lottery Aid	540,000.00	523,080.54	(16,919.46)
3102.001	VLT Lottery Aid	202,000.00	24,960.19	(177,039.81)
3103	BOCES Aid	600,438.00	(2,649.00)	(603,087.00)
3260	Textbook Aid	28,000.00	7,245.00	(20,755.00)
3262	Computer Software Aid	6,206.00	-	(6,206.00)
3262.001	Computer Hardware Aid	8,887.00	-	(8,887.00)
3263	Library Aid	3,250.00	-	(3,250.00)
4601	Medicaid Assistance	-	-	-
5050	Interfund Transfers Debt Service	185,000.00	-	(185,000.00)
	Carry over p.o. funds	189,879.32	-	(189,879.32)
	Designated Fund Balance	150,000.00	-	(150,000.00)
	Undesignated Fund Balance	-	-	-
		9,457,962.32	2,344,651.24	(6,963,311.08)
				#1

#1 - Funds not received as of date.

Received to date revenues	\$	2,344,651.24
Anticipated Expenditures to date	\$	6,477,508.13
Difference between expended to date and received to date revenues		(4,132,856.89)





School Boards Institute

"Children First"

TOM HUXTABLE
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1st Vice President
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hnitti@herkimer-boces.org

OMH-SBI

"Meet the Candidates"

NYS Assembly and Senate Candidates

Date: October 23, 2014 (Thursday)
Time: 6:00 p.m. "Check in" and Coffee/Dessert
6:30 p.m. Program (Agenda is attached)
Site: Oneida BOCES (Oneida, Herkimer & Madison Rooms)
Middle Settlement Road, New Hartford

There is NO CHARGE for this event.

* * * * *

To register for "Meet the Candidates" please return form by:
FAX to Heather Nitti, Herkimer BOCES, School Boards Institute, at (315) 867-2004,
or E-Mail your registration to her at hnitti@herkimer-boces.org and forward form.
(Phone: (315) 867-2032)

**** REGISTER by Wednesday, October 15th ****

(Please Print) SCHOOL DISTRICT: _____

Name _____ Title _____ Telephone _____
Name _____ Title _____ Telephone _____
Name _____ Title _____ Telephone _____
Name _____ Title _____ Telephone _____
Name _____ Title _____ Telephone _____
Name _____ Title _____ Telephone _____
Name _____ Title _____ Telephone _____
Name _____ Title _____ Telephone _____

Agenda

Oneida-Madison-Herkimer Counties School Boards Institute
General Membership Meeting

“Meet the Candidates”

New York State Assembly and Senate Candidates

Thursday, October 23, 2014

ONEIDA BOCES

Oneida/Herkimer/Madison Rooms
Middle Settlement Road, New Hartford, New York

Registration and Coffee/Dessert with Legislators 6:00 p.m. - 6:30 p.m.
(Board members who have multiple legislative candidates should divide up accordingly)

Welcome, Pledge of Allegiance & Program Overview 6:30 p.m. - 6:40 p.m.
Tom Huxtable, President
Jim Van Wormer, Coordinator for Board Training

Session I - NYS Senate & NYS Assembly Candidates 6:40 – 7:00 p.m.
Oneida Room

Candidates will give brief verbal presentation on why they are the best candidate for the respective legislative district.

Session II - Questions from OMH-SBI Members & closing comments by legislator candidates

Candidates for the following Districts 7:05 – 8:05 p.m.

Assembly 119th/118th/101st/111th & Senate 47th/Senate 51st
Facilitator – Russ Stewart *Oneida Room*
Ron Loiacono

Assembly 121st / Senate 53rd
Facilitator – Tom Moats *Madison Room*

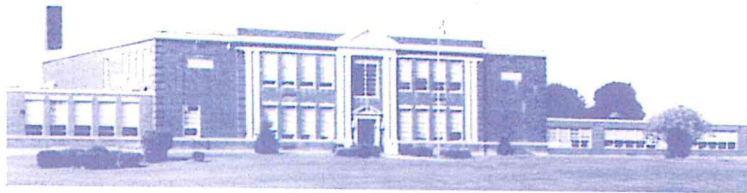
We have the rooms scheduled as there are only two competitive races at this time. Assembly 121st and 101st districts. The other assembly and senate districts incumbents are running unopposed. We have invited all legislators to attend but with no challengers in the race many will probably send regrets and not attend. We will update you on who is attending as we receive that information.

Board of Education

Mr. Jona Snyder
President

Mrs. Stephanie Clark-Tanner
Vice President

Mrs. Mary Bartlett-Linden
Mrs. Beverly Biedermann
Mrs. Kathy Bridge
Mr. William Langbein
Mr. Steven Yancey



MADISON CENTRAL SCHOOL DISTRICT

7303 Route 20, Madison, New York 13402

Phone: (315) 893-1878

Fax: (315) 893-7111

Mr. Perry T. Dewey
Superintendent

Mr. Larry Nichols
Principal

Mrs. Melanie Brouillette
Treasurer

Mrs. Tracey Lewis
District Clerk

To: Board of Education

From: Melanie Brouillette

I am requesting that the Board of Education surplus the following books:

AIM Higher – New York – Level G – Copyright 2006 - 43 copies

AIM Higher – New York – Level H – Copyright 2006 – 45 copies

Sean Joyce
Manager of Central Services
PO Box 4754
Syracuse NY 13221-4754
Phone: (315) 431-8584
FAX: (315) 431-8444
sjoyce@ocmboces.org

October 3, 2014

To All NYSMEC Participants,

Attached please find documentation that requires Board action.

As you are aware, our current contracts for both natural gas and electricity expire on April 30, 2015. We have been working with a consultant who is preparing bid documents to be sent to Energy Service Companies (ESCO's).

In an effort to obtain the best possible prices without sacrificing security and predictability of pricing, we implemented changes in 2012 with respect to the process of confirming your continued participation in the program. We again are asking you to authorize NYSMEC to conduct the cooperative public bid process and to award binding purchase contracts as long as the price does not exceed the amount stated in the resolutions. If your municipality wants to remain a member of NYSMEC and participate in the bid, then we will need the enclosed documents to be approved by your Board and returned to our offices **by 12:00 P.M. on November 21, 2014.**

Attached you will find the following documents:

- "Electricity Cooperative Energy Purchasing Service Billing Schedule And Agreement (Joinder)"
- "Resolution Authorizing Participation In Cooperative Energy Purchasing Service (NYSMEC) For Electricity"
- "Natural Gas Cooperative Energy Purchasing Service Billing Schedule And Agreement (Joinder)"
- "Resolution Authorizing Participation In Cooperative Energy Purchasing Service (NYSMEC) For Natural Gas "

Our consultant has run some pricing scenarios based on the following criteria:

- Current market conditions and future market predictions
- Recent news indicating increasing price volatility in the Northeast during the next contract period
- Weather and increased electricity production from natural gas and local natural gas transportation constraints
- Various Contract Terms (1, 2, and 3 years)
- Service Classifications
- Zone areas (for electric)
- Balancing Options (for natural gas)

Because the bids will not be opened and awarded until late March, we have put in the resolution documents a "Not to Exceed" price per kWh for electric and per therm for natural gas. These "not to exceed" prices are a result of the consultant's findings based on the factors listed above. The actual prices will be determined by the market at the time of bid opening. While we expect pricing to come in lower than the "not to exceed" price, this is the absolute cap you are allowing us to award on either bid, and for a term not to exceed 3 years.

The price listed on each resolution is the highest price we would accept in the most expensive electric zone and in the most expensive balancing option for natural gas. For example, Zone C electric is generally less expensive than Zone H electric. The price listed on the resolution is the highest price acceptable in the highest priced zone. We expect that lower priced zones would be locked in at a lower price.

Please note that these figures are for the commodity only and do not include the local utility "transportation" or "distribution" charges.

I will need all signed documents returned to me no later than 12:00 P.M. on Friday, November 21st. If your intent is to discontinue your participation in the program, I will need a letter in writing stating that intention as soon as possible, but no later than 12:00 P.M. on Friday, November 21st.

If your school district/municipality is considering any building additions, closures, renovations, energy efficiency projects, or on-site generation (such as solar electricity) within the next 3 years, please let us know this information and which of your sites this may impact when you return documents back to us. This information will be factored into the bid development process.

We are confident that procedure changes implemented in 2012 will again bring more competitive pricing to our bid process.

Should you have any questions, you can contact me by email at Sjoyce@OCMBOCES.org or by phone at 315 431-8584.

Sincerely,

Sean M. Joyce

Sean M. Joyce
OCM BOCES
Manager of Central Services
Henry Administration Bldg.
6820 Thompson Rd
PO Box 4754
Syracuse, NY 13221
315 431-8584
315 437-4816 (Fax)
Email - Sjoyce@OCMBOCES.org

ELECTRICITY COOPERATIVE ENERGY PURCHASING SERVICE

BILLING SCHEDULE AND AGREEMENT (JOINDER)

Participation Period

The terms of the energy purchasing contracts entered into with one or more energy suppliers pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") have been determined by NYSMEC and/or the Administrative Participant based on the responses to the public bidding process and its good faith determination of the best interests of the Participants as a whole. The term of the agreement shall be between one and three years.

Billing Period – Electricity Consumption

Each Participant's electric bills are estimated, based upon a three-year consumption average, factoring in other variables such as, but not limited to, previous weather patterns, energy improvements at sites and construction. The Participant will be billed in six (6) installments invoiced on or about the following dates:

Installment 1	June 1	Installment 4	December 1
Installment 2	August 1	Installment 5	February 1
Installment 3	October 1	Installment 6	April 1

Billing Period - Energy Services Coordination

For school districts, the billing period for the participation/coordination of energy services is ten (10) relatively equal monthly installments from September through June.

For all other municipalities, the billing period for the participation/coordination of energy services is one (1) initial lump sum payment due on or about January 1 or within thirty (30) days of the invoice date, whichever is later.

Reconciliation

Reconciliation is the balancing between the amount paid based on estimates and the amount due based on actual costs and consumption. The Administrative Participant performs an annual reconciliation, balancing the amount paid for the six (6) installments and the amount of actual electricity consumed based upon the Participant's actual bills.

The reconciliation balance also reflects any unpaid prior balances and losses to the NYSMEC due to unpaid or uncollectable accounts payable, termination costs and/or other costs or liabilities under the energy purchasing contracts and/or the Agreement. Except as provided otherwise in the Agreement or this Billing Schedule and Agreement all gains or losses to the NYSMEC are prorated to the Participants in proportion to the relative costs of each Participant's purchases of electricity in the year during which such services are rendered, or in accordance with any other reasonable formula.

The reconciliation for the previous year occurs in September of the next year. If the Participant has overpaid, then the Participant will receive a refund of the credit balance. If the Participant has underpaid, then the Participant will be invoiced for the balance due.

Payments for Electricity Consumption and Installment Billing

The Participant agrees to pay all installment and other invoices within thirty (30) days of the invoice date. The Participant's bill is prepared and mailed through the NYSMEC. Payments must be made payable to the "New York School and Municipal Energy Consortium" or "NYSMEC". A 0.75% per month late charge will be assessed on the outstanding balance of any unpaid invoices exceeding thirty (30) days from the original invoice date. Late payments

may affect the Participant's share of NYSMEC's year-end surplus, if any. The Administrative Participant may calculate and impose any necessary assessment on the Participants for additional payments if actual costs (e.g., due to energy consumed, administrative expenses and/or other liabilities or expenses) exceed amounts held on behalf of the Participants and will refund amounts in excess of amounts required.

Termination

If a Participant voluntarily terminates its participation in a multi-year energy purchasing contract in accordance with such contract's terms, it will be liable for and will pay to the NYSMEC or directly to the energy supplier as may be directed by the NYSMEC any termination charges or other expense determined in accordance with the energy purchasing contract.

The Agreement and NYSMEC's services to an individual Participant may be terminated with respect to such Participant at the discretion of the Administrative Participant, after consultation with the Advisory Council, for non-payment exceeding sixty (60) days from the original invoice date. If a Participant is in jeopardy of being terminated, it will be given written notice and ten (10) days to pay in full. Upon termination, the Participant will be given written notice. In such event, all outstanding balances owed by the Participant to the NYSMEC remain due and payable and the terminated Participant shall be directly liable to the energy supplier for all payment due for energy provided to it pursuant to the energy purchasing contract. In the event of termination, the Administrative Participant may in its discretion refuse future requests for participation from the Participant.

By signing below, the Participant agrees to all of the terms and conditions of the Agreement and of this Electricity Billing Schedule and Agreement for the service period terminating as described above. Furthermore, it authorizes the Administrative Participant to act on its behalf to execute and deliver contracts for the purchase and delivery of electricity as is more fully set forth in the Resolution adopted by its governing body, a certified copy of which is attached.

Signature of Authorized Representative

Date

Representative's Name: _____

Name of the School District or Municipality

Address of School District or Municipality

**RESOLUTION AUTHORIZING PARTICIPATION IN
COOPERATIVE ENERGY PURCHASING SERVICE
(NYSMEC) FOR ELECTRICITY**

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, _____ (*Insert name of school district, town, village, etc.*) (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the _____ (*Insert name of school district, town, village, etc.*) to participate in the NYSMEC, and authorizes and directs _____ (*insert name or title of Participant representative*) to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a commodity price not to exceed \$.1126 cents per kWh for a term of at least one year and no more than three years commencing May 1, 2015, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

I certify that the foregoing resolution was duly adopted by the governing body of the municipal corporation named therein at a duly convened meeting thereof, held upon due notice and in accordance with all applicable laws, charters, by-laws and ordinances, including but not limited to the Open Meetings Law, as follows:

Date of Meeting: _____

Vote: Yes _____ No _____ Abstaining/Absent _____

Clerk of governing body
of municipal Participant

Date

SEAL

Co-Curricular Activity Trip Approval Form

Must be Approved by the Board of Education at least 30 days in Advance

Activity: Area All State

Date of Trip: 11-21 and 11-22

Trip Destination: SUNY Oneonta
(attach touring company proposal – need amounts and dates payments are due)

Trip Description and Events Attending While on Trip: Students have been accepted by Solo Competition grades. This is so that they can be rested and ready to go on Saturday

Number of Students Attending: 6

Expected Cost per Student: ?

Chaperones: 3

Expected Cost Per Chaperone: ?

Expected Out of Pocket Expenses Per Student: _____

Expected Out of Pocket Expenses Per Chaperone: _____

Fundraising Activities Planned and Expected Revenue from each Fundraiser:

We budget this money because it is such an honor to make this group.

Board of Education Approval Date: _____

Superintendent's Signature/Date: _____

*Please complete Request for Field Trip and Transportation form (available in the office) in addition to this form.



MADISON COUNTY REAL PROPERTY TAX SERVICES
PAUL E. SMITH, COUNTY DIRECTOR
P.O. BOX 638, WAMPSVILLE, NY 13163
TELEPHONE (315) 366-2350 FAX (315) 366-2708
paul.smith@madisoncounty.ny.gov

September 29, 2014

Ms. Melonie Brouillette, Treasurer
Madison Central School
7303 Route 20
Madison, NY 13402

Re: Application for Corrected Tax Roll
Parcel 125.8-1-2.1 (Lorraine Rifenburg)

Dear Ms. Brouillette,

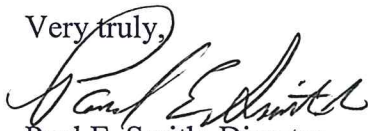
Enclosed is an application for corrected tax roll for the above referenced parcel.

