

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

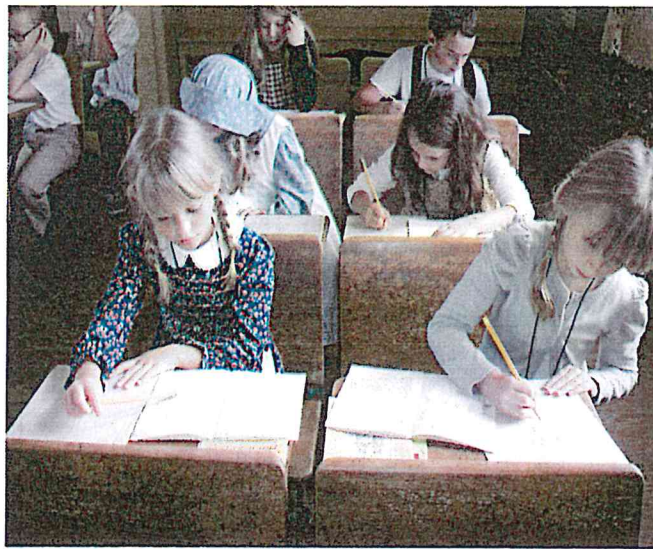
The board of education acts as one body and not as individuals. Only the board as a whole has authority. Parents and community members are asked to follow the chain of command from the bottom to the top to resolve school related issues. We are here to serve the public and meet the needs of the learning 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)
<u>August</u> 19th (R)	<u>February</u> 10th (R)
<u>September</u> 16th (R)	<u>March</u> 3rd (BW) 17th (R)
<u>October</u> 21st (R)	<u>April</u> 14th (BW) 21st (R & BOCES Vote)
<u>November</u> 18th (R)	<u>May</u> 5th (Budget Hearing)
<u>December</u> 16th-6 pm (R)	<u>June</u> 2nd (W) 16th (R)

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

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

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

Public Forum Information / Guidelines

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

DRAFT

The Reorganizational Meeting of the Board of Education of Madison Central School was held on July 8, 2014 at 6:30 pm in the LGI Room.

MEMBERS PRESENT: Mrs. Mary Bartlett-Linden – 6:33 pm
Kathy Bridge
Mr. William Langbein
Mr. James Mitchell
Mr. Jona Snyder
Mrs. Stephanie Tanner
Mr. Steven Yancey

MEMBERS ABSENT: None

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 and Pledge – District Clerk
 - a. The meeting was called to order at 6:30 pm.
- II. Oath of Office
 - a. Superintendent
 1. Perry Dewey – Mr. Dewey took his oath of office.

Mrs. Bartlett-Linden arrived at 6:33 pm.

- b. Newly elected members
 1. Mary Bartlett-Linden – Mrs. Bartlett-Linden took her oath of office.
- III. Election of 2014-2015 Board President and Oath of Office
 - a. Mrs. Tanner nominated Mr. Snyder for Board President. There were no more nominations.

MOTION # 1 – ELECTION OF MR. SNYDER AS BOARD PRESIDENT

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bridge, the board moved to approve the nomination and election of Mr. Snyder as Board President for the 2014-15 school year. Motion carried 7 yes, 0 no.

- IV. Election of 2014-2015 Board Vice President and Oath of Office
 - a. Mr. Langbein nominated Mr. Yancey for Board Vice President.
 - b. Mrs. Bridge nominated Mrs. Tanner for Board Vice President.
 - c. Mr. Mitchell nominated Mrs. Bridge for Board Vice President.
 - d. There were no more nominations. Private ballots were cast for the election of Vice President to the Board of Education. Mr. Yancey received 2 votes, Mrs. Tanner received 4 votes, Mrs. Bridge received 1 vote.

MOTION # 2 – ELECTION OF MRS. TANNER AS BOARD VICE PRESIDENT

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Bartlett-Linden, the board moved to accept the private ballot results and elect Mrs. Tanner as the 2014-15 Board of Education Vice President. Motion carried 7 yes, 0 no.

V. Appointment of District Officers

MOTION # 3 – APPROVAL OF APPOINTMENT OF DISTRICT OFFICERS
ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bridge, the board moved to approve the following list of appointments of District Officers:

- a. District Clerk – Tracey Lewis
- b. District Treasurer – Melanie Brouillette – bonded at \$300,000
- c. Deputy Treasurer - Larry Nichols – bonded at \$300,000
- d. District Tax Collector – Laura Fuess
- e. Internal Claims Auditor – Jessica Clark
- f. Extra-Classroom Activity Accounts – Tracey Lewis
- g. Purchasing Agent – Melanie Brouillette / Alternate Perry Dewey

Motion carried 7 yes, 0 no.

VI. Appointments

MOTION # 4 – APPROVAL OF APPOINTMENTS
ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Bridge, the board moved to approve the following list of appointments:

- a. School Physician – Dr. Robert Burdick
- b. School Attorney – Ferrara, Fiorenza, Larrison, Barrett and Reitz, P.C. and Hancock & Estabrook
- c. Attendance Officer – Linda Wood
- d. Independent Auditor – Bowers & Company
- e. Records Access Officer – Perry Dewey
- f. Records Management Officer – Melanie Brouillette
- g. Representative to OMH (Tri County) School Boards Association – Jona Snyder,
Alternate Stephanie Tanner
- h. Representative for District Contract Negotiations – William Langbein, James Mitchell
- i. Compliance Coordinator – Building Principal Larry Nichols
- j. Dignity Act Coordinator – Building Principal Larry Nichols, Committee on Special Education Chairperson Jeffery DeAngelo, Guidance Counselor Michael Lee, and Counselor Kristen Frawley

Motion carried 7 yes, 0 no.

VII. Committee Appointments.

MOTION # 5 – APPROVAL OF COMMITTEE APPOINTMENTS
ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the following list of Committee Appointments:

- a. Committee on Special Education (CSE)
Parent or Person in Parental Relationship to the Student
Regular Education Teacher of the Student
Special Education Teacher of the Student
School Psychologist – Mr. Walter Owens
Chairperson/Administrator – Mr. Jeffrey DeAngelo
Subcommittee Chairperson – Ms. Michele Cotter
School Physician – Dr. Robert Burdick
Parent Member – Ms. Lori Hepburn
Other Persons Having Knowledge or Special Expertise Regarding the Student
Student, if appropriate
Office Assistant: Ms. Jessica Clark
- b. Committee on Pre-School Education (CPSE)
Parent or Person in Parental Relationship to the Student
Regular Education Teacher of the Student
Special Education Teacher of the Student
School Psychologist – Mr. Walter Owens
Chairperson/Administrator – Mr. Jeffrey DeAngelo

Subcommittee Chairperson – Ms. Michele Cotter
School Physician – Dr. Robert Burdick
Parent Member – Ms. Lori Hepburn
Other Persons Having Knowledge or Special Expertise Regarding the Student
Student, if appropriate
Office Assistant: Ms. Jessica Clark
Early intervention Transition specialist, if appropriate
Representative from Madison County – Ms. Rosanne Lewis
Representative from Oneida County – Ms. Denise Slack

c. Acceptance to use Impartial Hearing Officer List as provided by NYSED Impartial Hearing Reporting System @pd.nysed.gov/specedhelp/ihrs.

d. District Safety Team – see enclosed list

Motion carried 7 yes, 0 no.