The property owner is entitled to Enhanced STaR. Enhanced STaR was granted through correction last year, but the exemption was not placed on the assessment roll. Her income qualifies her for Enhanced STaR. I have enclosed a worksheet with the correct calculation for your convenience.

Under section 550: 3(c) of the New York State Tax Law this is a "clerical error".

Should you have any questions please contact me.

Very truly,


Paul E. Smith, Director
Real Property Services



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

APPLICATION FOR CORRECTED TAX ROLL
FOR THE YEAR 20 14

Part I: To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

Lorraine Rifenburg _____ Day() _____ Evening () _____
 1a. Name of Owner 2. Telephone Number

6847 Indian Opening Rd _____
 Bouckville, NY 13310 _____
 1b. Mailing Address 3. Parcel Location (if different than 1b.)

254089 125.8-1-2.1 Property Class 270 .88 acres _____

4. Description of real property as shown on tax roll or tax bill (Include tax map designation) _____

5. Account No. _____ 6. Amount of taxes currently billed _____

7. I hereby request a correction of tax levied by Madison Central School
 (county/city/school district; town in Westchester County; non-assessing unit village)

for the following reasons (use additional sheets if necessary): Received basic STAR , not Enhanced.

X 9-11-14 _____ Date
X Lorraine Rifenburg _____ Signature of Applicant
(Sawyer) Renewed

PART II: For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Date application received: 9/15/14 Period of warrant for collection of taxes: 9/1/14
 Last day for collection of taxes without interest: 9/30/14

Recommendation: Approve application* Deny Application

9/26/14 _____ Date [Signature] _____ Signature of County Director

* If box is checked, this copy is for assessor and board of assessment review of city/town/village of _____ which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION _____: (Insert Number or Date)

____ APPLICATION APPROVED Amount of taxes currently billed: \$ _____
 Notice of approval mailed to applicant on (enter date): _____ Corrected tax: \$ _____
 Order transmitted to collecting officer on (enter date): _____

____ APPLICATION DENIED Reason: _____

Seal of Office _____
 _____ Date _____ Signature of Chief Executive Officer or Official Designated by Resolution



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

RP-554 (9/04)

APPLICATION FOR CORRECTED TAX ROLL
FOR THE YEAR 20 13

Part I: To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

Lorraine Rifenburg
1a. Name of Owner

Day () Evening ()
2. Telephone Number

6847 Indian opening Road
Rouckville NY 13310
1b. Mailing Address

3. Parcel Location (if different than 1b.)

254089 125.8-1-2.1

4. Description of real property as shown on tax roll or tax bill (Include tax map designation)

5. Account No. 795 2 6. Amount of taxes currently billed \$ 400.27

7. I hereby request a correction of tax levied by Madison central school
(county/city/school district; town in Westchester County; non-assessing unit village)

for the following reasons (use additional sheets if necessary): Property should have
em star (41834) not Basic star (41854) for 2013

9/13/13
Date

David Poo
Signature of Applicant

PART II: For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Date application received: 9/13/13

Period of warrant for collection of taxes: 9/1/13

Last day for collection of taxes without interest: 9/30/13

Recommendation: Approve application*

Deny Application

9/17/13
Date

Caral Brusky
Signature of County Director

If box is checked, this copy is for assessor and board of assessment review of city/town/village of Madison which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION _____;
(Insert Number or Date)

APPLICATION APPROVED

Amount of taxes currently billed: \$ _____

Notice of approval mailed to applicant on (enter date): _____
Order transmitted to collecting officer on (enter date): _____

Corrected tax: \$ _____

APPLICATION DENIED Reason: _____

Seal of Office

Date

Signature of Chief Executive Officer
or Official Designated by Resolution



MADISON COUNTY REAL PROPERTY TAX SERVICES
PAUL E. SMITH, COUNTY DIRECTOR
P.O. BOX 638, WAMPSVILLE, NY 13163
TELEPHONE (315) 366-2350 FAX (315) 366-2708
paul.smith@madisoncounty.ny.gov

September 26, 2014

Ms. Melonie Brouillette
Madison Central School
7303 Route 20
Madison,, NY 13402

Re: Application for Corrected Tax Roll
Parcel 102.-1-48.2 (Mary Anne Wilmot- Whitney Nassimos)

Dear Ms. Brouillette,

Enclosed is an application for corrected tax roll for the above referenced parcel.

The property owners are entitled to the Enhanced STaR. The exemption code was incorrectly input on the Assessment file, reflecting a Basic STaR exemption. I have enclosed a worksheet with the correct School Tax calculation for your convenience.

Under section 550: 3(c) of the New York State Tax Law this is a "clerical error".

Should you have any questions please contact me.

Very truly,

Paul Smith, Director
Real Property Services



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

APPLICATION FOR CORRECTED TAX ROLL
FOR THE YEAR 20 14

Part 1: To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

Mary Anne Wilmot _____ Day(315) 798-4907 Evening (315) 893-7333
1a. Name of Owner 2. Telephone Number

Whitney Nassimos _____
7665 Valley Rd. Madison, NY 13402 _____
1b. Mailing Address 3. Parcel Location (if different than 1b.)

102.-1-48.2 _____
4. Description of real property as shown on tax roll or tax bill (Include tax map designation)

5. Account No. 168.2 6. Amount of taxes currently billed \$ 1622.12

7. I hereby request a correction of tax levied by Madison Central School
(county/city/school district; town in Westchester County; non-assessing unit village)

for the following reasons (use additional sheets if necessary): Star exemption should be Enhanced 41834 not Basic 41854...spoke to Assessor and code was incorrectly input.

9-22-14
9-23-14
Date

Mary Anne Wilmot
Whitney S. Nassimos
Signature of Applicant

PART II: For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Date application received: 9/23/14 Period of warrant for collection of taxes: 9/8/2014

Last day for collection of taxes without interest: 9/30/2014

Recommendation: Approve application* Deny Application
9/25/2014 _____
Date Signature of County Director

* If box is checked, this copy is for assessor and board of assessment review of city/town/village of _____ which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION _____:
(Insert Number or Date)

____ APPLICATION APPROVED Amount of taxes currently billed: \$ _____

Notice of approval mailed to applicant on (enter date): _____ Corrected tax: \$ _____
Order transmitted to collecting officer on (enter date): _____

____ APPLICATION DENIED Reason: _____

Seal of Office

Date Signature of Chief Executive Officer or Official Designated by Resolution



MADISON COUNTY REAL PROPERTY TAX SERVICES
PAUL E. SMITH, COUNTY DIRECTOR
P.O. BOX 638, WAMPSVILLE, NY 13163
TELEPHONE (315) 366-2350 FAX (315) 366-2708
paul.smith@madisoncounty.ny.gov

October 1, 2014

Ms. Melonie Brouillette, Treasurer
7303 Route 20
Madison, NY 13402

Re: Application for Corrected Tax Roll
Parcel 114.14-1-2 (Dewey))

Dear Ms. Stevens,

Enclosed is an application for corrected tax roll for the above referenced parcel.

The property owner is entitled to the Basic STaR exemption, the exemption di not appear on the Final Assessment Roll in error. I have enclosed a worksheet with the correct calculation for your convenience.

Under section 550: 3(c) of the New York State Tax Law this is a "clerical error".

Should you have any questions please contact me.

Very truly,

Paul E. Smith, Director
Real Property Services



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

APPLICATION FOR CORRECTED TAX ROLL
FOR THE YEAR 20 14

Part 1: To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

Form fields for Part 1: 1a. Name of Owner (Perry T Dewey), 2. Telephone Number (Day 607 351-8943, Evening 607 229-2779), 1b. Mailing Address (3655 Madison Lake Rd, Madison, NY 13402), 3. Parcel Location (254001 114.14-1-2 210-single family residence 1.73 acres), 4. Description of real property, 5. Account No., 6. Amount of taxes currently billed, 7. I hereby request a correction of tax levied by Madison Central School.

9/10/14
Date

Signature of Applicant (Handwritten signature)

PART II: For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Form fields for Part II: Date application received (9/10/14), Period of warrant for collection of taxes (9/1/14), Last day for collection of taxes without interest (9/30/14), Recommendation (Approve application*), Signature of County Director (Handwritten signature).

* If box is checked, this copy is for assessor and board of assessment review of city/town/village of which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION (Insert Number or Date)

Form fields for Part III: APPLICATION APPROVED, Amount of taxes currently billed, Notice of approval mailed to applicant on (enter date), Corrected tax, APPLICATION DENIED Reason.

Seal of Office
Date
Signature of Chief Executive Officer or Official Designated by Resolution

To: Mr. Perry Dewey, Superintendent
From: Mike Lee, Athletic Director
RE: Winter Sports Combinations
Date: October 14, 2014

At the upcoming Board of Education meeting I was hoping we could get approval for the following winter sports combinations:

- 1) Boys Varsity swimming and diving to be hosted by Sherburne Earlville.
- 2) Boys Modified, JV, and Varsity wrestling to be hosted by Morrisville – Eaton.

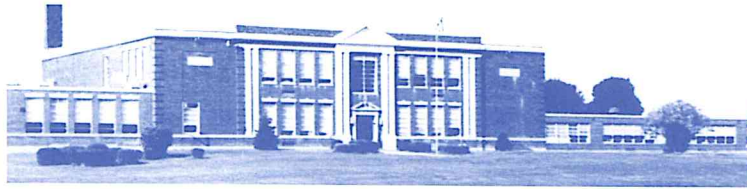
Thank you and please let me know if you require any additional information.

Board of Education

Mr. Jona Snyder
President

Mrs. Stephanie Clark-Tanner
Vice President

Mrs. Mary Bartlett-Linden
Mrs. Beverly Biedermann
Mrs. Kathy Bridge
Mr. William Langbein
Mr. Steven Yancey



MADISON CENTRAL SCHOOL DISTRICT

7303 Route 20, Madison, New York 13402

Phone: (315) 893-1878

Fax: (315) 893-7111

Mr. Perry T. Dewey
Superintendent

Mr. Larry Nichols
Principal

Mrs. Melanie Brouillette
Treasurer

Mrs. Tracey Lewis
District Clerk

To: Mr. Perry Dewey, Superintendent of Schools

From: Mr. Larry Nichols, Principal

Date: October 21, 2014

Re: Report to the Board of Education

During my report on October 21, 2014, I will be updating our BOE on:

- Student Council Report
- Introduction to NYS Common Core Parent Workshops
- Academic Showcase/College & Career Night
- Open House 2015
- Career & Technical Education/Student Career Portfolios

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

INSTRUCTION

CENSUS

I. The Board of Education serves as a permanent census board that has a duty to maintain a day to day census of all children residing in the district. Such A-census of the School District may be taken which shall include all minors persons between birth and eighteen (18) years of age and shall particularly note any children between birth and twenty-one (21) years of age who are physically or mentally handicapped.

II. Census Data Collection

A. The data must be organized so that it can readily be determined whether each student is receiving an appropriate public education, a partial education or no education at all.

B. All persons involved in the collection of such data are required to receive prior training and written information regarding the procedures to be followed in collecting the data.

~~C. When taken~~ The census data on each pupil must indicate include at least the following types of data:~~The Superintendent shall establish procedures to assure the availability of statistical data to readily determine the status of each pupil with a disability. The data on each pupil must include at least the following types of data:~~

1. student's name, address and birth date;
2. student's parents' names, address(es), and the native language of the student's home;
3. student's suspected disability;
4. dates of referral, evaluations, recommendations of the Committee on Special Education, actual placement and annual program reviews;
5. site where the student is currently receiving an educational program; and
6. if the student is not receiving an appropriate public education, the reason shall be described.

~~B. the names of all children within the prescribed age range, their respective residences by street and number, the day of the month and year of their birth, and the names of the persons in parental relations to them. In addition, the census must include such information relating to physical or mental disabilities, illiteracy, employment and the enforcement of the law relating to child labor and compulsory education as the State Education Department and the Board requires, and also such further information as the Board may require.~~

CENSUS

III. Parents/guardians of those children between such ages residing within the district shall report to the Board of Education the following information:

- A. Two weeks before any child shall become of the compulsory school age:
1. student's name, address and birth date;
 2. student's parents' names, address(es), and the native language of the student's home;
 3. the name and location of the school to which the child shall have been or shall be sent as a student;
 4. such other information as required by law or as the Board may require.
- B. A parent/guardian of a child between birth and eighteen (18) years of age who withholds or refuses to give known information to such census data as required by law, in the alternative, gives false information in relation to such census data, shall be liable to and punished by a fine or imprisonment as established by law.

III. Reporting Requirements

- A. Upon written request from the Commissioner of Education, the Board of Education shall provide the census data.
- B. The census shall be prepared biennially for children between ages five and eighteen who are entitled to attend the public schools without payment of tuition in duplicate in their respective school districts, and one copy thereof filed with the teacher or principal and the other copy filed with the Superintendent on or before the fifteenth day of October.
- C. Pre-school students from birth to five years of age, such census may be prepared and filed biennially on or before the fifteenth day of October in duplicate in their respective school districts, and one copy thereof filed with the teacher or principal and the other copy filed with the Superintendent.
- D. All information regarding a student with a disability under the age of twenty-one years shall be filed annually with the District Superintendent of the Madison-Oneida Board of Cooperative Educational Services (BOCES).
- ~~II. The law also provides that, upon written request, the Board must provide to the Commissioner of Education a report containing the names, ages, and addresses of those children who are blind or deaf and those having serious physical or mental disabilities. In addition, such report must indicate whether such children are being educated within the public schools of the district or, if they are not, where such education is being furnished.~~

INSTRUCTION

CENSUS

- III. ~~A. The Board must locate and identify all children with disabilities who reside in the District and establish a register of such children who are entitled to attend the District during the next school year. The register of such children and others referred to the Committee on Special Education or Committee on Pre-school Special Education must be maintained and revised annually by the Committee.~~
- ~~B. Census information relative to children with disabilities shall be reported by October 1st to the Committee on Special Education and the Committee on Pre-school Special Education as appropriate.~~
 - ~~a. School districts are required to prepare, and keep on file, summary reports of pupil data, including numbers of pupils who are (a) unserved and the reasons they are unserved, and (b) served. A summary report of the pupils served must be submitted to the State Education Department on prescribed forms.~~
 - ~~b. The Board is required to keep on file the register and related summary report which shall be available to the BOCES District Superintendent or other representatives of the State Education Department.~~

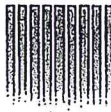
=====

Madison Central School District

Legal Ref: New York State Education Law, Sections 3212-a, 3240, 3241, 3242, 3243 and 4402(1)(a); 8 N.Y.C.R.R., Section 200.2

Adopted: 1984

Revised: 05/19/99, _____



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

LABOR RELATIONS
& POLICY OFFICE
PHONE: 315.361.5522
FAX: 315.361.5595

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

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

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

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

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

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

September 9, 2014

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

Re: Policy Audit Section 8000 – Instruction

Dear Mr. Dewey:

Enclosed for review and eventual presentation to the Board, please find the remaining audited policy section 8000 – Instruction.

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 8000 Instruction

Wednesday, September 9, 2014

No.	Name	DELETE	
		Previous No.	Proposed Action
4205	Medicaid Billing Compliance Program	8120	REVISE Approved Y N Date Approved: _____
8100	Grade Placement, Retention and Promotion Policy	8011	REVISE
	Changes to 5/9/14 Draft	8030	Approved Y N
		8034	Date Approved: _____
8105	Homework	8064	REVISE
	Renumber		Approved Y N Date Approved: _____
8106	Response to Intervention	8070	REVISE
	Renumber		Approved Y N Date Approved: _____
8400	Curriculum Development, Resources and Evaluation	8060, 8061	REVISE
		8062	Approved Y N
		8063	Date Approved: _____
8401	Guidance Program	8053	REVISE
	Renumber		Approved Y N Date Approved: _____
8402	Educational Support Materials Selection	8067	REVISE
		8068	Approved Y N Date Approved: _____
8402.1	Request for Reconsideration of Instructional Materials	8067.1	DELETE/SUP APPROVE
	Renumber - Board rescind 8067.1		Approved Y N
	Superintendent may approve 8402.1, not requiring further Board action.		Date Approved: _____
8403	Controversial Issues	8065	REVISE
	Renumber		Approved Y N Date Approved: _____
8404	Textbooks for Resident Students Attending Private Schools	8069	REVISE
	Renumber		Approved Y N Date Approved: _____
8405	Curriculum Areas in Conflict with Religious Beliefs	8066	REVISE
	Renumber		Approved Y N Date Approved: _____
8500	Special Education Programs and Services	8105	REVISE
	Renumber		Approved Y N Date Approved: _____
8501	Prereferral and Declassification Teams	8106	REVISE
			Approved Y N Date Approved: _____

Madison Central School District

Board of Education Policy Audit

Section 8000 Instruction

Wednesday, September 9, 2014

DELETE

No.	Name	Previous No.	Proposed Action
8502	Programs for Students with Disabilities Under Section 504 of the Federal Rehabilitation Act of 1973 Renumber	8100	REVISE Approved Y N Date Approved: _____
8502.1	Section 504 Notice of Meeting Superintendent may approve, does not require Board action.	8100.1	SUPT. APPROVED Approved Y N Date Approved: _____
8502.2	Notice of Determination After Meeting Superintendent may approve, does not require Board action.	8100.2	SUPT. APPROVED Approved Y N Date Approved: _____
8502.3	Section 504 Accommodation Plan Superintendent may approve, does not require Board action.	8100.3	SUPT. APPROVED Approved Y N Date Approved: _____
8504	Skills and Achievement Commencement Credential	8110 8111	REVISE Approved Y N Date Approved: _____
8505	Selection, Appointment and Compensation of Impartial Hearing Officers Renumber	8107	REVISE Approved Y N Date Approved: _____
8505.1	Selection, Appointment and Compensation of Impartial Hearing Officers	8107.1	REVISE Approved Y N Date Approved: _____
8600	Accommodation of Hearing-Impaired Parents Renumber	8036	REVISE Approved Y N Date Approved: _____
8600.1	Accommodation of Hearing-Impaired Parents Request Form Renumber - Board rescind 8036.1 Superintendent may approve 8600.1, not requiring further Board action.	8036.1	DELETE/SUP APPROVE Approved Y N Date Approved: _____
8600.2	Accommodation of Hearing-Impaired Parents Notice Renumber - Board rescind 8036.2 Superintendent may approve 8600.2, not requiring further Board action.	8036.2	DELETE/SUP APPROVE Approved Y N Date Approved: _____
8601	Parental Involvement in Title I Programs	8035	REVISE Approved Y N Date Approved: _____
8601.1	Annual Notification of Teacher Qualifications Renumber - Board rescind 8035.1 Superintendent may approve 8601.1, not requiring further Board action.	8035.1	DELETE/SUP APPROVE Approved Y N Date Approved: _____
8080	Use of Time Out Room(s) Replaced by policy 0040		DELETE Approved Y N Date Approved: _____
8012	Evaluation of the Instructional Program		DELETE Approved Y N Date Approved: _____

MEDICAID BILLING COMPLIANCE PROGRAM

I. INTRODUCTION

- A. This Program is an integral part of the Madison Central School District's ongoing efforts to achieve compliance with federal and state laws relating to Medicaid billing for School Supportive Health Services ("SSHS") and other school programs. The Program creates a comprehensive system of oversight for Medicaid billing, reporting and practices.
- B. The goal of this Program is to ensure that Medicaid eligible services are properly documented and accurately billed and that services rendered, but not properly documented are not billed. Moreover, the program establishes systematic checks and balances to detect and prevent inaccurate billings and inappropriate practices in the Medicaid Program.
- C. The Program shall be overseen by the District's Medicaid Compliance Officer who shall report directly to the District's Superintendent of Schools. It remains, however, the responsibility of each individual involved in the provision of services and the billing process, to comply with the provisions of the law.

II. MEDICAID COMPLIANCE OFFICER

- A. The District shall designate annually a Medicaid Compliance Officer. The Compliance officer shall be responsible for:
 - 1. Day to day operations of the Compliance Program.
 - 2. Providing guidance to District employees to ensure Medicaid billing compliance;
 - 3. Development and delivery of District in-service training on compliance issues, expectations, and maintenance of documentation for the same;
 - 4. The coordination of system-wide and/or department-specific audits of records on an ongoing basis;
 - 5. Communications to District employees and to service providers on any changes to the laws and regulations regarding Medicaid billing and this Program;
 - 6. The investigation of allegations of improper billing practices and the reporting of the same.
- B. The Compliance Officer shall report directly to the District's Superintendent of Schools and shall periodically report to the Board of Education on the District's Compliance Program.

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FISCAL MANAGEMENT

Draft 09/09/2014
4205 Replaces 8120

MEDICAID BILLING COMPLIANCE PROGRAM

III. COMPLIANCE

- A. Billing for Medicaid eligible school services will be done in compliance with all applicable state and federal laws and regulations. Specifically, no bill for reimbursement shall be submitted unless it was actually performed and documented by the service provider.
- B. The District is committed to maintaining the accuracy of every claim it processes and submits. Any false, inaccurate, or questionable claims should be reported immediately to the District Medicaid Compliance Officer.
- C. False billing is a serious offense. Federal and State rules prohibit knowingly and willfully making or causing to be made any false statement or representation of a material fact in an application for benefits or payment. It is also unlawful to conceal or fail to disclose the occurrence of an event affecting the right to payment with the intent to secure payment that is not due.
- D. In addition to criminal penalties, the Federal False Claims Act permits substantial civil monetary penalties against any person who submits false claims. The Act provides a penalty of triple damages as well as fines up to \$10,000 for each false claim submitted. The persons involved in submitting false claims (as well as the District) may be excluded from participating in the Medicaid programs.
- E. Numerous other federal laws prohibit false statements or inadequate disclosure to the government and mandate exclusion from Medicaid programs. It is illegal to make any false statement to the federal government, including statements on Medicaid claim forms. It is illegal to use the U.S. mail to scheme to defraud the government. Any agreement between two or more people to submit false claims may be prosecuted as a conspiracy to defraud the government.
- F. The District promotes full compliance with each of the relevant laws by maintaining a strict policy of ethics, integrity, and accuracy in all its financial dealings. Each employee and professional, including outside consultants, who is involved in submitting charges, preparing claims, billing, and documenting services is expected to maintain the highest standards of personal, professional, and institutional responsibility. Individuals who fail to report suspected problems, participate in non-compliance behavior and/or encourage, direct or facilitate non-compliance behavior may be subject to disciplinary action in accordance with the provisions of New York law and any applicable collective bargaining agreement.

POLICY

FISCAL MANAGEMENT

Draft 09/09/2014
4205 Replaces 8120

MEDICAID BILLING COMPLIANCE PROGRAM

IV. EDUCATION AND TRAINING

- A. It is the Compliance Officer's responsibility is to ensure that every employee involved with the Medicaid service and billing process is educated about the applicable laws and regulations governing provider billing and documentation. Moreover, the District Compliance Program shall be shared with all employees, be available for inspection and shall be published on the District website.
- B. The Compliance Officer shall also develop, oversee and/or provide in-service training on Medicaid billing and documentation requirements for all staff involved in providing and/or billing for Medicaid services periodically and at other times, including initial employment or assignment. Such training shall be mandatory and the District shall maintain records of all trainings.

V. REPORTING AND INVESTIGATION

A. Reporting

- 1. Every employee in the District has the responsibility not only to comply with the laws and regulations, but to ensure that others do as well.
- 2. Employees must report non-compliance to their immediate supervisors, or the District Compliance Officer. Supervisors are required to report these issues through established channels in Human Resources/Personnel and/or directly to the District Medicaid Compliance Officer. Calls may be made anonymously, although the District encourages employees to provide their name and telephone number so that reports may be more effectively investigated.
- 3. Every attempt will be made to preserve the confidentiality of reports of non-compliance. All employees must understand, however, that circumstances may arise in which it is necessary or appropriate to disclose information. In such cases, disclosures will be on a "need to know" basis only.

B. Investigation

- 1. The Compliance Officer will, personally or through his/her designee, investigate every report of non-compliance as soon as practicable. Investigations may include interviewing employees and/or reviewing documentation. Each employee must cooperate with such investigations.
- 2. Once the Compliance Officer completes an investigation, he/she will make a report to the Superintendent. The report will be the basis for the Compliance

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FISCAL MANAGEMENT

Draft 09/09/2014
4205 Replaces 8120

MEDICAID BILLING COMPLIANCE PROGRAM

Officer's Program or recommendation of corrective action and/or discipline. Reports will be retained for a period of six years.

C. Non-Retaliation

It is the policy of the District that no person shall retaliate, in any form, against a person who reports in good faith, an act or suspected act of non-compliance (although employees may be disciplined for making intentionally false reports of non-compliance). Any person who is found to have retaliated for such a report shall be subject to discipline. In addition, the Federal False Claims Act and New York State Law provide certain protections to individuals who are discharged, demoted, suspended or threatened, harassed or discriminated against by their employer in retaliation for assisting in the investigation, initiation or prosecution of a False Claims Act violation or which constitutes health care fraud under the New York State Penal Law.

D. Corrective Action/Sanctions

1. In order to make this Compliance Program effective, the Compliance Officer will have authority to impose corrective action.
2. If a service provider or employee is found to be non-compliant in a single instance or relatively insignificant percentage of cases over a short period, the Compliance Officer may require that person to undergo a session of education or training.
3. If a provider or other employee fails to comply with billing or documentation requirements repeatedly, sanctions may be more severe.
4. Plans of correction and discipline may include, but are not limited to:
 - a. A requirement to undergo training;
 - b. A period of required supervision or approval of documentation before bills can be issued;
 - c. Expanded auditing, internal or external, for some period of time until compliance improves;
 - d. Self-reporting of violations; and
 - e. In sufficiently egregious cases, discipline.
5. In addition, the Compliance Officer may recommend some other appropriate course of action to correct non-compliance.

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Draft 09/09/2014
4205 Replaces 8120

MEDICAID BILLING COMPLIANCE PROGRAM

VI. AUDITING/REVIEW

- A. Monitoring of compliance with billing rules is essential. The Compliance Officer must be able to ensure compliance through an understanding of current regulations and overall levels of compliance throughout the District at any given time.
- B. Under this Plan, there will be both internal and external (i.e. by an independent consultant or other professional) auditing of Medicaid billing documentation. Internal auditing is done by the professional staff of the Compliance Officer, who will conduct periodic reviews.
- C. The Compliance Officer may engage an external auditing firm as deemed necessary to assess the District overall compliance. All employees must cooperate fully with this effort by making themselves and/or any pertinent documents available.
- D. The external auditor will report to the Compliance Officer concerning the results of its investigation. The Compliance Officer will report, in turn, to the Superintendent and the Board of Education.

VII. ONGOING ASSESSMENTS

- A. The Compliance Officer will make an annual assessment of the success of this Compliance Program. That assessment will be based on the examination of results of internal audits and investigations, reports of any outside audits that may have been conducted, and or his/her own personal experience with the functioning of the Program over the previous year.
- B. A summary of this assessment shall be provided to the Superintendent and the Board of Education.

Madison Central School District

Adopted: 05/19/99

Revised: _____

Policy

INSTRUCTION

Draft 09/09/2014

8100 Renumber/revise 8011, 8030, 8034

GRADE PLACEMENT, RETENTION AND PROMOTION POLICY

I. STATEMENT OF POLICY

It is the responsibility of the Board to prescribe the course of study by which students shall be graded and classified, and to regulate the admissions of students and their transfer from one class or department to another, as their scholarship shall warrant. It is the responsibility of the Superintendent to supervise and direct the courses of study, and the examination and promotion of pupils. Accordingly, decisions regarding the grade level at which a student is admitted, and whether a student is retained in grade or promoted to the next grade shall be made by the Superintendent in consultation with appropriate administrators, and consistent with this Policy.

II. EVIDENCE FOR GRADE PLACEMENT

- A. The decision regarding the grade level placement, retention, or promotion of a student shall be based on multiple measures, including: student performance on written assessments prepared by District staff or vendors; student performance on the State administered standardized English language arts and mathematics assessments, including those for grades three through eight; student performance on other state administered written assessments; student performance on other standardized tests (e.g., Iowa Test of Basic Skills, California Achievement Test); other measures of classroom achievement and attitude; the student's social and emotional development; and teacher recommendations based on observations of student mastery of material and skills.
- B. The selection of assessment instruments shall be consistent with the District's Annual Professional Performance Review Plan approved by the Commissioner.
- C. No promotion or placement decision shall be based solely or primarily on a student's performance on the State administered English language arts or the mathematics elementary assessments administered in grades three through eight.
- D. In accordance with their individualized education programs, students with disabilities instructed in alternate academic achievement standards shall be administered a State alternate assessment to measure their achievement.

III. RECORDING AND REPORTING STUDENT ACHIEVEMENT

- A. Parents and persons in parental relation to students shall receive an appropriate report of student achievement at regular intervals. Parents and persons in parental relation to students shall be provided notice of this Policy and an explanation of how the Policy was developed, by the posting of that information on the District's website.

POLICY

Draft 09/09/2014

INSTRUCTION

8100 Renumber/revise 8011, 8030, 8034

GRADE PLACEMENT, RETENTION AND PROMOTION POLICY

- B. The District shall maintain accurate records of all individual test scores, including those from State administered standardized English language arts and mathematics for grades three through eight. This information shall be available for compliance with State and federal reporting requirements, and for diagnostic purposes.
1. During the period commencing on April 1, 2014 and expiring on December 31, 2018, a student's score on any State administered standardized English language arts or mathematics assessment for grades three through eight shall not be included on a student's official transcript or maintained in a student's permanent record.
2. During the period commencing on April 1, 2014 and expiring on December 31, 2018, when a parent or person in parental relation is sent or otherwise informed of a student's score on any State administered standardized English language arts or mathematics assessment for grades three through eight, they shall also be provided with a clear and conspicuous notice that such score will not be included on the student's official transcript or in the student's permanent record, and that the score is being provided to the student and parent for diagnostic purposes.

I. Placement

~~All pupils shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. Placement will be made in accordance with the procedures to be determined by members of the professional staff and the Superintendent of Schools.~~

II. Promotion and Retention

- ~~A. It is the policy of the Board to provide a school program that will enable each child to move forward toward the realization of his/her educational goals. He/she will, therefore, be promoted to or retained in the learning situation best suited to him/her, and he/she will be encouraged and assisted to move along in a continuous growth pattern of achievement that is in harmony with his/her development.~~
- ~~B. The procedures to be followed by the staff regarding promotion and retention will be developed by the Superintendent and will be continually evaluated in the light of school district policy. Building principals may establish written standards for promotion within the school units to which they are assigned, subject to the guidelines of the Superintendent.~~

Madison Central School District

Legal Ref: NYS Education Law §305, 1709, 1711 and 8 NYCRR 100.3, 100.4

Adopted: 1984

Readopted: 05/19/99

Revised: _____

Policy

INSTRUCTION

Draft 09/09/2014
8105 Renumber 8064

HOMEWORK

The Board acknowledges the educational validity of homework as an adjunct to and extension of the instructional program of the schools. For purposes of this policy, "homework" shall refer to those assignments to be prepared by the student outside of the school or independently while in attendance at school.