VIII. Designations

MOTION # 6 – APPROVAL OF DESIGNATIONS

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

Asbestos Designee – Christopher Post
Official Depository – Key Bank, National Bank and Trust, Bank of America, Berkshire Bank, HSBC and First Niagara Bank
Investment Banks – Bank of America, Chase Bank, National Bank and Trust and MBIA (Class), New York Liquid Assets Funds (NYLAF), Citizens Bank, HSBC and First Niagara Bank
Official Newspaper – Oneida Daily Dispatch
Health Consortium Representative – Perry Dewey
Health Consortium Alternate Representative – Melanie Brouillette

Motion carried 7 yes, 0 no.

IX. Authorizations

MOTION # 7 – APPROVAL OF AUTHORIZATIONS

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the following list of Authorizations:

Payroll Certification – Melanie Brouillette
Conference Approval – Perry Dewey
Petty Cash Funds – Melanie Brouillette
Signatures for all checks, deposits for all funds except Extra Classroom Activity – Melanie Brouillette / Alternate Larry Nichols
Signatures for Classroom Activity – Perry Dewey and Tracey Lewis / Alternate Larry Nichols
Budgetary Transfers – Perry Dewey
Applications and Reports for Federal Funds – Perry Dewey
School Lunch and Breakfast Claims and Applications – Kathy Carney
Authorization to Suspend
a. Perry Dewey - Superintendent
b. Larry Nichols – Building Principal
c. Jeffrey DeAngelo – Education Coordinator
Authorization for the use of the District Credit Card - Superintendent Perry Dewey or his designee with a limit of \$2,500.00

Motion carried 7 yes, 0 no.

X. Adoption of Board Policies

MOTION # 8 – ADOPTION OF BOARD POLICIES

ON THE MOTION of Mr. Mitchell, seconded by Mrs. Bridge, the board moved to re-adopt the board policies. Motion carried 7 yes, 0 no.

XI. Authorization to borrow up to \$900,000 in revenue anticipation notes for the 2014-2015 school year.

MOTION # 9 – APPROVAL OF AUTHORIZATION TO BORROW FUNDS

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Bartlett-Linden, the board moved to approve the authorization to borrow up to \$900,000 in revenue anticipation notes for the 2014-15 school year. Motion carried 7 yes, 0 no.

XII. Approval of Mileage Reimbursement Rate of \$.56 per mile

MOTION # 10 – APPROVAL OF MILEAGE REIMBURSEMENT RATE

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the Mileage Reimbursement Rate of \$.56 per mile. Motion carried 7 yes, 0 no.

XIII. Approval of Annual Out of District Student Tuition of \$1,850.00 per year for 2014-2015

MOTION # 11 – APPROVAL OF ANNUAL OUT OF DISTRICT STUDENT TUITION OF \$1,850.00 FOR THE 2014-15 YEAR

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the annual Out of District Tuition Rate of \$1,850.00 per year for 2014-15. Motion carried 7 yes, 0 no.

XIV. Substitute Rate of Pay as per the attached worksheet

MOTION # 12 – APPROVAL OF SUBSTITUTE PAY RATES

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the Substitute Pay Rate schedule for the 2014-15 School year. Motion carried 7 yes, 0 no.

XV. Adoption of Calendars

MOTION # 13 – ADOPTION OF CALENDARS

ON THE MOTION of Mrs. Bartlett-Linden seconded by Mrs. Bridge, the board moved to adopt the following calendars:

- a. Board of Education Meetings
- b. Establishment of Hours for Budget Vote and Election – Recommendation 12:00 Noon to 8:00 p.m. on May 19, 2015

Motion carried 7 yes, 0 no.

XVI. Appointment of Election Inspector and Clerks

MOTION # 14 – APPROVAL OF ELECTION INSPECTORS AND CLERKS

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the appointment of election inspectors and clerks as follow:

- a. Laura Fuess, Inspector
- b. Barbara Andrews
- c. Kathy Burns

Motion carried 7 yes, 0 no.

- XVII. Acceptance of Free and Reduced Lunch Price Income Eligibility Guidelines for School Lunch 2014-2015

MOTION # 15 – ACCEPTANCE OF FREE AND REDUCED LUNCH INCOME ELIGIBILITY
ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to accept the Free and Reduced Lunch Price Income Eligibility Guideline for School Lunch for 2014-15. Motion carried 7 yes, 0 no.

- XVIII. Approval of Extra-Curricular Organizations as listed on enclosed listing

MOTION # 16 – APPROVAL OF EXTRA-CURRICULAR ORGANIZATIONS
ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the Extra-Curricular Organization listing as provided. Motion carried 7 yes, 0 no.

- XIX. Additional Authorizations
a. Retiree Drug Subsidy (RDS) Center Authorized Representative Verification – Lisa M. Decker as Authorized Representative

MOTION # 17 – APPROVAL OF RETIREE SUBSIDY (RDS) CENTER AUTHORIZED REPRESENTATIVE VERIFICATION
ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the Retiree Subsidy (RDS) Center Authorized Verification representative Verification with Lisa M. Decker as authorized representative. Motion carried 7 yes, 0 no.

- XX. Adjournment

MOTION # 18 – ADJOURNMENT
ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to adjourn for the evening at 6:45 pm. Motion carried 7 yes, 0 no.

DRAFT

The Regular Meeting of the Board of Education of Madison Central School was held on July 8, 2014 at 7:00 pm in the LGI Room.

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

MEMBERS ABSENT: None

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 7:00 pm.
- II. Agenda Additions
- III. Consent Agenda
 - a. Approval of Agenda for This Meeting

MOTION # 1 – APPROVAL OF AGENDA

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

- b. Approval of Minutes
 1. June 27, 2014 Special Meeting Minutes

MOTION # 2 – APPROVAL OF JUNE 27, 2014 SPECIAL MEETING MINUTES

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the minutes from the June 27, 2014 Special Meeting Minutes. Motion carried 7 yes, 0 no.

- IV. Public Forum
 - a. A question was raised about the costs of the sports teams purchasing warm ups each season.
- V. Reports
 - a. Treasurer
 1. Internal Claim Auditor's Report

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

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

2. Treasurer's Report dated May 31, 2014

MOTION # 4 – APPROVAL OF MAY 31, 2014 TREASURER'S REPORT

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Bartlett-Linden, the board moved to approve the May 31, 2014 Treasurer's Report. Motion carried 7 yes, 0 no.