Madison Central School District

Adopted: 1984

Readopted: 05/19/99

Revised: _____

Policy

INSTRUCTION

Draft 09/09/2014
8106 Renumber 8070

RESPONSE TO INTERVENTION

The District recognizes the value of a Response to Intervention (RtI) as an important educational strategy to close achievement gaps for all students as well as a valuable assessment tool to inform determinations on referrals for special education programming and/or services. The District will formulate and implement an RtI structure consistent with applicable regulations.

Madison Central School District

Adopted: 06/21/11

Revised: _____

Policy

INSTRUCTION

Draft 09/09/2014

8400 Renumber/Revise 8060, 8061, 8062, 8063

CURRICULUM DEVELOPMENT, RESOURCES AND EVALUATION

- I. The Board of Education supports and encourages development of a District-wide, articulated curriculum that conforms to state mandates and is responsive to the needs of children in a rapidly changing society. The Principals of the elementary and secondary schools shall be responsible to the Superintendent for developing District-wide efforts toward the short and long-range improvement of curriculum and instruction.

- II. Curriculum Resources
 - A. There are many resources for curriculum development that exist in our school district, and the instructional staff, under the guidance of the administration, is expected to delve into those resources for possible improvement of the instructional program. Each teacher has the privilege of being an initiator of improvement, as well as a reactor to changing conditions, and the Principals shall be involved in curriculum development.

 - B. From the staff, the Superintendent may appoint curriculum study committees; and their findings, as well as the collective judgments of the staff about the pertinence of various possible changes, shall be submitted by the Superintendent to the Board of Education for consideration in the forming of curriculum policy.

- III. Curriculum Evaluation
 - A. The Board of Education shall direct a continuing evaluation of the curriculum as part of a program of instructional improvement.

 - B. All aspects of the curriculum shall be subjected to a searching and critical analysis in an attempt to improve the learning and growth of students.

 - C. The administrative staff shall evaluate the curriculum in a systematic manner, involving school personnel and others as appropriate.

 - D. The administrative staff shall make periodic recommendations for action by the Board. The Board of Education from time to time may invite teachers or others to discuss the curriculum.

Madison Central School District

Legal Ref: NYS Education Law Sections 1604, 1709, 2503 and 3204

Adopted: 1984

Revised: 05/19/99, _____

INSTRUCTION

GUIDANCE PROGRAM

- I. A District plan for the K through 12 guidance program shall be filed in the District Office and made available for public review. This plan shall be subject to annual review and revised as necessary in the following areas:
 - A. Identification of guidance program objectives;
 - B. Activities to accomplish the objectives;
 - C. Identification of staff members and other resources to accomplish the objectives;
 - D. Provisions for the annual assessment of program results.

- II. Guidance Program (K through 6)

A coordinated guidance program in grades K through 6 shall be developed and implemented to:

 - A. Prepare students to participate effectively in their current and future educational programs;
 - B. Help those students exhibiting any attendance, academic, behavioral or adjustment problems;
 - C. Educate students concerning avoidance of child sexual abuse; and
 - D. Encourage parental involvement.

- III. Guidance program (7 through 12)

A coordinated guidance program in grades 7 through 12 shall be developed and implemented including the following activities and services:

 - A. Each student's educational progress and career plans will be reviewed annually;
 - B. Instruction at each grade level to help students learn about various careers and career planning skills;
 - C. Other advisory and counseling assistance which will benefit students such as: helping students develop and implement postsecondary education and career plans; helping those students exhibiting any attendance, academic, behavioral or adjustment problems; and encouraging parental involvement;
 - D. Employment of personnel certified or licensed as school counselors.

EDUCATIONAL SUPPORT MATERIALS SELECTION

I. Statement of Philosophy

The Board of Education holds ultimate legal responsibility for the selection and use of all instructional materials. However, the Board of Education delegates to the professional personnel of the district authority to select and reconsider instructional materials within the policy guidelines outlined below. These guidelines will govern the selection and use of library books, textbooks, workbooks, films, filmstrips, electronic or other media, and other instructional materials.

II. Criteria for Selection of Learning Materials

- A. Needs of the school based on knowledge of the curriculum and the existing collection are given first consideration.
- B. Materials for purchases are considered on the basis of:
 - 1. Overall purpose
 - 2. Timeliness or permanence
 - 3. Importance of the subject matter
 - 4. Quality of the writing or production
 - 5. Readability and popular appeal
 - 6. Authoritativeness
 - 7. Reputation of the publisher/producer
 - 8. Reputation and significance of the author/artist/composer/producer, etc.
 - 9. Format and price
 - 10. Requests from faculty and students.

III. Principles for Selection of Instructional Materials

- A. Materials will be selected that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils.
- B. Materials will be selected that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- C. Material will be selected that will provide a background of information which enables pupils to make intelligent judgments in their daily lives and foster attitudes which will carry into adult life.

POLICY

INSTRUCTION

Draft 09/09/2014
8402 Replaces 8067, 8068

EDUCATIONAL SUPPORT MATERIALS SELECTION

- D. Materials will be selected that will present opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading, thinking and judgment.
 - E. Materials will be selected that will be representative of the many ethnic and cultural groups and their contributions to our society.
 - F. Materials will be selected that present the many and varied aspects of our culture and society including some aspects that may be considered to be negative.
 - G. The value and impact of any literary work will be judged as a whole, taking into account the author's intent rather than individual words, phrase or incidents out of which it is made.
 - H. Educators, remembering the maturity level of a child, may recommend for individual reading, materials they feel will have educational significance for an individual student.
 - I. Materials should be selected to provide a comprehensive collection appropriate for all patrons.
 - J. Pursuant to Section 200.2 of the Commissioner's Regulations, the District shall give preference in the purchase of instructional materials to those vendors who agree to provide such instructional materials in alternative formats for students with disabilities.
- IV. Selection Tools
- A. Reputable, unbiased, professional prepared selection aids shall be consulted as guides. The judgment of the professional staff must be respected as a valid source in the selection of materials.
 - B. Upon the recommendation of the Superintendent of School, the Board of Educational shall designate the textbooks to be used.
- V. Procedure for Reconsideration of Instructional Materials
- A. Criticisms of books or other material deemed objectionable should be brought to the attention of the Superintendent and/or Building Principal of the building concerned in writing. The attached request for Reconsideration of Instructional Materials form shall be used for this criticism.
 - B. The following procedures will constitute a formal reconsideration:

POLICY

INSTRUCTION

Draft 09/09/2014
8402 Replaces 8067, 8068

EDUCATIONAL SUPPORT MATERIALS SELECTION

1. A committee, including the librarian and Building Principal, and at least two (2) faculty members appointed by the Board Principal will be designated by the Superintendent of Schools to review the involved material.
2. The committee will review the involved material in light of the selection criteria noted above and make a written recommendation regarding use of the involved material to the Superintendent of Schools.
4. The Superintendent of Schools will review the committee's recommendation and inform the individual or group requesting review of the material of his/her decision.
5. The decision of the Superintendent of Schools may be appealed, in writing, to the Board of Education. The Board of Education will submit its decision in writing to the person or group asking for reconsideration.

Madison Central School District

Legal Ref: NYS Education Law Sections 701, 702 and 704; 8 NYCRR 21.1 and 21.4

Adopted: 1984

Revised: 05/19/99, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 09/09/2014

INSTRUCTION

8402.1 Renumber 8067.1

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

(To be submitted by all citizens requesting the reconsideration of school materials)

Author: _____ Hardcover: _____ Paperback _____

Title: _____

Publisher: (if known) _____

Request initiated by: _____

Telephone: _____ Address: _____

Complainant Represents:

_____ Him/Herself

_____ Organization: (Name) _____

_____ Other Group: (Name) _____

1. To what in the material do you object? (Please be specific, cite pages)

2. What do you feel might be the result of reading this book? _____

3. For what age group would you recommend this book? _____

4. Is there anything good about this book? _____

Madison Central School District
SUPERINTENDENT'S REGULATION

Draft 09/09/2014

INSTRUCTION

8402.1 Renumber 8067.1

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

(To be submitted by all citizens requested the reconsideration of
School materials)

5. Did you read the entire book? _____ What parts? _____

6. Are you aware of the judgement of this book by literary critics? _____
7. What do you believe is the theme of this book? _____

8. What would you like your school to do about this book?
_____ Do not assign it to my child
_____ Withdraw it from all students, as well as from my child
9. In this book's place, what book of equal literary quality would you recommend that
would convey as valuable a picture and perspective of our civilization?

Madison Central School District

Adopted: 05/19/99

Approved by the Superintendent: _____

Policy

INSTRUCTION

Draft 09/09/2014
8403 Renumber 8065

CONTROVERSIAL ISSUES

- I. Controversial issues may be studied as part of the curriculum and teachers shall present these issues in their classrooms in an impartial and objective manner.
- II. Teachers wishing to call upon outside speakers in the presentation of controversial issues are required to obtain the approval of the principal who shall keep in mind the obligation for presenting opposing views as well, and who shall inform the Superintendent prior to the presentation.
- III. It is also recognized that parents and citizens of the community have a right to protest to the school administration when convinced that unfair and prejudiced presentations are being made by the teacher. In considering such protests, the Superintendent shall provide for a hearing so that both parties may fairly express their views. If requested, the Superintendent's decision may be appealed to the Board of Education.

Madison Central School District

Adopted: 1984

Revised: 05/19/99, _____

Policy

INSTRUCTION

Draft 09/09/2014
8404 Renummer 8069

TEXTBOOKS FOR RESIDENT STUDENTS ATTENDING PRIVATE SCHOOLS

Resident students attending private schools will be eligible for textbooks equal to the value of textbook expenditures available for students in the public schools.

Madison Central School District

Legal Ref: Education Law Section 701

Adopted: 1984

Readopted: 05/19/99

Revised: _____

Policy

INSTRUCTION

Draft 09/09/2014
8405 Renumber 8066

CURRICULUM AREAS IN CONFLICT WITH RELIGIOUS BELIEFS

The building principal may excuse a student from any study of health and hygiene that conflicts with the religion of the student's parents or guardian(s). Alternatives may be provided which are of instructional value.

Madison Central School District

Legal Ref: NYS Education Law Section 3204

Adopted: 1984

Readopted: 05/19/99

Revise: _____

INSTRUCTION

SPECIAL EDUCATION PROGRAMS AND SERVICES

- I. The School District shall make available to all students who are eligible under the Individuals with Disabilities Education Act (IDEA) and Article 89 of the New York State Education Law, and implementing regulations, a free appropriate public education in the least restrictive environment appropriate to meet individual needs.
 - A. The School District accepts its responsibility to ensure that pupils with disabilities have the same opportunity to participate in district programs including extra-curricular programs and activities, which are available to all other pupils enrolled in the District.
 - B. The District, in accordance with Section 200.2(b)(4) of the Commissioner's Regulations, shall ensure that a continuum of alternative placements will be available to meet the needs of students with disabilities for special education and related services. To enable students with disabilities to be educated with nondisabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class. Such services may include, but are not limited to, consultant teacher services and other group or individual supplemental or direct special education instruction.
- II. Consistent with the requirements of federal and state laws and regulations, the Board of Education will:
 - A. Appoint a committee on special education and, as appropriate, CSE subcommittees to assure the identification and placement of eligible students with disabilities. The Board of Education authorizes the Superintendent to recruit and recommend for hiring individuals who possess the certification, education and experience necessary.
 - B. Based upon the recommendation of the CSE, arrange for special education programs within legally prescribed timeframes. Should it disagree with the recommendation of the CSE, the Board, upon notice to the parents involved, and in accordance with the procedures set forth in the Regulations of the Commissioner of Education, may, forward its concerns to the CSE, or reconvene a second CSE for review of and revisions to the original recommendations as appropriate.
- III. To ensure the appropriate delivery of services to students with disabilities who reside in the District, the Superintendent shall ensure that:
 - A. All children with disabilities residing in the ~~New York Mills Union Free School District~~ ^{Madison Central} including those attending private school are identified, located and

SPECIAL EDUCATION PROGRAMS AND SERVICES

- evaluated. A register of students eligible to attend the public schools or to attend a preschool program in accordance with Section 4410 of the Education Law shall be maintained and revised annually by the CSE or CPSE as appropriate.
- B. School wide approaches and pre-referral interventions including, but not limited to, academic intervention services in order to remediate a student's performance prior to referral for special education are implemented.
 - C. Personally identifiable data and information or records pertaining to students with disabilities remain confidential as required by law and regulations.
 - D. The board shall develop and implement a plan as part of the professional development plan pursuant to section 100.2(dd) of the Commissioner's Regulations. Such plan shall include, but is not limited to, a description of the professional development activities provided to all professional staff and supplementary school personnel who work with students with disabilities to assure that they have the skills and knowledge necessary to meet the needs of students with disabilities.
 - E. The district plan governing the provision of special education programs and services will provide detailed information on how appropriate space for the provision of special education programs and services will be allocated.
- IV. The Committee on Special Education (CSE) is responsible for making recommendations to the Board of Education regarding the identification and placement of students with disabilities.
- A. The CSE will convene periodically in accordance with federal laws and regulations to identify and review each student's IEP and, if necessary, to make further recommendations to the Board of Education.
 - B. The CSE will develop strategies to ensure the successful application of a student's IEP and to ensure that the student's IEP remains confidential and is not disclosed to any person except in accordance with the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act, and applicable regulations.
 - 1. The CSE shall ensure that each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the implementation of a student's Individualized Education Program (IEP) is given a copy of such student's IEP prior to the implementation of such program.

POLICY

INSTRUCTION

Draft 09/09/2014
8500 Renumber 8105

SPECIAL EDUCATION PROGRAMS AND SERVICES

2. Other service providers (such as certain teachers, assistants, and support staff persons) who will not receive a copy of the IEP, but who have direct contact with a disabled student shall be given information of the specific accommodations relevant to their contact with such student.
 - a. The Chairperson of the CSE shall designate a professional employee of the district with knowledge of the student's disability and the education program to, prior to the implementation of the student's IEP, inform each such teacher, assistant and support staff person of his or her responsibility relating to the implementation of the IEP and the specific accommodations, modifications and support that must be provided.

- V. Parents of students with disabilities and their children shall be provided with notice of the procedural safeguards available to them and their children. The district will use the procedural safeguard notice prescribed by the Commissioner of Education and make the notice available in the manner prescribed by the Commissioner's Regulations. Students with disabilities and their parents will be afforded the procedural safeguard rights set forth in the notice.

Madison Central School District

Legal Ref: 8 NYCRR Part 200; 34 CFR 300, 20 U.S.C. Section 14 et seq. (IDEA); 4401 et seq., NYS Education Law; Chapter 408 of the Laws of 2002.

Cross Ref: Programs for Students with Disabilities Under Section 504 of the Federal Rehabilitation Act of 1973 Policy. Family Educational Rights and Privacy Act of 1974(FERPA) Policy.

Adopted: 12/18/00

Revised: 12/12/02, _____

Policy

INSTRUCTION

Draft 09/09/2014
8501 Renumber/Revise 8106

PREREFERRAL AND DECLASSIFICATION TEAMS

- I. The District recognizes the need for a school-wide approach to prereferral intervention in order to remediate a student's performance prior to referral to the Committee(s) on Special Education. In accordance with Section 200.2(b)(7) of the Commissioner's Regulations, the District supports the establishment of building level, multidisciplinary ~~Student-Child Study~~ Teams (~~CST~~). (~~SST~~).
- A. The composition of each CST may include, but is not limited, to guidance counselor(s), social worker(s), psychologist(s), nurse(s), speech/language therapists, special education teacher(s), remedial teacher(s) and classroom teacher(s). The Building Administrator or his/her designee shall serve as a member of the team.
- B. The team will document what intervention strategies that are recommended for implementation; and will review and consider any existing evaluation information and services currently being provided by the District such as AIS (Academic Intervention Services) and LEP (Limited English Proficiency) services. Written parental consent shall be required for any assessments recommended by the teams.
- C. The CST will develop a written plan on a form prescribed by the District. The CST will ensure that the plan is communicated to all necessary instructional and support staff members.
- II. Upon declassification of a student, a referral to the CST for the review of the provision of educational and support services shall be made. The team shall establish a timeframe for the periodic review of each student referred to the team. It is recommended that this review occur at least once during the year following declassification. Such review shall incorporate consideration of continuance or modification of the educational and support services the child is receiving.

Madison Central School District

Legal Ref: 8 NYCRR 200.2(b)(7) and (8)

Adopted: 12/18/00

Revised: _____

INSTRUCTION

PROGRAMS FOR STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE FEDERAL REHABILITATION ACT OF 1973

- I. Introduction
 - A. It is the responsibility of the District to identify and evaluate students with disabilities who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate education. A free appropriate education consists of regular or special education and related aids and services that are designed to meet the disabled student's needs as adequately as the needs of nondisabled students are met. Each qualified student within the District who is eligible to receive regular or special education or related aids or services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive a free appropriate education in the District.
 - B. For purposes of this policy, a student who may need special services or programs within the intent of Section 504 is one who:
 1. Has a physical or mental impairment that substantially limits one or more major life activities (e.g., learning); or
 2. Has a record of such impairment; or
 3. Is regarded as having such impairment.
 - C. Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. Section 1400 et seq. (IDEA) and Article 89 of the New York Education Law and part 200 of the State Commissioner's regulations which implement the IDEA. Students who are identified as disabled individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are met through the Committee on Special Education (CSE) and its policies and procedures and under the applicable state and federal laws and regulations.
- II. Identification and Referral Procedures
 - A. Any student who needs or is believed to need special education or related services not available through existing programs in order to receive a free appropriate public education may be referred by the student's parent or guardian, a teacher, or other certified school employee the designated Section 504 Committee (504 Committee without first inviting the parent or guardian of the student to participate in a meeting concerning such determination.
 3. A final decision will be made by the 504 Committee in writing, and the parents or guardian of the student shall be notified of the Section 504

POLICY

INSTRUCTION

Draft 09/09/2014
8502 Renumber 8100

PROGRAMS FOR STUDENTS WITH DISABILITIES
UNDER SECTION 504 OF THE FEDERAL REHABILITATION ACT OF 1973

IDEA and Section 504 proceedings may preside in a joint hearing. The issues for either IDEA or Section 504 determination shall be clearly defined at the outset, and determinations by the hearing officer shall be separate and distinct.

- E. If both the parents or guardian and the District agree that the student is not eligible for special education under the IDEA, neither party is required to exhaust administrative proceedings under the IDEA prior to the holding of a Section 504 due process hearing.
- F. The hearing officer shall render a decision. The parents or guardian shall be notified in writing of the decision. Either party may seek review of the decision of the Section 504 hearing officer by a court of competent jurisdiction as authorized by law.
- G. The parties abide by the decision of the Section 504 hearing officer unless the decision is appealed to a court of competent jurisdiction and the decision is stayed by the court.

Madison Central School District

Legal Ref: Rehabilitation Act of 1973, 29 USC Section 794 et seq. (Section 504);
Memorandum NYS Education Department from Kathy Ahearn, Lawrence
Gloeckler and Arthur Walton, November 1993; Memorandum U.S. Department of
Education to Regional Civil Rights Directors from Jeanette Lim, April 29, 1993

Cross Ref: Equal Opportunity and NonDiscrimination Policy

Adopted: 1984

Revised: 05/19/99, _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 09/09/2014

INSTRUCTION

8502.1 Renumber 8100.1

SAMPLE §504 NOTICE OF MEETING

Dear Parent or Guardian:

Based on concerns regarding your child's academic performance, we would like to meet with you on _____ at _____ to discuss the provide programmatic accommodations for your (son/daughter). Given the importance of the meeting, we urge your participation.

If you have any questions, or the scheduled meeting time is not convenient for you, please call me by _____ at _____. In addition, if you wish to review your (son's/daughter's) educational records, including any materials that will be discussed at the meeting, please call me to schedule a mutually convenient time for such review. If I do not hear from you, I will look forward to seeing you at our scheduled meeting.

Sincerely,

Name and Title

cc: Student's Cumulative File

Approved by the Superintendent: _____

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 09/09/2014

INSTRUCTION

8502.2 Renumber 8100.2

NOTICE OF DETERMINATION AFTER MEETING

Dear:

As you know, on _____, we met to discuss your child's academic progress. Based on the materials before us, we determined that:

1. Pursuant to Section #504 of the Rehabilitation Act your child requires an accommodation plan to ensure his/her full access to all school activities. A copy of the plan is enclosed for your review.
2. Your child does not require an accommodation plan pursuant to Section #504 of the Rehabilitation Act to address his/her educational deficiencies. They are currently effectively being met in the classroom.

If you disagree with our determination, I would be happy to meet with you to discuss your concerns. If you wish you also have the right to meet with the Section #504 team to discuss your concerns. If you are not satisfied after the aforementioned meetings, you will have the right to proceed to a Section #504 hearing. If you have any questions or would like to schedule a meeting, please do not hesitate to contact me at _____.

Sincerely,

cc: Student's Cumulative File

Approved by the Superintendent: _____

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 09/09/2014

INSTRUCTION

8502.3 Renumber 8100.3

SECTION 504 ACCOMMODATION PLAN

Name _____ Date of Birth _____ Grade _____
School _____ Date of Meeting _____

1. Describe the nature of the problem: _____

2. Evaluation completed - including dates: _____

3. The basis for determining that the child needs an accommodation for educational programming: _____

4. Describe the nature of what factors precipitated the need for Educational Accommodations: _____

5. Does the child's #504 Accommodation affect a major life activity? If yes, explain how: _____

6. List the accommodations (i.e. specialized instruction or equipment, auxiliary aids or services, program modifications, etc.) the team recommends as necessary to ensure the child's access to all district programs: _____

Review/Reassessment Date: _____ (must be completed)
Participants (Name and Title)

c: Student's Cumulative File

Approved by the Superintendent: _____

SKILLS AND ACHIEVEMENT COMMENCEMENT CREDENTIAL

- I. Beginning with the 2013-14 school year and thereafter, severely disabled students who are eligible to take the New York State Alternate Assessment (NYSAA) and meet other specified conditions pursuant to 8 NYCRR 100.6 shall be provided with the appropriate opportunities to earn a skill and achievement commencement credential.
 - A. The credential shall be similar in form to the diploma issued by the district, with a clear annotation to indicate that the credential is based on achievement of alternate achievement standards;
 - B. The credential shall be issued together with a summary of the student's academic achievement and functional performance as required by 8 NYCRR 200.4.
- II. The District will ensure that the following conditions are met:
 - A. The student has been recommended by the committee on special education to take the alternate assessment in lieu of a regular State assessment;
 - B. The student meets the definition of a student with a severe disability as defined in 8 NYCRR 100.1;
 - C. The student has been afforded appropriate opportunities to participate in community experiences and development of employment and other instructional activities to prepare the student for post-secondary living, learning and employment.
 - D. The student has attended school for at least 12 years, excluding kindergarten, or has received a substantially equivalent education elsewhere, or the student has attained the age of 21;
 - E. If the credential is awarded before the student turns 21 years of age, it must include a written statement of assurance that the student continues to be eligible to attend public school until the student has earned a regular high school diploma or the end of the school year in which the student turns 21, whichever occurs first.

SELECTION, APPOINTMENT AND COMPENSATION
OF IMPARTIAL HEARING OFFICERS

- I. The Madison Central School District is committed to providing a free and appropriate education to all of its students. The District therefore will appoint an impartial due process hearing officer (IHO) to review the identification, evaluation, or placement of any student who is disabled:
 - A. If the District believes an impartial due process hearing is necessary to secure an appropriate identification, evaluation or placement and the District has fully exhausted its statutory and/or regulatory responsibilities with respect to securing parental consent.
 - B. If the student's parent/guardian submits a written request for an impartial due process hearing.
 - C. If the District fails to effectuate, within the mandated timelines, a recommendation issued by the Committee on Special Education and the student's parent/guardian submits a written request for an impartial due process hearing.

- II. An expedited impartial due process hearing related to the discipline of a student with a disability may be requested:
 - A. By the District to obtain an order placing a student with a disability in an interim alternative educational setting when school personnel maintain that it is dangerous for the student to be in his or her current educational placement. (The District's request for an expedited hearing may or may not be pending the outcome of a non-expedited hearing).
 - B. By a parent/guardian who requests an impartial due process hearing from a determination that the student's behavior was not a manifestation of the student's disability.
 - C. By a parent/guardian relating to any decision regarding a disciplinary change in placement, including but not limited to any decision to place the student in an interim alternative educational setting.

- III. The Superintendent will develop regulations to ensure the fair and efficient selection of IHOs.

Madison Central School District

Legal Ref: Section 4404 of the New York State Education Law; 8 NYCRR 200.1(x), 200.2(b)(9), 200.2(e)(1), 200.5(i)(3)(xiv), 200.5, 200.21; SRO 93-47; SED July 1998 Memorandum.

Adopted: 1984

Revised: 05/19/99, 02/25/02, 09/09/04, _____

Regulation

INSTRUCTION

Draft 09/09/2014
8505.1 Revised/Renumbered 8107.1

SELECTION, APPOINTMENT AND COMPENSATION OF IMPARTIAL HEARING OFFICERS

- I. The Madison Central School District will ensure the fair and efficient selection and appointment of impartial hearing officers (IHOs):
 - A. By utilizing and maintaining the district-specific list for Impartial Hearing Officers as maintained by the NYS Education Department's Impartial Hearing Reporting System (IHRS) pursuant to Part 200.1(x) and Part 200.2(e)(1) of the Commissioner's Regulations.
 - B. ~~By granting one or more members of the Board of Education the authority to appoint an IHO who has been selected according to the procedures set forth in this policy.~~ By granting the Superintendent (or designee) the authority to conditionally appoint an IHO who has been selected according to the procedures set forth in this policy and arranging for Board approval of the conditional appointment at the first regular Board meeting following the conditional appointment.
 - C. By reporting information related to the impartial hearing process, including but not limited to the request for initiation and completion of each impartial hearing to VESID in a format and at an interval prescribed by the Commissioner.
 - D. By directing all employees to promptly forward to the Board of Education any parent's request for an impartial hearing.
 - E. By maintaining the confidentiality of the information contained in impartial hearing requests and impartial hearings.
- II. Initiating A Hearing:
 - A. If the District initiates the impartial hearing, it will provide the parent with prior written notice that it intends to initiate the impartial hearing. Prior notice includes a statement of the action proposed and any explanation of why the district proposes to take the action.
 - B. If a parent submits a written request for an impartial hearing, the request should include the name and address of the student, the name of the school the student is attending, a description of the nature of the problem of the student relating to the proposed or refused initiation or change (including facts related to the problem) and a proposed resolution of the problem to the extent known and available to the parents at the time.

REGULATION

INSTRUCTION

Draft 09/09/2014
8505.1 Revised/Renumbered 8107.1

SELECTION, APPOINTMENT AND COMPENSATION
OF IMPARTIAL HEARING OFFICERS

1. The Superintendent (or designee) will make sure that the parent's request is date-stamped on the first business day that the parent's request is received by the District.
 2. The District may not deny or delay a parent's right to an impartial hearing on the grounds that the parent's written request for the hearing does not include required information.
 3. The District will continue to process the request until the parent revokes the request in writing.
- III. After the District determines the need for an impartial hearing or receives a parental request for an impartial hearing:
- A. The Superintendent (or designee) will notify the affected student's parent of the availability of mediation and of free (or low cost) legal and other relevant services available in the area. The Superintendent (or designee) also will provide the parent with a copy of the District's Procedural Safeguard Notice.
 - B. The District should encourage the parents to consider mediation to resolve the disagreement. However, the District cannot delay initiating the impartial hearing once a written request for the hearing is received and the District will continue to process a parent's hearing request until parent revokes the request in writing.
 - C. The District will, within two business days of the day the District determines the need for an impartial hearing or receives a parental request for an impartial hearing, initiate the rotational selection process for appointing an IHO pursuant to Part 200.2(e)(1) and Part 200.5(i) of the Commissioner's regulations and the following procedure:
 1. The Superintendent (or designee) will first contact the IHO whose name appears at the top of the alphabetical list, or if an IHO previously has been appointed to preside over any other matter, the Superintendent (or designee) will first contact the IHO whose name immediately follows the IHO last appointed.
 2. The Superintendent (or designee) will ask any IHO who is contacted whether he/she can convene a hearing within 14 calendar days and can conclude the hearing (unless either party has requested and has been granted an extension) within 45 calendar days (or 30 calendar days for preschool students or 15 calendar days for expedited hearings). If the hearing officer is unable to convene a hearing within these timelines,

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INSTRUCTION

Draft 09/09/2014
8505.1 Revised/Renumbered 8107.1

SELECTION, APPOINTMENT AND COMPENSATION
OF IMPARTIAL HEARING OFFICERS

he/she will be deemed unavailable to serve and the District will proceed with the rotational selection process by contacting the IHO whose name next appears on the alphabetical list.

3. An IHO who has not responded or remains unreachable after at least two reasonable and independently verifiable efforts to contact him/her within a twenty-four hour period will be deemed unavailable to serve and the District will proceed with the rotational selection process by contacting the IHO whose name next appears on the alphabetical list. (See SED's July 1998 Memorandum). Examples of reasonable and independently verifiable efforts include facsimile, electronic mail, certified overnight mail and telephone contacts that are recorded and confirmed in writing.
 4. The District may seek to expedite the selection process by simultaneously contacting and checking the availability of multiple hearing officers, provided that the District's ultimate selection accords with the rotational selection process detailed in this policy and in the Commissioner's Regulations.
- D. The Superintendent (or designee) will contemporaneously document and maintain records of all efforts to contact each IHO.
1. This documentation will include phone log entries and/or overnight mail receipts, recording dates, times, substance of conversations and/or messages and responses from IHOs.
 2. This documentation also will include the entry of all required data onto the State Education Department's web based reporting system. The District will commence web based reporting as soon as the Board of Education receives a request for an impartial hearing.
 3. The above-described documentation will be completed for every request for an impartial hearing.
- E. The Board of Education or a member of the Board of Education who has been so delegated will appoint the IHO as soon as he/she has been selected.
- IV. After the IHO has been appointed, the District will provide the IHO with a letter of appointment, a copy of the District's notice to the parent that describes the need for a hearing (or a copy of the parent's written request for a hearing), contact information for the parties and a copy of the District's policy on compensation for the IHO.