3. Detail Warrants

MOTION # 5 – APPROVAL OF DETAIL WARRANTS

ON THE MOTION of Mrs. Bridge, seconded by Mr. Yancey, the board moved to approve the Detail Warrants as follow: Warrant Number 41 – Fund A – 5/9/14 – 7 pages, Warrant Number 43 – Fund A – 6/10/14 – 1 page, Warrant Number 44 – Fund A – 5/22/14 - 11 pages, Warrant Number 18 – Fund C – 5/9/14 – 2 pages, Warrant Number 19 – Fund C – 5/22/14 – 2 pages, Warrant Number 12 – Fund TA – 6/10/14 – 4 pages, Warrant Number 14 – Fund TA – 6/10/14 – 1 page, Warrant Number 8 – Fund HBUS – 6/10/14 – 1 page, Warrant Number 13 – Fund FA14 – 5/9/14 – 2 pages, Warrant Number 14 – Fund FA14 – 5/22/14 – 2 pages. Motion carried 7 yes, 0 no.

4. Approval of Transfers

MOTION # 6 – APPROVAL OF TRANSFERS

ON THE MOTION of Mr. Yancey, seconded by Mrs. Bartlett-Linden, the board moved to approve the transfers. Motion carried 7 yes, 0 no.

b. Committee Reports – 2014-15 Dates and times have been set.

1. Budget - Mr. Yancey, Mr. Snyder
2. Building & Grounds - Mr. Yancey, Mr. Langbein, Mr. Snyder
3. Curriculum, Sports, Music, & Drama – Mrs. Bridge, Mr. Mitchell, Mrs. Bartlett-Linden, and alternates Mrs. Tanner, Mr. Snyder
4. Negotiations & Labor - Mr. Langbein, Mr. Mitchell
5. Policy – Mr. Snyder, Mr. Mitchell
6. Sports, Music & Drama –combined with Curriculum Committee
7. Strategic Plan – Mr. Snyder, Mrs. Tanner
8. Technology - Mr. Langbein and alternate Mr. Snyder
9. Safety – Mr. Langbein and alternate Mr. Snyder

c. Superintendent – Information Items

1. Veteran's Exemption Discussion will be held at the September regular meeting.
2. The Oneida-Madison-Herkimer Counties School Boards Institute Certificates of Recognition of Participation for Jona Snyder and Stephanie Tanner were presented.
3. Committee dates, members, and times were discussed and decided as previously listed.
4. Mr. Dewey gave a Building Project Update.

MOTION # 7 – APPROVAL OF MR. DEWEY TO ACCEPT AND AWARD BIDS

ON THE MOTION of Mr. Mitchell, seconded by Mrs. Tanner, the board moved to approve Mr. Dewey to accept and award bids in relation to the Safety Building Project on behalf of the board of education. Motion carried 7 yes, 0 no.

5. The board decided to hold their Retreat on July 23, 2014 at 6:30 pm at the Historical Society building in Madison.
6. Mr. Dewey congratulated Miss Hudyncia for receiving the NYSAAE Teacher Turn Key Award.

7. Mr. Dewey updated the board on the progress of the PreK Grant and application process and thanked Mrs. Clark, Mrs. Brouillette, and Mr. DeAngeo for the work they put into this process.
8. Mr. Dewey discussed a question raised about the transportation of our own students utilizing school vehicles for non-school related activities.

d. Superintendent – Approval Items

1. Approval of participation of Mr. Dewey in The Council's Workshops
 - a. 2014 Fall Leadership Summit September 21-23, 2014
 - b. 2015 Winter Institute and Lobby Day March 8-10, 2014

MOTION # 8 – APPROVAL OF MR. DEWEY'S ATTENDANCE AT THE COUNCIL'S WORKSHOPS

ON THE MOTION of Mr. Mitchell, seconded by Mrs. Bridge, the board moved to approve the participation of Mr. Dewey in The Council's Workshops to be held on September 21-23, 2014 and March 8-10, 2015. Motion carried 7 yes, 0 no.

- c. Approval of bid for Safety Building Project – done earlier – see motion #7

e. Building Principal / Education Coordinator's Joint Report

1. Building Principal – Mr. Nichols updated the board on the Regents Scores and the Summer Enrichment program progress.
2. Education Coordinator – Mr. DeAngelo updated the board on the progress made through the Strategic Plan Performance.

VI. Policy

- a. None

VII. Old Business

- a. None

VIII. New Business

- a. None

IX. Correspondence

- a. The 2014-15 Board Member list was provided.
- b. Richard Engelbrecht's monthly BOCES newsletter for July 2014 was provided.

X. Executive Session

- a. Collective negotiations pursuant to Article 14 of the Civil Service Law i.e., the Taylor Law

MOTION # 8 – ENTER EXECUTIVE SESSION

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Bartlett-Linden, the board moved to enter into Executive Session at 7:45 pm. Motion carried 7 yes, 0 no.

MOTION # 9 – APPOINTMENT OF MRS. TANNER AS TEMPORARY DISTRICT CLERK

ON THE MOTION of Mr. Yancey, seconded by Mrs. Bartlett-Linden, the board moved to appoint Mrs. Tanner as the temporary District Clerk for Executive Session and adjournment. Motion carried 7 yes, 0 no.

Mrs. Bridge left at 7:45 pm.

MOTION # 10 – ADJOURN EXECUTIVE SESSION

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mr. Yancey, the board moved to adjourn Executive Session at 7:55 pm. Motion carried 6 yes, 0 no.

XI. Adjournment

MOTION # 11 – ADJOURMENT

ON THE MOTION of Mr. Yancey, seconded by Mrs. Bartlett-Linden, the board moved to adjourn for the evening at 7:56 pm. Motion carried 6 yes, 0 no.

DRAFT

The Board of Education Retreat Meeting of the Board of Education of Madison Central School was held on July 23, 2014 at 6:30 pm at the Madison Historical Society Building.

MEMBERS PRESENT: Mrs. Mary Bartlett-Linden
Mr. William Langbein
Mr. James Mitchell
Mr. Jona Snyder
Mrs. Stephanie Tanner
Mr. Steven Yancey

MEMBERS ABSENT: Mrs. Kathy Bridge

OTHERS PRESENT: Mr. Perry Dewey, Superintendent
Mrs. Melanie Brouillette, Treasurer

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

MOTION # 1 – APPROVAL OF AGENDA

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

- IV. Public Forum
 - a. Requests were made that there be one central bus stop on North St. in the village of Madison for students living on that street.
 - b. Comments were made suggesting a stricter dress code be enforced for both students and staff of Madison Central School.
 - c. Comments were raised about parents being uneasy about the full day PreK program. Mr. Dewey explained that there was a parent meeting held to inform the parents about the new PreK program.
- V. Reports
 - a. Treasurer
 1. Fund Balance was discussed with the option of a mid-year purchase.
 2. Approval of Transfers

MOTION # 2 – APPROVAL OF TRANSFERS

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

- b. Superintendent Information Items
 1. The new Soccer Uniform Badge was discussed and all members of the board are in agreement with its use.

2. Clerk of the Works Discussion

MOTION # 3 – APPROVAL TO APPOINT A CLERK OF THE WORKS

ON THE MOTION of Mr. Mitchell, seconded by Mrs. Bartlett-Linden, the board moved to appoint a Clerk of the Works for the summer building project. The salary would be \$70 per hour for a total not to exceed \$10,000 and the funding would come out of the \$320,000 building project funds. Motion carried 6 yes, 0 no.

c. Superintendent – Approval Items

1. Approval of Employment Contract for Larry Nichols as Building Principal as amended for the district effective July 23, 2014 (Amend Date to 7/1/14)

MOTION # 4 – APPROVAL OF EMPLOYMENT CONTRACT FOR LARRY NICHOLS

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mr. Mitchell, the board moved to approve the Employment Contract for Larry Nichols as Building Principal as amended for the district effective July 1, 2014. Motion carried 6 yes, 0 no.

2. Acceptance of Auction International Bids

MOTION # 5 – ACCEPTANCE OF AUCTION INTERNATIONAL BIDS

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mr. Mitchell, the board moved to accept the following bids as noted.

- a. Bus #87 – Accept Bid
- b. Bus #88 – Accept Bid
- c. Bus #90 – Accept Trade

Motion carried 6 yes, 0 no.

3. Acceptance of Sports Utility Vehicle Bid IFB 14-07-015 from Carbone Auto Group \$37,908 or Summit Chevrolet \$39,770

MOTION # 6 – ACCEPTANCE OF CARBONE BID FOR SPORTS UTILITY BID

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Tanner, the board moved to approve the Sports Utility Vehicle Bid IFB 14-07-015 from Carbone Auto Group for \$37,908. Motion carried 6 yes, 0 no.

4. Approval of Parking Lot Repair and Sealing IFB 14-07-014 with Sittsy Sealing and Paving \$13,000

MOTION # 7 – APPROVAL OF PARKING LOT REPAIR AND SEALING BID WITH SITTSY SEALING AND PAVING FOR \$13,000

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Tanner, the board moved to approve the Parking Lot Repair and Sealing Bid IFB 14-07-014 with Sittsy Sealing and Paving for \$13,000. Motion carried 6 yes, 0 no.

5. Approval of extra Board of Education meeting date of August 12, 2014 for BOCES election to be held at ??? pm

MOTION # 8 – APPROVAL OF BOARD MEETING AUGUST 12, 2104 AT 7 AM

ON THE MOTION of Mrs. Bartlett=Linden, seconded by Mrs. Tanner, the board moved to approve the addition of a Special Board Meeting to be held on August 12, 2014 at 7:00 am for the purpose of accepting the BOCES election resolutions. Motion carried 6 yes, 0 no.

- VI. New Business
 - a. Personnel
 - 1. Appointment
 - a. Diane Hill - PreK Teacher in the Elementary Tenure Tract area effective 9/1/14 with permanent Certification in Pre Kindergarten and Kindergarten Grades 1-6

MOTION # 9 – APPROVAL OF DIANE HILL AS PREK TEACHER

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Tanner, the board moved to approve Diane Hill as the PreK Teacher in the Elementary Tenure Tract area effective 9/1/14 with permanent Certification in Pre Kindergarten and Kindergarten Grades 1-6 with salary as per contract. Motion carried 6 yes, 0 no.

The board opted to adjust the agenda slightly to close the meeting portion of the agenda and then continue into the Retreat portion of the agenda.

- VII. Executive Session
 - a. Collective Negotiations pursuant to Article 14 of the Civil Service Lay i.e., the Taylor Law. (negotiations)

MOTION # 10 – CANCEL EXECUTIVE SESSION – NOT NEEDED

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Tanner, the board moved to cancel the planned Executive Session as it was not deemed necessary at this time. Motion carried 6 yes, 0 no.

At this time Mr. Mitchell presented the board with a letter of intent to resign from his position as Board of Education member effective immediately for personal purposes.

MOTION # 11 – ACCEPTANCE OF RESIGNATION OF JAMES MITCHELL

ON THE MOTION of Mrs. Tanner, seconded by Mr. Yancey, the board moved to accept the resignation of Mr. Mitchell as Board of Education member effective immediately with regrets. Motion carried 5 yes, 0 no.

Discussion was held by the board as to what process to utilize for purposes of filling this newly vacated seat. The board decided to advertise for applicants, accept applications until August 1, 2014, perform an interview with interested applicants on August 5, 2014 beginning at 6:30 pm. The selected candidate would be appointed at the Special Meeting to be held on August 12, 2014 at 7:00 am..

- VIII. Adjournment

MOTION # 12 – ADJOURNMENT

ON THE MOTION of Mr. Yancey, seconded by Mrs. Bartlett-Linden, the board moved to adjourn the meeting portion of the retreat at 7:50 pm and then continue on with the retreat. Motion carried 5 yes, 0 no.

The board then continued on with discussion of the following topics:

- IX. Board of Education Retreat Agenda
 - a. Setting of the BOE Strategic Plan Goals
 - 1. Policy
 - a. Complete Policy Review
 - 2. Curriculum/sports/music/drama
 - a. Middle School Initiative
 - b. Career Counseling/Life Skills/portfolio process
 - c. Applied Learning (Rigor and Relevance)
 - d. Expand curricular and co-curricular offerings
 - e. Distance Learning growth
 - f. Technology Degrees/ CTE approval for Tech and Ag

3. Budget
 - a. Middle School initiative
 - b. Increase Bandwidth/needed Technology
 - c. 1:1 Computing (every student has a device)
 - d. Facilities Project
 - e. Addition of a Building Administrator
 - f. Support curriculum/sports/music/drama initiative
4. Building and Grounds
 - a. Develop a five year building plan
 - b. Configure a Middle School
 - c. Community Counseling Center
 1. Health and Human Services
 2. Family Supports
 - d. Summer Enrichment (year round after school programming)
- b. Setting BOE and the Superintendents Goals

DRAFT

The Special Meeting of the Board of Education of Madison Central School was held on August 12, 2014 at 7:00 am in the library.

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

MEMBERS ABSENT: Mrs. Mary Bartlett-Linden

OTHERS PRESENT: Mr. Perry Dewey, Superintendent
Ms. Tracey Lewis, District Clerk

- I. Call to Order
 - a. Mr. Snyder, President, called the meeting to order at 7:01 am.
- II. Agenda Additions
- III. Consent Agenda
 - a. Approval of Agenda for This Meeting

MOTION # 1 – 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.