REGULATION

INSTRUCTION

Draft 09/09/2014
8505.1 Revised/Renumbered 8107.1

SELECTION, APPOINTMENT AND COMPENSATION
OF IMPARTIAL HEARING OFFICERS

- V. If, by mutual agreement of the parties, the IHO is deemed incapacitated or otherwise unavailable or unwilling to continue the hearing or issue the decision, the Board of Education will rescind the appointment of the IHO and appoint a new IHO in accordance with the procedures established by law and summarized by this policy.
- VI. The Impartial hearing:
- A. The impartial hearing officer will be authorized to administer oaths and to issue subpoenas in connection with the administrative proceedings before him/her.
 - B. A written or, at the option of the parents, electronic verbatim record of the proceedings before the hearing officer will be maintained and made available to the parties.
 - C. At all stages of the proceeding, where required, interpreters of the deaf, or interpreters fluent in the native language of the student's parent, will be provided at district expense.
 - D. The IHO will preside at the hearing and will provide all parties the opportunity to present evidence and testimony.
 - E. The parties to the proceeding may be accompanied and advised by legal counsel and by individuals with special knowledge or training with respect to the problems of students with disabilities.
 - F. The hearing will be conducted at a time and place that is reasonably convenient to the parent and student involved. The hearing will be closed to the public unless the parent requests an open hearing.
 - G. The parents will have the right to determine whether the student attends the hearing.
 - H. The parents, school authorities, and their respective counsel or representative, will have the opportunity to present evidence and testimony, compel the attendance of witnesses and confront and question all witnesses at the hearing.
 - I. The introduction of any evidence, the substance of which has not been disclosed to the other party at least five business days before the hearing (three business days for expedited hearings), may be prohibited from presentation at the hearing at the objection of a party and/or at the discretion of the IHO.

REGULATION

INSTRUCTION

Draft 09/09/2014
8505.1 Revised/Renumbered 8107.1

SELECTION, APPOINTMENT AND COMPENSATION
OF IMPARTIAL HEARING OFFICERS

VII. After the Hearing

- A. The IHO must render and mail a copy of the written, or at the option of the parents electronic findings of fact and decision to the parents, the Board of Education and VESID not later than 45 calendar days for school age children (or 30 calendar days for preschool children or 15 business days in the case of an expedited hearing) of the date that the Board initiates the hearing or receives the parent's request for a hearing. All personally identifiable information will be deleted from the copy that is forwarded to VESID.
- B. The decision of the IHO is binding upon both parties and will be implemented in a timely manner unless appealed pursuant to applicable law.

VIII. Compensation and Reimbursement of Costs:

A. Reimbursement for services:

- 1. At the conclusion of the impartial hearing, the IHO shall submit to the District an itemized record describing each service performed and the time required to perform each service. An IHO will not receive reimbursement for services before the itemized record is submitted to the District.
- 2. The following activities associated with impartial hearings are reimbursable:
 - a. Pre-hearing activities such as scheduling the hearing and determining the location, conducting pre-hearing conference calls, arranging for interpreters, witnesses, subpoenas and a stenographer a stenographer and writing letters to the parties involved in the hearing.
 - b. Hearing activities such as conducting the hearing, handling settlement agreements placed on the record and arranging for subsequent hearing dates.
 - c. Post-hearing activities such as researching information pertinent to the hearing issue(s) and writing the decision.
- 3. The rate of reimbursement for the above listed activities shall be \$75.00 per hour.

B. Reimbursement for out-of-pocket necessary expenses:

REGULATION

INSTRUCTION

Draft 09/09/2014
8505.1 Revised/Renumbered 8107.1

SELECTION, APPOINTMENT AND COMPENSATION
OF IMPARTIAL HEARING OFFICERS

4. The IHO shall submit receipts for out-of-pocket necessary expenses to the District before receiving reimbursement for such expenses.
 5. The following out-of-pocket necessary expenses are reimbursable:
 - a. Mileage at the District rate.
 - b. The cost of highway tolls.
 - c. The cost of reasonable overnight accommodations and reasonable meal expenses when the hearing dates are scheduled for two or more continuous dates and the IHO would otherwise be required to travel ninety or more miles between his/her residence and the hearing location.
- C. Cancellation or Re-scheduling fees: The District shall attempt to provide an IHO with two (2) or more business days' advance notice of the cancellation or re-scheduling of an impartial hearing.
1. Should the District request the cancellation or re-scheduling of an impartial hearing and fail to provide an impartial hearing officer with two (2) business days of notice, the District agrees to pay the IHO a fee of \$200.00.
 2. The District shall not be responsible for costs associated with a parent/legal guardian's cancellation or adjournment of a hearing.
- D. Payment for Expedited Transcripts: The District shall not pay for an expedited transcript of a hearing unless the IHO determines that an expedited transcript is required for the IHO to fulfill his/her duties.

Madison Central School District

Legal Ref: Section 4404 of the New York State Education Law; 8 NYCRR 200.1(x), 200.2(b)(9), 200.2(e)(1), 200.5(i)(3)(xiv), 200.5, 200.21; SRO 93-47; SED July 1998 Memorandum.

Adopted: 09/09/04

Revised: _____

INSTRUCTIONAL

ACCOMMODATION OF HEARING-IMPAIRED PARENTS

- I. The District provides parents of, and persons in parental relation to, District-enrolled students many opportunities to participate in their child's educational program. If the parent, or person in parental relation, is hearing impaired, the District provides interpreter services (American Sign Language) to facilitate that person's participation in school initiated meetings or activities specific to the academic or disciplinary aspects of the student's educational program. This service is provided at no cost to the parent, or person in parental relation. If an interpreter is not available, the District will make other reasonable accommodation of the hearing impairment, such as written communication, transcripts, decoder, or Telecommunication Device for the Deaf (TDD), also at no cost to the parent or person in parental relation.

- II. Definitions
 - A. *School initiated meetings or activities* include, but are not limited to, parent-teacher conferences, child study or building level team meetings, planning meetings with school counselors regarding educational progress and career planning, and suspension hearings or any conferences with school officials relating to disciplinary action. The term does not include voluntary extra-curricular activities.
 - B. *Hearing impaired* means any hearing impairment, whether permanent or fluctuating hearing impairment which prevents meaningful participation in school district meetings or activities.

- III. Procedure
 - A. *Request*: Parent(s) or person(s) in parental relation who are hearing impaired must request the services of an interpreter, or reasonable accommodation, in writing. The request must be submitted to the Committee on Special Education. The request must be received by the Committee on Special Education at least 10 (ten) calendar days prior to the meeting or activity at which the services are desired. The request must specify the name of the student and the parent(s) or person(s) in parental relation, and the nature, date and time of the school function.
 - B. *District Response*: The District will provide a written response to each request for interpreter services.
 - C. *Appeal of District Response*: If the parent, or person in parental relation, is not satisfied with the District's response to the request for services, the parent, or person in parental relation, may seek a different decision by taking these steps:

POLICY

INSTRUCTIONAL

Draft 09/09/2014
8600 Renumber 8036

ACCOMMODATION OF HEARING-IMPAIRED PARENTS

1. an informal conference with the Superintendent and other appropriate personnel;
2. file of appeal form (Regulation 8036.2) with District office;
3. a formal conference with and action by the Superintendent;
4. an opportunity to present their complaint to the Board at a regularly scheduled meeting;
5. an explanation of the process by which parent(s) and person(s) in parental relation may appeal the Board's decision to the Commissioner of Education.

IV. Superintendent Responsibilities

In addition to the roles described above, the Superintendent shall:

- A. Annually arrange for the notification of parent(s) or person(s) in parental relation who are hearing impaired of the availability of interpreters or other effective reasonable accommodations and of the time limitation for requesting these services.
- B. Determine whether a list of qualified interpreters shall be maintained by the District or if service arrangements will be made through an interpreter referral service.

Madison Central School District

Legal Ref.: Section 504 of the Rehabilitation Act; *Rothschild v. Grottenthaler*, 907 F. 2d 286 C.A.2 (N.Y.), 1990; NYS Education Law Section 3230; 8 NYCRR 100.2 and 200.1.

Adopted: 06/12/07

Revised: _____

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 09/09/2014

INSTRUCTION

8600.1 Renumber 8036.1

ACCOMMODATION OF HEARING-IMPAIRED PARENTS REQUEST FORM

ACCOMMODATION REQUEST

Parents in need of interpreter services are asked to complete this form. All requests must be submitted to and received by the District within **ten (10)** calendar days prior to the scheduled meeting or activity.

To: _____ (Example: Chairperson, Committee on Special Education)
District

From: _____
Name of Parent or Person in Parental Relation

Name of Student

Address

Please specify the nature, date, time of the meeting and/or activity:

Please identify the type of interpreter needed:

___ Interpreter for the Hearing Impaired: () American Sign; () English

In the event an interpreter is not available, please identify the type of alternative service preferred:

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 09/09/2014

INSTRUCTION

8600.1 Renumber 8036.1

ACCOMMODATION OF HEARING-IMPAIRED PARENTS REQUEST FORM

Written Communication

Transcripts

Decoder

Telecommunication Device for the Deaf (TDD)

Other (please specify) _____

Signature

Date

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 09/09/2014

INSTRUCTION

8600.1 Renumber 8036.1

ACCOMMODATION OF HEARING-IMPAIRED PARENTS REQUEST FORM

FROM: _____ (Example: Chairperson, Committee on Special Education)
District

TO: _____
Name

Address

The District hereby:

- ___ grants your request for provision of an interpreter for the hearing impaired
- ___ denies your request for provision of an interpreter for the hearing impaired for the following reason:

___ provides the following alternative reasonable accommodation:

Madison Central School District
Adopted: 06/12/07
Approved by the Superintendent:

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 09/09/2014

INSTRUCTION

8600.2 Renumber 8036.2

ACCOMMODATION OF HEARING-IMPAIRED PARENTS NOTICE

NOTICE:

You Have A Right To Appeal The Decision Regarding Special Services Described In This Communication To The Following School Officer:

Superintendent of Schools
District

I hereby appeal _____
Signature Date

NOTE: Upon denial by the Superintendent/Board of Education, parents have the right to file an appeal with the Commissioner of Education (as per Section 310 of the Education Law). Such appeal must be filed within thirty (30) days of the final action by the Board. Information regarding such appeal is available at district offices.

Madison Central School District
Adopted: 06/12/07
Approved by the Superintendent: _____

Policy

INSTRUCTION

Draft 09/09/2014
8601 Renumber/Revise 8035

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

I. Introduction

- A. The Madison Central School District recognizes that the purpose of Title I funding is to improve the educational opportunities of educationally deprived children. The District therefore shall use Title I resources to help educationally deprived children succeed in regular district programs, attain grade level proficiency, and improve achievement in basic and advanced skills.
- B. The District also recognizes the importance of a parent's active participation in the education of his/her child. The District therefore shall involve parents of eligible children in the development and implementation of innovative programs and activities to ensure the delivery of appropriate educational services to eligible students.
- C. The purpose of this policy is to establish the District's expectations for parental involvement in Title I programs.

II. Definitions: For the purposes of this policy:

- A. The terms "student" and "child" shall mean a student eligible for Title I services in the District.
- B. Except where specifically noted in this policy, the term "parent" shall mean the parent/guardian of a student who is eligible for Title I services in the Madison Central School District.

III. District Obligations:

- A. The District will:
 - 1. Convene an annual meeting, to which all parents of participating children must be invited, to explain the programs and activities provided with funds available under Title I.
 - 2. At the beginning of each school year, notify the parents of each student attending a school which receives Title I money (even if their child is not in a Title I program) of their right to request and receive information regarding the following credentials of the professionals providing educational services to their children:

POLICY

INSTRUCTION

Draft 09/09/2014
8601 Renumber/Revise 8035

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

- a. Whether their child's teacher is certified for the grade levels and subject areas in which the teacher provides instruction (or whether the teacher is providing instruction under an exception to such qualifications).
 - b. The relevant teacher's academic credentials and baccalaureate degree major.
 - c. The relevant classroom teacher's graduate certification (or degree) and the field of discipline of such certification (or degree).
 - d. Whether the child is receiving services from paraprofessionals and, if so, the qualifications of those paraprofessionals.
3. Involve parents in the joint development of:
- a. The District's Consolidated Plan for ESEA funds (20 USCA 6212; Section 1112 of the NCLBA). If the plan is not satisfactory to parents, the District will submit any parent comments to the State when the District submits its plan to the State.
 - b. The process of ~~school review and improvement~~ using local academic assessment standards/indicators (20 USCA 6316; Section 1116 of the NCLBA).
 - c. School-wide specifically designed program(s) to address academic needs of low-income students (20 USCA 6314; Section 1114(b)(2) of the NCLBA). If the program(s) are not satisfactory to parents, the school will submit any parent comments on the program(s) when the school makes the program(s) available to the District.
4. Conduct, with the involvement of parents, an annual survey and/or evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of schools receiving Title I funding.
5. Provide parents of participating children with this policy and other policies/regulations applicable to Title I programs.
6. Provide parents of participating children with reports on their children's progress.

POLICY

INSTRUCTION

Draft 09/09/2014
8601 Renumber/Revise 8035

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

7. To the extent practical, conduct a parent-teacher conference with the parents of each participating child to discuss the child's progress, placement and methods the parents can use to complement the child's instruction.
8. Provide opportunities for regular meetings of parents to formulate parental input in to the program, if desired by parents of participating children.
9. Coordinate and integrate parental involvement strategies in Title I programs with parental involvement strategies under other community service programs (such as Head Start).

B. The District may:

1. Use Title I funds to provide transportation, childcare, or home visits as such services relate to parental involvement.
2. Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training.
3. Provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training.
4. Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
5. Train parents to enhance the involvement of other parents.
6. Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
7. Adopt and implement model approaches to improving parental involvement.
8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.

POLICY

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Draft 09/09/2014
8601 Renumber/Revise 8035

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

9. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.

IV. Partnership With Parents:

- A. The District believes parents should be partners in their child's education. A parent's active and meaningful participation in his/her child's education increases the child's potential for educational success.
- B. To promote meaningful parental involvement, the District encourages parents:
 1. To attend and actively participate in the District's annual Title I meeting.
 2. To act as consultants who assist the District in completing periodic Title I grant applications.
 3. To assess and if necessary, help the District develop or revise its Title I programs.
 4. To play an integral role in their child's learning.
 5. To periodically assess and, if necessary, help the District revise this policy.
 6. To otherwise become active and full partners in their child's education.
- C. The District will fulfill its Parental Involvement obligations by:
 1. Offering a flexible number of meetings, such as meetings in the morning or evening.
 2. Involving parents in an organized, ongoing and timely way, in the planning, review, and improvement of Title I programs, including the planning review and improvement of this policy.
 3. Providing parents with timely information about Title I Programs.
 4. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 5. Providing requesting parents with opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions

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Draft 09/09/2014
8601 Renumber/Revise 8035

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

relating to the education of their children, and to respond to any such suggestions as soon as practicably possible.