- IV. Public Forum
 - a. A community member questioned the process for filling the vacant Board of Education seat asking if proper protocol had been followed and indicating his interest in filling a seat if the opportunity arose again.
- V. Reports
 - a. Superintendent – Approval Items
 1. Approval of Beverly Biedermann to fill the vacated Board of Education seat vacated by Mr. Mitchell and to fulfill that term which expires 6/30/17

MOTION # 2 – APPROVAL OF BEVERLY BIEDERMANN TO FILL VACANT BOARD SEAT

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to appoint Beverly Biedermann to fill the vacant seat vacated by Mr. Mitchell. This appointment will be valid from 8/12/14 through 6/30/15. By law, this vacant seat will be up for re-election at the May 2015 Budget Vote to complete the unexpired term which officially expires 6/30/17. Motion carried 5 yes, 0 no.

2. Approval of Ms. Biedermann to fill all the vacated committee assignments vacated by Mr. Mitchell including Policy Committee, Curriculum, Sports, Music & Drama Committee, Negotiations & Labor Committee, and Building & Grounds Committee

MOTION # 3 – APPROVAL OF BEVERLY BIEDERMANN TO FILL ALL VACATED COMMITTEE SEATS PREVIOUSLY HELD BY MR. MITCHELL

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve Beverly Biedermann to fill all vacated committee seats previously held by Mr. Mitchell which include Policy Committee, Curriculum, Sports, Music & Drama Committee, Negotiations & Labor Committee, and Building & Grounds Committee. Motion carried 5 yes, 0 no.

Mrs. Biedermann took her Oath of Office at this time.

3. Approval of Construction Associates LLC as clerk of the works for the safety and security project and EPC Project

MOTION # 4 – APPROVAL OF CONSTRUCTION ASSOCIATES LLC AS CLERK OF THE WORKS FOR SAFETY AND SECURITY PROJECT AS WELL AS THE EPC PROJECT

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bridge, the board moved to approve Construction Associates LLC as the Clerk of the Works for the safety and security project as well as the EPC project. Motion carried 6 yes, 0 no.

4. Approval of Thomas Hollingsworth as the Stockbridge Valley Central School Madison-Oneida BOCES Representative

MOTION # 5 – APPROVAL OF THOMAS HOLLINGSWORTH AS THE STOCKBRIDGE VALLEY CENTRAL SCHOOL MADISON ONEIDA BOCES REPRESENTATIVE

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the appointment of Thomas Hollingsworth as the Stockbridge Valley Central School Madison Oneida BOCES Representative to fill the unexpired vacated term. Motion carried 6 yes, 0 no.

5. Approval of 2014-15 Student Handbook

MOTION # 6 – APPROVAL OF 2014-15 STUDENT HANDBOOK

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the 2014-2015 Student Handbook. Motion carried 6 yes, 0 no.

VI. Appointments
a. Advisor Appointments

MOTION # 7 – APPROVAL OF ADVISOR APPOINTMENTS FOR 2014-15

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to approve the following advisor appointments for the 2014-2015 school year:

1. Senior Class Co -Advisors – Brian Merkt and Jennifer Dodge
2. Junior Class Co-Advisors – Megan Barnes and Travis Owens
3. Sophomore Class Co-Advisors – Melissa Ruane and Amber Neiss
4. Freshman Class Advisor – TBD
5. MADKA Advisor – Shannon Kemp
6. Athletic Director – Michael Lee
7. Choral Director – Nicole Winegard
8. FFA Advisor – Julia Hudyncia
9. Student Council Advisors – TBD
10. National Honor Society Advisor – Maveret Umstead
11. Music/Drama Director – Maveret Umstead
12. Detention Monitor (per diem) – TBD
13. SADD – TBD

Motion carried 6 yes, 0 no.

b. Coaching Appointments

MOTION # 8 – APPROVAL OF COACHING APPOINTMENTS FOR 2014-2015

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Biedermann, the board moved to approve the following coaching appointments for the 2014-2015 school year:

1. Girls Varsity Soccer – Herb Bingel
2. Boys Varsity Soccer – Michael Strong
3. Girls Modified Soccer – Julia Hudyncia
4. Boys Modified Soccer – Spencer Staring
5. Girls Varsity Basketball – Elaine Hogan
6. Boys Varsity Basketball – Dan Mitchell
7. Girls JV Basketball – Travis Owens
8. Boys JV Basketball – Michael Strong
9. Girls Modified Basketball – Joe Burdick
10. Boys Modified Basketball – Chad Reese
11. Girls Varsity Softball – Elaine Hogan
12. Boys Varsity Baseball – Seth Howard
13. Girls Modified Softball – Joe Burdick
14. Boys Modified Baseball – TBD
15. Cheerleading - TBD

Motion carried 6 yes, 0 no.

VII. Adjournment

MOTION # 9 –ADJOURNMENT

ON THE MOTION of Mrs. Bridge, seconded by Mrs. Tanner, the board moved to adjourn for the evening at 7:16 am. Motion carried 6 yes, 0 no.

after interest distribution

MADISON CENTRAL SCHOOL				
STATEMENT OF REVENUE AND EXPENDITURES				
MONTHLY REPORT				
June , 2014				
ACTIVITY	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
SALES TAX	441.56	146.26	0	587.82
INTEREST	5.94	1.08	7.02	0
CLASS OF 2013	0	0	0	0
CLASS OF 2014	1173.79	1066.65	1557.78	682.66
CLASS OF 2015	6852.15	153.69	13.92	6991.92
CLASS OF 2016	2617.46	1138.17	229.87	3525.76
CLASS OF 2017	4523.95	130.36	605.6	4048.71
ART CLUB	136.94	0	0	136.94
BAND	532.56	290.12	611.64	211.04
CHORUS	659.87	0.1	0	659.97
JUNIOR CHORUS	1030.07	1460.57	1277.15	1213.49
DRAMA	1673.92	0.17	285.6	1388.49
FFA	4555.05	685.27	600	4640.32
FFA-Milk	214.34	386.14	439.81	160.67
INTERNATIONAL CLUB	676.61	0.11	0	676.72
LIBRARY CLUB	685.36	0.11	0	685.47
MADKA	13677.35	1111.16	2647.63	12140.88
NATIONAL HONOR SOCIETY	154.94	0.03	0	154.97
SADD	409.25	50.02	382.71	76.56
STUDENT COUNCIL	2096.78	150.31	1025	1222.09
TECH	1615.41	74.3	0	1689.71
B Soccer	480.22	0.06	0	480.28
G Soccer	0	0	0	0
B - BB	1272.58	0.18	0	1272.76
G - BB	0	0	0	0
B Base	0.27	0	0	0.27
G Soft	0	0	0	0
Cheer	0	0	0	0
TOTALS:	45486.37	6844.86	9683.73	42647.5
				42647.5
RESPECTFULLY SUBMITTED,				
Tracey Lewis, District Clerk				

before interest distribution

June

MADISON CENTRAL SCHOOL				
STATEMENT OF REVENUE AND EXPENDITURES				
MONTHLY REPORT				
June , 2014				
ACTIVITY	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
SALES TAX	441.56	146.26	0	587.82
INTEREST	5.94	1.08	0	7.02
CLASS OF 2013	0	0	0	0
CLASS OF 2014	1173.79	1066.07	1557.78	682.08
CLASS OF 2015	6852.15	152.73	13.92	6990.96
CLASS OF 2016	2617.46	1137.81	229.87	3525.4
CLASS OF 2017	4523.95	130	605.6	4048.35
ART CLUB	136.94	0	0	136.94
BAND	532.56	290	611.64	210.92
CHORUS	659.87	0	0	659.87
JUNIOR CHORUS	1030.07	1460.43	1277.15	1213.35
DRAMA	1673.92	0	285.6	1388.32
FFA	4555.05	684	600	4639.05
FFA-Milk	214.34	386.11	439.81	160.64
INTERNATIONAL CLUB	676.61	0	0	676.61
LIBRARY CLUB	685.36	0	0	685.36
MADKA	13677.35	1109.28	2647.63	12139
NATIONAL HONOR SOCIETY	154.94	0	0	154.94
SADD	409.25	50	382.71	76.54
STUDENT COUNCIL	2096.78	150	1025	1221.78
TECH	1615.41	74.07	0	1689.48
B Soccer	480.22	0	0	480.22
G Soccer	0	0	0	0
B - BB	1272.58	0	0	1272.58
G - BB	0	0	0	0
B Base	0.27	0	0	0.27
G Soft	0	0	0	0
Cheer	0	0	0	0
TOTALS:	45486.37	6837.84	9676.71	42647.5
				42647.5
RESPECTFULLY SUBMITTED,				
Tracey Lewis, District Clerk				

May

MADISON CENTRAL SCHOOL				
STATEMENT OF REVENUE AND EXPENDITURES				
MONTHLY REPORT				
May , 2014				
ACTIVITY	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
SALES TAX	308.95	132.61	0	441.56
INTEREST	4.69	1.25	0	5.94
CLASS OF 2013	0	0	0	0
CLASS OF 2014	2825.64	1886.95	3538.8	1173.79
CLASS OF 2015	7229.5	3468	3845.35	6852.15
CLASS OF 2016	2466.24	815.82	664.6	2617.46
CLASS OF 2017	2152.95	4921	2550	4523.95
ART CLUB	136.94	0	0	136.94
BAND	575.14	140	182.58	532.56
CHORUS	809.36	103.5	252.99	659.87
JUNIOR CHORUS	966.03	1211.08	1147.04	1030.07
DRAMA	1282.19	534	142.27	1673.92
FFA	9763.15	995	6203.1	4555.05
FFA-Milk	238.25	392.2	416.11	214.34
INTERNATIONAL CLUB	676.61	0	0	676.61
LIBRARY CLUB	685.36	0	0	685.36
MADKA	13459.74	217.61	0	13677.35
NATIONAL HONOR SOCIETY	264.01	100.93	210	154.94
SADD	556.76	200	347.51	409.25
STUDENT COUNCIL	2096.78	0	0	2096.78
TECH	1615.41	0	0	1615.41
B Soccer	480.22	0	0	480.22
G Soccer	0	0	0	0
B - BB	1272.58	0	0	1272.58
G - BB	0	0	0	0
B Base	24.27	186	210	0.27
G Soft	0	0	0	0
Cheer	0	0	0	0
TOTALS:	49890.77	15305.95	19710.35	45486.37
				45486.37
RESPECTFULLY SUBMITTED,				
Tracey Lewis, District Clerk				

April

MADISON CENTRAL SCHOOL				
STATEMENT OF REVENUE AND EXPENDITURES				
MONTHLY REPORT				
April , 2014				
ACTIVITY	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
SALES TAX	157.47	151.48	0	308.95
INTEREST	3.45	1.24	0	4.69
CLASS OF 2013	0	0	0	0
CLASS OF 2014	7613.2	1441.99	6229.55	2825.64
CLASS OF 2015	6458.35	1073.81	302.66	7229.5
CLASS OF 2016	2228.51	1083.33	845.6	2466.24
CLASS OF 2017	1564.2	600	11.25	2152.95
ART CLUB	136.94	0	0	136.94
BAND	862.01	2797.08	3083.95	575.14
CHORUS	809.36	0	0	809.36
JUNIOR CHORUS	1005.78	0	39.75	966.03
DRAMA	755.52	725	198.33	1282.19
FFA	9231.65	850	318.5	9763.15
FFA-Milk	272.76	405.28	439.79	238.25
INTERNATIONAL CLUB	676.61	0	0	676.61
LIBRARY CLUB	685.36	0	0	685.36
MADKA	12442.12	1017.62	0	13459.74
NATIONAL HONOR SOCIETY	264.01	0	0	264.01
SADD	6.76	550	0	556.76
STUDENT COUNCIL	1677.69	570.49	151.4	2096.78
TECH	1615.41	0	0	1615.41
B Soccer	480.22	0	0	480.22
G Soccer	0	0	0	0
B - BB	1272.58	0	0	1272.58
G - BB	0	0	0	0
B Base	0.5	1330	1306.23	24.27
G Soft	0	0	0	0
Cheer	0	0	0	0
TOTALS:	50220.46	12597.32	12927.01	49890.77
				49890.77
RESPECTFULLY SUBMITTED,				
Tracey Lewis, District Clerk				



School Boards Institute

"Children First"

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

ROBERT GROUP
1st Vice President
Telephone:
(315) 363-5021
E-Mail:
rgroup@oneidacsd.org

MICHAEL HEAD
2nd Vice President
Telephone:
(315) 794-2891
E-Mail:
mshhead1006@netzero.com

JAMES VANWORMER
Coordinator for
Board Training
Telephone:
(315) 941-6229
E-Mail:
jvwormer@gmail.com

HEATHER NITTI
Secretary for
Board Training
Telephone:
(315) 867-2032
FAX: 867-2004
E-Mail:
hnitti@herkimer-boces.org

TO: OMH SBI Members
FROM: James Van Wormer
DATE: July 29, 2014
RE: NYSSBA Convention Transportation to New York City

Please be advised your OMH SBI will again coordinate transportation via charter bus to the NYSSBA Convention in New York City. This year's convention begins on Sunday, October 26th and concludes Tuesday, October 28th.

We currently are planning to pick up members at the Madison BOCES, Oneida BOCES and Herkimer BOCES on our way to New York City. A detailed itinerary will be sent in mid-September. Attached to this information is a registration form. We will transport all individuals from O-M-H SBI member school districts who register for this event. This includes members, other district officials or family members as registered. Transportation is available for round trip or can be used one way depending on member's needs, activities and schedule.