6. Responding to suggestions made by parents as soon as practicably possible.
7. Building capacity for parental involvement by:
 - a. Providing assistance to parents, as appropriate, in understanding such topics as the State's academic content standards, State and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children.
 - b. Providing materials and training to help parents work with their children to improve their children's achievement.
 - c. Educating teachers, pupil services personnel, principals and other staff:
 - i. About the value and utility of parental contributions to education.
 - ii. So that they may develop skills to reach out to, communicate and work with parents as equal partners.
 - iii. So that they may implement and coordinate parent programs and work to build ties between parents and the school.
 - d. Coordinating and integrating, to the extent feasible and appropriate, parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs.
 - e. Conducting other activities, such as parent resource centers, which encourage and support parents in more fully participating in the education of their children.
 - f. Ensuring that information related to school and parent programs, meetings, and other activities is sent to the parents of participating

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INSTRUCTION

Draft 09/09/2014
8601 Renumber/Revise 8035

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

children in a format and, to the extent practicable, in a language the parents can understand.

8. Developing jointly with parents innovative programs, activities and procedures that have the goals and objectives outlined by this policy.
9. Informing parents of the reasons their children are participating in the program and of the specific instructional objectives and methods of the program.
10. Supporting the efforts of parents, and train parents, to the maximum extent practicable to:
 - a. Work with their children in the home to attain the instructional objectives of the program.
 - b. Understand the program's requirements.
11. Providing, to the extent practicable, opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
12. Providing information and school reports required under section 1111 of the No Child Left Behind Act in a format and, to the extent practicable, in a language such parents understand.
13. Informing parents and parental organizations of the existence and purpose of any parental resource centers available to provide training, information or support to parents.
14. Scheduling student conference between parents and Title I teachers as necessary.

V. Annual Title I Meeting:

A. Notification:

1. At the beginning of the school year, the District will formally invite parents to attend the District's annual Title I meeting.
2. The annual notification will be provided to parents in an understandable and uniform format and, to the extent practicable, will be provided in a language that parents can understand.

POLICY

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Draft 09/09/2014
8601 Renumber/Revise 8035

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

- B. Purpose: The purpose of the District's annual Title I meeting is:
1. To inform parents of the general purpose of Title I funding and to further inform these parents of the reasons their children are participating in Title I programs.
 2. To inform parents of the specific Title I programs, activities and services currently available to their children.
 3. To inform parents of their right to be active participants in the education of their children.
 4. To allow parents the opportunity to ask questions, make suggestions and have input into the District's Title I program.
 5. To encourage parents to become active participants in the education of their children.

VI. Parent – School Compact

- A. The District will jointly develop with parents a "Parent – School Compact" that outlines how parents, the entire school staff, and teachers will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help the children achieve state standards.
- B. The compact will:
1. Describe the school's responsibility to improve high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet state academic standards.
 2. Describe the ways in which each parent will be responsible for supporting their child's learning, such as:
 - a. Monitoring attendance, homework completion, and television watching.
 - b. Volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

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Draft 09/09/2014
8601 Renumber/Revise 8035

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

3. Address the importance of communication between teachers and parents on an ongoing basis, by:
 - a. Scheduling parent-teacher conferences in elementary schools on an annual (or more frequent) basis. Such conferences will include a discussion of how the parent – teacher compact relates to the individual child’s achievement.
 - b. Providing frequent reports to parents on their children’s progress.
 - c. Ensuring reasonable access to staff.
 - d. Providing opportunities to observe classroom activities, and to volunteer and participate in their child’s class.

VII. Complaint and Appeal Process

- A. The District distributes to parents and appropriate private school officials, free of charge, information about the State Complaint and Appeal Procedures available for use when parents have complaints regarding the District’s fulfillment of its obligations under ESEA Title I, Parts A, C, and D, or under the General Education Provisions Act, or under Section 100.2(ee) of the Commissioner’s Regulations.
- B. A complaint regarding the District’s administration or implementation of its ESEA Title I Grant, or of Academic Intervention Services for students identified under Commissioner’s Regulations Part 100 must be submitted in writing to the Superintendent.
 1. The District will attempt to resolve the complaint within thirty (30) business days.
 2. If the parent making the complaint is not satisfied with the District’s response after thirty (30) business days, the parent may submit the complaint to the Title I School and Community Services Office, Room 365 EBA, New York State Education Department, 89 Washington Avenue, Albany, New York 12234.

VIII. Accessibility:

- A. To the extent practicable, the District will provide full opportunities for participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and reports in a format and, to the extent practicable, in a language parents understand.

POLICY

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Draft 09/09/2014
8601 Renumber/Revise 8035

PARENTAL INVOLVEMENT IN TITLE I PROGRAMS

IX. Incorporation:

A. This policy shall be incorporated into the District's Local Educational Agency Plan under Section 1112 of the No Child Left Behind Act.

X. Policy Development, Distribution, Revision and Review:

A. This policy was developed jointly with, and is agreed to by parents. This policy is subject to periodic review and/or revision with help from parents.

B. This policy will be distributed to parents in a format understandable to them, and, to the extent practicable, in a language they can understand.

C. This policy will be made available to the local community.

Madison Central School District

Legal Ref: The Elementary and Secondary Educational Act of 1965; Hawkins-Stafford Act of 1988, P.L. 100-297; Section 1118 of The No Child Left Behind Act of 2001, P.L. 107-110.

Adopted: 07/13/00

Revised: 09/11/03, _____

Madison Central School District
SUPERINTENDENT'S REGULATION
Draft 09/09/2014

INSTRUCTION

8601.1 Revise/Renumber 8035.1

ANNUAL NOTIFICATION OF TEACHER QUALIFICATIONS

Date: _____

Dear Parent or Guardian:

Your child attends a school that receives Title I funds from the federal government. The *No Child Left Behind Act* allows you to request:

1. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which your child's teacher provides instruction.
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by your child's teacher, and the field of discipline of the certification or degree.
4. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you are interested in receiving any information you are entitled to under the *No Child Left Behind Act*, please direct your inquiry to:

~~Ms. Cynthia DeDominick, Mr. Perry Dewey, Superintendent~~
P.O. Box 155
Madison, NY 13402
Telephone: 315-893-1878

Sincerely,

INSERT NAME
INSERT TITLE

Madison Central School District

Adopted: ~~07/10/03~~

Approved by the Superintendent: _____

Policy

INSTRUCTION

Delete 09/09/2014
8080 Replaced by Policy 0040

USE OF TIME OUT ROOM(S)

I. Statement of Policy

It is the policy of this school district to use time out rooms as a behavior intervention technique only when the use of a time out room is: (a) incorporated into a student's behavioral intervention plan as a technique to teach and reinforce appropriate behaviors, or (b) a response to an unanticipated situation that poses an immediate concern for the physical safety of a student or others.

II. Behavioral Interventions

- A. When a student's behavioral intervention plan includes possible use of a time out room, then the behavioral intervention plan shall specifically describe: (a) the factors which may precipitate the use of the time out room, and (b) the maximum amount of time, considering the student's age and individual needs, that a student will need to be in a time out room as a behavioral consequence.
- B. When a student is placed in a time out room as a response to an unanticipated situation that poses an immediate concern for the physical safety of a student or others, appropriate steps shall be taken promptly to evaluate whether development of a functional behavior assessment and behavioral intervention plan for the student is warranted.

III. Communication With Parents

When a student's behavioral intervention plan includes possible use of a time out room, the student's parent(s) (or person in parental relation) shall be sent a letter prior to the initiation of the behavioral intervention plan that tells them of the possible use of a time out room, and also tells them that they may schedule a visit to the school to see the time out room. A copy of this Policy shall be included with that letter.

IV. Operational Implementation

- A. No physical space shall be designated for use as a time out room unless:
 - 1. its physical dimensions, furnishings, and environmental conditions satisfy the standards required by the regulations of the commissioner of education;

POLICY

INSTRUCTION

8080

USE OF TIME OUT ROOM(S)

2. at least one door to the room may be opened from the inside; and
 3. it is possible for staff to hear and see a student at all times that the student is in the time out room.
- B. Staff shall continuously monitor any student in a time out room.
- C. A time out room shall be unlocked at all times. The use of locked rooms or spaces as a time out room is prohibited.
- D. No student shall remain in a time out room for a period of time longer than the time period identified in the student's IEP. When a student is placed in a time out room in response to an unanticipated situation that poses an immediate concern for the physical safety of a student or others, without a prior behavioral intervention plan, the maximum length of time the student shall remain in the time out room shall be: [30] minutes for students through the elementary grade level, or equivalent age, and [80] minutes, or two class periods, for students above the elementary grade level, or equivalent age.
- E. The use of the district's time out rooms shall be recorded in a manner that will permit the district to monitor the effectiveness of the use of the time out room to decrease specified student behaviors, while maintaining the required confidentiality of student information.
- F. At least one staff member who has been trained regarding the district's policies and procedures related to the use of time out rooms shall be in contact with each student whose behavioral intervention plan incorporates use of a time out room whenever that student is where the time out room might be an appropriate behavioral intervention. No staff member who has not been trained regarding the district's policies and procedures related to the use of time out rooms may direct a student to a time out room.

V. Superintendent Responsibilities

Without diminishing the Superintendent's overall responsibility for the implementation of this Policy, the Superintendent shall:

- Report to the Board which spaces within the district's school buildings are approved by the Superintendent for use as time out rooms, and affirm that those

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8080

USE OF TIME OUT ROOM(S)

spaces meet the applicable standards for physical space, furnishings, and environmental conditions;

- Approve an appropriate training program to be given to staff regarding the district's policies and procedures related to the use of time out rooms, and insure that an appropriate number of trained staff are available each school year; and
- Develop and implement a documentation and record-keeping system that will permit the district to monitor the effectiveness of the use of the time out room to decrease specified student behaviors, while maintaining the required confidentiality of student information.

Madison Central School District

Adopted: 11/13/2007

Policy

INSTRUCTION

Delete 09/09/2014

8012

EVALUATION OF THE INSTRUCTIONAL PROGRAM

- I. Evaluation may be concerned with the extent to which: (1) each student achieves in accordance with his/her ability; (2) each staff member performs at full potential; (3) the total learning environment, including institutional processes, physical facilities, and the educational program, remains consistent with the needs of students and the larger society and contributes to the accomplishment of the goals of the school.

- II. The Board of Education expects staff members to maintain a continual program of evaluation at every level to determine the extent of progress toward the schools' objectives. The Board of Education will periodically request the Superintendent to present factual information which it considers necessary to evaluate the effectiveness of the school system.

Madison Central School District

Adopted: 1984

Readopted: 05/19/99

Board of Education

Mr. Jona Snyder
President

Mrs. Kathy Bridge
Vice President

Mrs. Stephanie Clark-Tanner
Mr. William Langbein
Mr. Carl Lindberg
Mr. James Mitchell, Jr.
Mr. Steven Yancey



MADISON CENTRAL SCHOOL DISTRICT

7303 Route 20, Madison, New York 13402

Phone: (315) 893-1878

Fax: (315) 893-7111

Mr. Perry T. Dewey
Superintendent

Mr. Larry Nichols
Principal

Mrs. Melanie Brouillette
Treasurer

Mrs. Tracey Lewis
District Clerk

To: Mr. Perry Dewey, Superintendent of Schools

From: Mr. Larry Nichols, Principal

Date: September 26, 2014

Re: Personnel Appointment for October 21, 2014 BOE Meeting

I would like to recommend to the Madison Central School District Board of Education appointment of Mr. Michael Babcock as a Certified Substitute Teacher. Mr. Babcock has earned a Bachelor of Arts degree in English from SUNY Oswego and a Master of Science degree in Counseling and Psychological Services from SUNY Oswego. Mr. Babcock holds NYS Certification in:

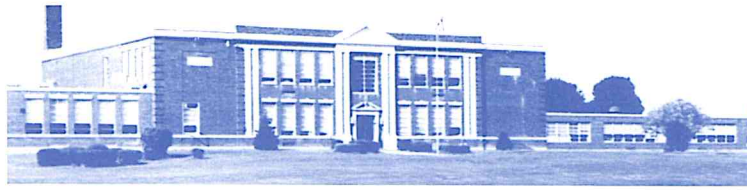
- School Counselor (permanent)
- School District Leader

Board of Education

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Mrs. Stephanie Clark-Tanner
Vice President

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Mrs. Beverly Biedermann
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Superintendent

Mr. Larry Nichols
Principal

Mrs. Melanie Brouillette
Treasurer

Mrs. Tracey Lewis
District Clerk

To: Mr. Perry Dewey, Superintendent of Schools

From: Mr. Larry Nichols, Principal

Date: October 16, 2014

Re: Personnel Appointment for October 21, 2014 BOE Meeting

I would like to recommend to the Madison Central School District Board of Education appointment of Ms. Meelanie Hart as a Certified Substitute Teacher. Ms. Hart has earned a Bachelor of Arts degree in Childhood/Early Childhood Education from SUNY Potsdam. Ms. Hart holds NYS Certification in:

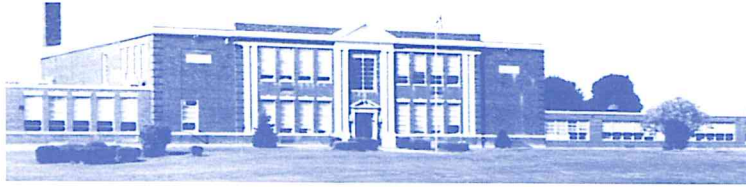
- Early Childhood Birth-2
- Childhood Grades 1-6

Board of Education

Mr. Jona Snyder
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Superintendent

Mr. Larry Nichols
Principal

Mrs. Melanie Brouillette
Treasurer

Mrs. Tracey Lewis
District Clerk

To: Mr. Perry Dewey, Superintendent of Schools

From: Mr. Larry Nichols, Principal

Date: October 16, 2014

Re: Personnel Appointment for October 21, 2014 BOE Meeting

I would like to recommend to the Madison Central School District Board of Education appointment of Mr. Anthony Dangler as a Certified Substitute Teacher. Mr. Dangler has earned a Bachelor of Arts degree in Music from SUNY Potsdam and a Master's Degree in Music from SUNY Fredonia. Mr. Dangler holds NYS Certification in:

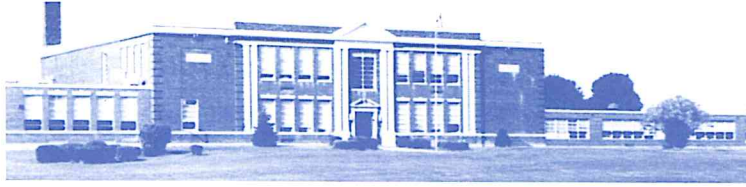
- Music

Board of Education

Mr. Jona Snyder
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Mr. William Langbein
Mr. Steven Yancey



MADISON CENTRAL SCHOOL DISTRICT

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Superintendent

Mr. Larry Nichols
Principal

Mrs. Melanie Brouillette
Treasurer

Mrs. Tracey Lewis
District Clerk

To: Mr. Perry Dewey, Superintendent of Schools

From: Mr. Larry Nichols, Principal

Date: October 16, 2014

Re: Personnel Appointment for October 21, 2014 BOE Meeting

I would like to recommend to the Madison Central School District Board of Education appointment of Ms. Allison Kovacs as a Certified Substitute Teacher. Ms. Kovacs has earned a Bachelor of Arts degree in Biology from Utica College. Ms. Kovacs holds NYS Certification in:

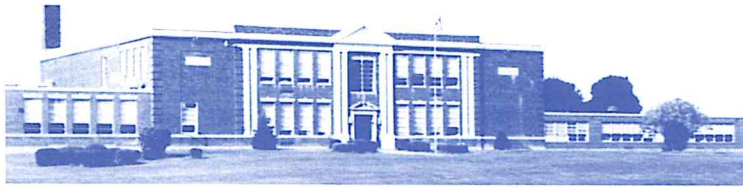
- Biology 7-12 (Provisional)

Board of Education

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Superintendent

Mr. Larry Nichols
Principal

Mrs. Melanie Brouillette
Treasurer

Mrs. Tracey Lewis
District Clerk

To: Mr. Perry Dewey, Superintendent of Schools

From: Mr. Larry Nichols, Principal

Date: October 14, 2014

Re: Personnel Appointment for October 21, 2014 BOE Meeting

I would like to recommend to the Madison Central School District Board of Education appointment of Mr. Christian Woods as a Substitute Teacher Aide. Mr. Woods has attended Mohawk Valley Community College and Herkimer Community College. Mr. Woods has had prior experience as a Teacher Aide at Madison-Oneida BOCES.