The cost of the bus transportation will be billed through the Oneida BOCES to each respective district based on registration.

The only thing OMH SBI members need to do is make sure you reserve your seat by contacting Heather Nitti using the attached registration form. We have a charter bus that will accommodate up to 55 passengers. Currently, we have 15 registered for the trip.

If you or your school superintendent have additional questions or need more information, please give me a call or e-mail.

Thank you for your time and attention to this information and your continued support of your OMH SBI organization.

Attachment

JV/hn



SCHOOL BOARDS INSTITUTE
2014 NYSSBA Convention
Bus Reservation

Please be at the departure site 20 minutes prior to departing as we will be on a tight schedule
(Bus departure: *Madison-8:45 a.m; Oneida-9:45 a.m; Herkimer-10:30 a.m.*)
(Bus return: 11:00 a.m. from Sheraton Towers)

District: _____

***Name** _____ **Phone #:** _____

Departure: I would like to reserve _____ seat(s) for Sunday, October 26, 2014

Return: I would like to reserve _____ seat(s) for Tuesday, October 28, 2014

I will be leaving from: _____ Madison _____ Oneida _____ Herkimer BOCES

***Name** _____ **Phone #:** _____

Departure: I would like to reserve _____ seat(s) for Sunday, October 26, 2014

Return: I would like to reserve _____ seat(s) for Tuesday, October 28, 2014

I will be leaving from: _____ Madison _____ Oneida _____ Herkimer BOCES

***Name** _____ **Phone #:** _____

Departure: I would like to reserve _____ seat(s) for Sunday, October 26, 2014

Return: I would like to reserve _____ seat(s) for Tuesday, October 28, 2014

I will be leaving from: _____ Madison _____ Oneida _____ Herkimer BOCES

***Name** _____ **Phone #:** _____

Departure: I would like to reserve _____ seat(s) for Sunday, October 26, 2014

Return: I would like to reserve _____ seat(s) for Tuesday, October 28, 2014

I will be leaving from: _____ Madison _____ Oneida _____ Herkimer BOCES

MADISON CENTRAL SCHOOL 2014-15 CALENDAR

July 2014

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

August 2014

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

September 2014

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

October 2014

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

November 2014

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

December 2014

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

January 2015

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

February 2015

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

March 2015

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

April 2015

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

May 2015

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

June 2015

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

Classes start on—Sept. 4

Classes end on—June 25

Supt. Conf. Days ()

Vacation Days – boxed

Regents Test Days – bold underlined

Student Vacation Days

Sept. 2-3 Full Day Supt. Conf.

Oct. 13 Columbus Day

Oct. 29 Full Day Supt. Conf.

Nov. 11 Veteran's Day

Nov. 25 1/2 Day -PreK-6 Conf.

Nov. 26-28 Thanksgiving Recess

Dec. 22-Jan 2 Winter Recess

Jan. 19 M.L. King Jr. Day

Jan. 26-29 Regents Days

Jan. 30 1/2 Day Supt. Conf.

Feb. 16-20 Mid Winter Recess

Mar. 20 Full Day Supt. Conf.

Mar. 30-Apr. 6 Spring Recess

May 8 & 14 1/2 Day –Supt. Conf. Day

May 25 Memorial Day

June 2, 16-24 Regents Days

June 26 Commencement

MADISON-ONEIDA BOCES

2014-2015 Student Program Calendar

Classes start on September 4th
Classes end on June 25th

- Recess/Vacation Days
- Superintendent's Conference Days
- Regents Days

Student Days

September 2014				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Labor Day	2 Supt. Conf. Day	3 Supt. Conf. Day	4 CLASSES BEGIN	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

15 Student Days

February 2015				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11	12	13
16 President's Day	17	18 Mid-Winter Recess	19	20
23	24	25	26	27

21 Student Days

October 2014				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7	8	9	10
13 Columbus Day	14	15	16	17
20	21	22	23	24
27	28	29 Supt. Conf. Day	30	31

19 Student Days

March 2015				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 Supt. Conf. Day
23	24	25	26	27
30 Spring Recess	31			

16 Student Days

November 2014				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
10	11 Veteran's Day	12	13	14
17	18	19	20	21
24	25	26 Thanksgiving Recess	27 Thanksgiving Day	28

18 Student Days

April 2015				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2 Spring Recess	3
6 Spring Recess	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

15 Student Days

December 2014				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24 Winter Recess	25	26
29	30 Winter Recess	31		

20 Student Days

May 2015				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 Memorial Day	26	27	28	29

19 Student Days

January 2015				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 New Years Day	2 Winter Recess
5 CLASSES RESUME	6	7	8	9
12	13	14	15	16
19 Dr. King Day	20	21	22	23
26 Regents Exams	27	28	29	30

19 Student Days

June 2015				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2 Regents Exams	3	4	5
8	9	10	11	12
15	16 Regents Exams	17	18	19
22	23	24 Regents Exams	25 Regents Rating Day	26
29	30			

Supt. Conference Days
September 2 & 3 • October 29 • March 20

Regents Days
January 26 - 29 • June 2, 16 - 24 • Regents Rating Day, June 25

Recess/Vacation Days

September 1	Labor Day	January 19	Martin Luther King Jr. Day
October 13	Columbus Day	February 16	Presidents Day
November 11	Veterans Day	February 16 - 20	Mid-Winter Recess
November 26 - 28	Thanksgiving Recess	March 30 - April 6	Spring Break
December 22 - 31	Winter Recess	May 25	Memorial Day
January 1, 2	Winter Recess		

STUDENT ATTENDANCE DAYS • 181

September	19 days	February	15 days
October	21 days	March	19 days
November	16 days	April	18 days
December	15 days	May	20 days
January	19 days	June	19 days

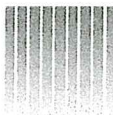
Madison Central School District
 7303 State Route 20
 Madison, NY 13409

2014-2015 Tax Levy

Budget Levy **\$3,024,743**
 Full Tax Rate **19.75934511**

City or Town	Assessed Value	Equaliz. Rate	Full value	APPT %	Dollar amount Tax Levy	Taxable Assessments	Tax Rate on Assessed
Town of Augusta	38,296,778	72.00	53,189,969.44	34.746719%	1,050,998.963	38,296,778.00	27.44353488
Town of Marshall	374,918	68.00	551,350.00	0.360173%	10,894.315	374,918.00	29.0578605
Town of Vernon	394,131	75.00	525,508.00	0.343292%	10,383.694	394,131.00	26.3457935
Total Oneida County					1,072,276.97	39,065,827.00	
Town of Eaton	679,273	100.00	679,273.00	0.443740%	13,421.990	679,273.00	19.75934511
Town of Madison	77,764,562	80.50	96,601,940.37	63.105893%	1,908,791.078	77,764,562.00	24.5457703
Town of Stockbridge	1,531,071	100.00	1,531,071.00	1.000183%	30,252.960	1,531,071.00	19.75934511
Total Madison County					1,952,466.03	79,974,906.00	
	119,040,733		153,079,111.82	100.000000%	3,024,743.00	119,040,733.00	