To: Mr. Perry Dewey, Superintendent
From: Mike Lee, Athletic Director
RE: Winter Sports Volunteer Assistant Coaches
Date: October 14, 2014

At the upcoming Board of Education meeting I was hoping we could get approval for the following volunteer winter coaches:

- 1) Mrs. Tricia Coon, volunteer assistant with the girls' basketball program.
- 2) Mr. Rick Peckham, volunteer assistant with the boys' basketball program.
- 3) Mr. Spencer Staring, volunteer assistant with the boys modified basketball team.

Thank you and please let me know if you require any additional information.

FYI

FROM OUR BOARD TO YOURS

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

From Richard Engelbrecht
To Perry Dewey

Madison Board of Education
October 2014

Staff and Curriculum Development

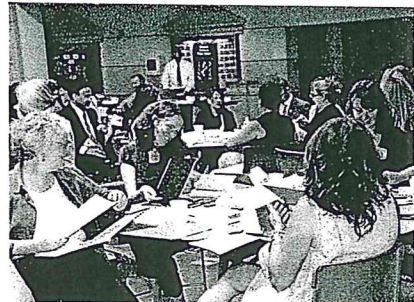
TEACHERS, PRINCIPALS HELP KICK OFF STLE GRANT

Teachers and principals from seven area school districts attended the September 9 kickoff celebration for the Strengthening Teacher and Leader Effectiveness (STLE) grant, a year-long initiative to improve classroom instruction across the region and establish career ladders for outstanding teachers and principals.



In all, 16 principals and 65 teachers from Canastota, Hamilton, Madison, Morrisville-Eaton, Oneida, Stockbridge Valley and Vernon-Verona-Sherrill are participating.

During the kickoff celebration, STLE Level 1 teachers and principals were welcomed to the program, received an overview of their roles and responsibilities, an introduction to professional learning communities, a list of upcoming trainings and workshops, and a chance



to network with other Level 1 teachers and principals.

Each participant received an iPad through the grant, and Model Schools Coordinator Kristina Donley gave a basic overview on using it, including some of the pre-installed apps and opportunities to acquire new ones through the App Store.

AREA TEACHERS ATTEND SINGAPORE MATH WORKSHOPS

Elementary and middle school teachers from the region attended day-long seminars during the week of September 22-26 on Singapore Math Strategies, the first round of workshops sponsored by the STLE grant.

Presenter Donna McKenzie, of Staff Development for Educators, focused on hands-on approaches to successfully teach math to students in grades pre-K-8. Each session was geared toward particular grade levels, so the presentations would be tailored to the curriculum those teachers use.

At the 6-8 level, the session focused on both Singapore Math and the EngageNY modules and instructional strategies.



Career and Technical Education

CTE PLANS FALL OPEN HOUSE

The Career and Technical Education division will host its Annual Fall Open House and Community Night on October 22 from 6-8 p.m. Current and prospective students, parents and community members are invited to tour the Rossetti Center, visit classrooms, meet teachers, see class projects and demonstrations and discuss program opportunities. There will be a college fair in the Courtyard to allow students to meet with representatives from nearly two dozen colleges as well as the BOCES Consortium of Continuing Education.

This year, Alicia Dicks, president of the Fort Schuyler Management Corporation, will deliver a presentation at 6:45 p.m. on the Nano Utica initiative. She will discuss the project itself and career options for students in the science, technology, engineering and math fields.

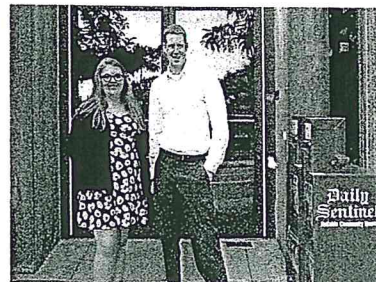
SUMMER PHP STUDENTS GIVE FINAL PRESENTATIONS

Twenty-four high school students from Rome and Vernon-Verona-Sherrill presented their final projects on September 11 from their summer experiences with the MOBOCES Professional Horizons Program.

Professional Horizons is a work-based learning experience offered to highly motivated and academically competitive high school students during the summer. Students participate in internships in their local communities, work closely with mentors, explore college options and career pathways and gain real-world experience.

This summer, community internship sites included: Rome Memorial Hospital, Rome Animal Hospital, Rome Sentinel, Rome Police Department, WKTV and WUTR TV stations, Air Force Research Lab, ConMed Corporation, Faxton St. Luke's Hospital, the Great Swamp Conservancy and the Oneida County Historical Society.

During the final presentations, students shared their experiences with business leaders, work-site mentors and school district representatives.



Regional Information Center

MORIC HOSTS TECHNOLOGY SHOWCASE



The Mohawk Regional Information Center will host the 6th annual Technology Showcase at the Vernon Downs Conference Center on October 30. Superintendents, principals, teachers, curriculum leaders, business officials, technology coordinators, RIC technology experts and vendors will gather to celebrate the impact of technology in classrooms across our region. The Tech Showcase is an opportunity for attendees to network with other professionals and gain awareness, knowledge and ideas for the 2014-2015 school year.

The conference will feature keynote speaker George Couros, a social media and technology expert. Breakout sessions will encourage participants to reflect on student achievement and the role of technology in schools. Teachers and students will be able to demonstrate innovative ways they are using technology in the classroom, and the MORIC will recognize students, teachers and administrators who have demonstrated exemplary use of instructional technology.

MODEL SCHOOLS LAUNCHES E-NEWSLETTER

The Model Schools team has launched a new electronic newsletter offering information about recommended instructional technology tools and apps for district staff. The Tech Tip Newsletter is distributed bi-weekly by email and a web posting on the MORIC home page. Past issues will be archived on the Model Schools section of the website so users can access the information later.

The first newsletter focused on the "Planboard app." The newsletter gives an app overview, key features, cost, primary audience, platforms that support it, where to download it, and similar products for users to explore. It also links to tutorial videos on how to set up and use the app once it is downloaded.

Adult and Continuing Education

BCCE JOINS STATE PROJECT TO BOOST ONLINE EXAMS

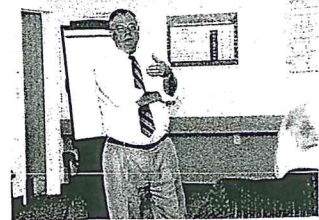
CTB/McGraw-Hill and the NYS Education Department enlisted the BOCES Consortium of Continuing Education's help in promoting the computer-based TASC™ examination through the Super Charge project. BCCE was one of three test centers statewide selected to participate, along with Onondaga-Cortland-Madison BOCES and the Queens Public Library in New York City.

Pilot test center offered back-to-back online test sessions from Monday through Saturday, August 13-September 18. At BCCE, more than 50 candidates took the exam at the Utica and Rome ACCESS Sites. Results are expected within 4-6 weeks.

Management Services

LABOR RELATIONS PRESENTS ON DATA SECURITY

Labor Relations Specialist David Pellow recently presented an overview of student data privacy and the Parents' Bill of Rights for school superintendents and administrators in the MOBOCES, Herkimer BOCES and Jefferson-Lewis BOCES regions. The Parents Bill of Rights is a new state requirement for school districts.



The workshop covered the obligations of school districts regarding the security and privacy of student data and certain types of teacher and principal data. This includes the requirement that each school district post a Parents' Bill of Rights for Data Security and Privacy.

Center for Instructional Support

LEATHERSTOCKING CONFERENCE FOCUSES ON STEM

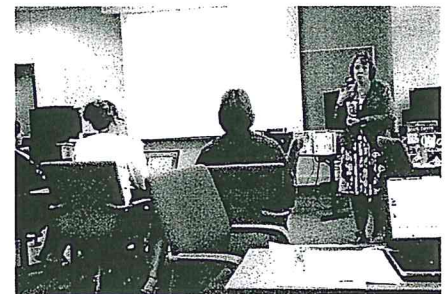
The MOBOCES School Library System and MORIC Model Schools are co-sponsoring the 29th annual Leatherstocking Conference and Technology Showcase on October 28 at Vernon Downs. They are joined by the School Library Systems at Oneida BOCES and Jefferson-Lewis BOCES in presenting the event.

This year's theme is STEM and Maker Spaces, and American Association of School Librarians (AASL) president-elect Leslie Preddy will be the keynote speaker. Participants will have a choice of 12 breakout sessions focusing on technology in the classroom, library and school, such as teaching science research, technology integration and presentation skills, school library maker spaces and promoting reading and authentic writing.

Breakout session presenters include librarians, teachers and technology integration specialists from schools in the region, including Camden, Vernon-Verona-Sherrill and Model Schools.

SLS OFFERS REGIONAL ELA DATA WORKSHOP

The School Library System sponsored its 5th MORIC ELA Data workshop on August 19. The event included a presentation on Mentor Texts from an elementary school librarian who works in the Ballston Spa district.



The presentation helped spark ideas on how to increase skills development in areas of weakness, as seen in student assessment data.

Participants were from Camden, Canastota, Madison, Rome, Stockbridge Valley and DCMO BOCES.

Alternative and Special Education

SPECIAL PROGRAMS STAFF REVISES ASSESSMENTS

Over the summer, teachers in the community-based and autism classes focused their curriculum work on revising assessments used to monitor student growth. These assessments, designed for students with severe disabilities, require carefully selected visuals, options that allow teachers to adapt materials while maintaining alignment with state standards, and a standardized system for scoring.

Teachers and support staff will receive training in September and October on the materials developed during the summer. They then will conduct student assessments to determine baseline scores in student performance and also use those results to guide instruction for the year.

The summer process required aligning the New York State Alternate Assessment (NYSAA) to the Differentiated Assessment Structure (DAS). To ensure continuity, ease of access, and consistent practice, the assessment has also been moved from a binder into totes with hanging files.

Early Childhood

ECDC OFFERS FALL WORKSHOPS ON KEY TOPICS

The Early Childhood Direction Center has scheduled a number of trainings and workshops in the coming months. These include:

- "Challenging Behaviors, Trauma and Positive Behavioral Supports" on October 23 for early childhood professionals, community agencies and parents
- "Promoting Social and Emotional Competencies in Infants and Toddlers for Parents" on November 17
- A full-day hands-on independent study course for physical and occupational therapists in the region on "Vision Processing and Therapy" on December 18

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

September 2014

Total number of materials borrowed or renewed:	1757
Number of instructional days	19

High School

Total number of 7 th -12 th grade students utilizing the library both from study halls and as a class.	547
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Elementary

With each class, I began the school year using a variety of print resources to review book care rules, library procedures, and catalog searching.

Pre-K

Library stories about counting and colors

Kindergarten

Library stories about the colors

Vocabulary: author, title

1st Grade

Author study: Beatrix Potter (a common core collaboration with music, art and library)

Vocabulary: author, title, characters

The week prior to the Book Fair each 2nd-6th grade library class viewed a DVD provided by Scholastic with book and author information pertaining to each grade level.

2nd grade

Began folktale unit starting with China

Other resources: Maps, globes, easy non-fiction

3rd grade-5th grades

Lessons continue to be shrunk to mini-lessons due to the shortened 30-minute periods! We began with book talks about new books, making reading level appropriate choices, and using the Accelerated Reader search feature in the online library catalog

6th grades

Working with 6th graders every other day has allowed me to expand their curriculum! We started with a lesson on September 11 completing some in-depth reading and then working on thinking of some deeper, more complex questions. In preparation for their Book Buddy readings, we also brainstormed tips for good read aloud techniques and best book selection choices.

Library Upkeep

Attended School Library System Liaison Meeting at BOCES

Assisted faculty members with resource searches

Updated BOCES Media Library (now called SNAP) accounts for faculty

Reviewed with High School faculty our library/Study hall procedures

Continued procedures for K-5th so that library books weren't being taken to the cafeteria due to the scheduling around their lunch times

Added 191 new books in both print and ebook formats

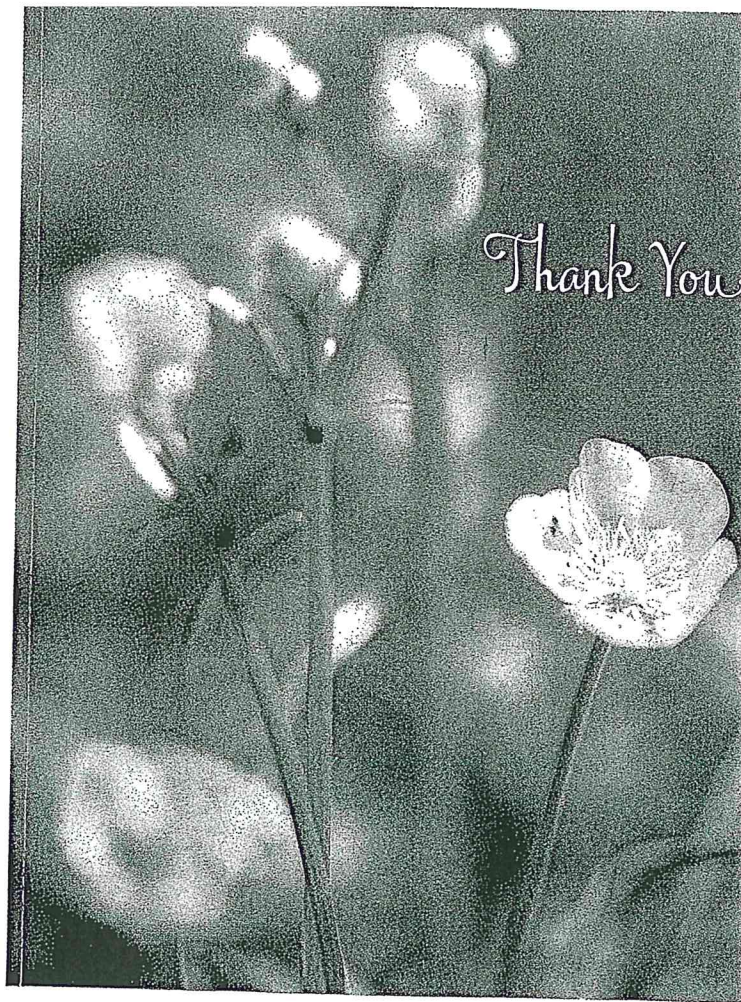
Met with Rotarian Deirdre Purdy regarding the summer reading program

Continued to help the faculty with searching and making recommendations for books/articles to support their implementation of the EngageNY modules

We continue to add to the Imagination Library registration of Madison pre-school children. We now provide books to 114 MCS future students! Isn't that amazing!

Laura Winchester

Madison Library-Media Specialist



Tender Thoughts

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Thanks to all of you
for honoring my husband
with a book for the
library in his memory.

I will never forget
your kindness.

Sincerely -
Bee Eator
and
Family