	<u>2013-2014</u>	<u>2014-2015</u>	<u>Change</u>	<u>% Change</u>
Augusta	27.188672	27.44353488	0.254863169	0.94%
Marshall	29.787589	29.05786046	-0.7297284	-2.45%
Vernon	27.007414	26.34579348	-0.661620416	-2.45%
Eaton	20.255560	19.75934511	-0.496215307	-2.45%
Madison	25.006865	24.54577033	-0.461094393	-1.84%
Stockbridge	20.255560	19.75934511	-0.49621531	-2.45%
Tax on True	19.0163462	19.75934511	0.742998901	3.91%



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

May 9, 2014

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

Re: Policy Audit Section 8000 (8001-8300 & 8503) – Instruction

Dear Mr. Dewey:

Enclosed for review and eventual presentation to the Board, please find partial 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 (8001-8300 & 8503) Instruction
 Friday, May 9, 2014

No.	Name	DELETE	
		Previous No.	Proposed Action
8001	School Year and School Day	8010	REVISE Approved Y N Date Approved: _____
8002	Census	8013	REVISE Approved Y N Date Approved: _____
8003	Opening Exercises	8040	REVISE Approved Y N Date Approved: _____
8100	Placement, Promotion and Retention	8011 8030	REVISE Approved Y N Date Approved: _____
8101	Grading	8031 8032 8033	REVISE Approved Y N Date Approved: _____
8102	Graduation Requirements	8020 8021 8023	REVISE Approved Y N Date Approved: _____
8103	Community Action Program (Graduation Requirement)	8024	REVISE Approved Y N Date Approved: _____
8104	Conditional Graduation	8022	REVISE Approved Y N Date Approved: _____
8200	Home Instruction	8042	REVISE Approved Y N Date Approved: _____
8201	Released Time for Religious Instruction	8045	REVISE Approved Y N Date Approved: _____
8202	Instructional Programs	8049 8050 8051 8054	REVISE Approved Y N Date Approved: _____
8203	Career and Technical Occupational Education	8052	REVISE Approved Y N Date Approved: _____
8204	Adult Education Program Renumbered	8055	REVISE Approved Y N Date Approved: _____

Madison Central School District
 Board of Education Policy Audit
 Section 8000 (8001-8300 & 8503) Instruction
 Friday, May 9, 2014

No.	Name	DELETE	Previous No.	Proposed Action
8205	Courses Including Dissection of Animals Renumbered		8071	REVISE Approved Y N Date Approved: _____
8206	Limited English Proficiency Instruction		8044	REVISE Approved Y N Date Approved: _____
8206.1	Limited English Proficiency Instruction Superintendent may approve, does not require Board action.			SUPT. APPROVED Approved Y N Date Approved: _____
8300	Field Trip Policy Renumbered		8010	REVISE Approved Y N Date Approved: _____
8503	Independent Educational Evaluations			NEW Approved Y N Date Approved: _____
8503.1	Independent Educational Evaluations			NEW Approved Y N Date Approved: _____
8046	AIDS Instruction in Health Education Replaced by Policy 0021			DELETE Approved Y N Date Approved: _____
8048	Fire and Arson Prevention Instruction Replaced by Policy 5002			DELETE Approved Y N Date Approved: _____
8121	Surrogate Parents			DELETE Approved Y N Date Approved: _____

Policy

INSTRUCTION

Draft 05/09/2014
8001 Renumber/revise 8010

SCHOOL YEAR and SCHOOL DAY

I. School Calendar

By ^{May 1st} April 1st of each year, the Board of Education will adopt the calendar for the ensuing year. Prior to this, the Superintendent of Schools shall have submitted a proposed calendar to each member of the Board at least one (1) week in advance of the meeting.

II. School Day

- A. The length of the school day shall be established and authorized yearly. It will be stated by minimum and maximum instructional minutes per day for kindergarten through twelfth grade.
- B. The beginning and closing time for the different grades, as well as the instructional minutes per day, will vary according to the needs of the district.

Madison Central School District

Legal Ref: Commissioner's Regulations 175.5

Adopted: 1984, 05/19/99

Revised: _____

Policy

INSTRUCTION

Draft 05/09/2014
8003 Renumber/revise 8040

OPENING EXERCISES

- I. The Board directs the administration to include the Pledge of Allegiance as part of the opening exercises in all the schools.
- II. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony.

Madison Central School District

Legal Ref: NYS Education Law Section 802; 8 NYCRR 108.5

Adopted: 1984, 05/19/99

Revised: 04/11/06, _____

Policy

INSTRUCTION

Draft 05/09/2014
8100 Renumber/revise 8011, 8030

PLACEMENT, PROMOTION AND RETENTION

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 §1709

Adopted: 1984, 05/19/99

Revised: _____

Policy

INSTRUCTION

Draft 05/09/2014
8101 Replaces 8031, 8032, 8033

GRADING

- I. Grading
 - A. The Board recognizes that a system of grading pupil achievement can help the pupil, his/her teacher, and his/her parent better assess pupil progress toward realization of educational goals and assist in the implementation of that progress.
 - B. Grades shall measure the pupil's progress against his/her potential for achievement and the achievements of others in the pupil's class as appropriate to the grade level and subject matter.
 - C. The Superintendent, with appropriate staff members, shall develop a system of grading and reporting achievements in the various schools compatible with the ages and maturity of the student body.
 - D. It is the policy of the Madison Central School District that at no time during the course of classroom activity or as an after class activity shall students be utilized to grade the papers, tests, etc. of other students in the district.
- II. Reporting to Parents/Guardians
 - A. A very important part of the student evaluation program is the process of reporting to parents/guardians. The underlying philosophy of reporting to parents/guardians is to obtain a clearer understanding between the home and the school, and thus affect a cooperative attitude between the two. By obtaining the cooperative understanding, the school hopes to do a better job of educating its students.
 - B. Parents/guardians shall receive an appropriate report of pupil progress at regular intervals. Report cards shall be used as a standard vehicle for the periodic reporting of pupil progress and appropriate school related data. Report cards, however, are not intended to exclude other means of reporting progress, such as conferences and phone conversations.
 - C. It is also the policy of this District that the actual grade can be given and appear on the student's report card.

Madison Central School District

Adopted: 11/21/85

Revised: 05/19/99, _____

Policy

INSTRUCTION

Draft 05/09/2014
8102 Replaces 8020, 8023, 8021

GRADUATION REQUIREMENTS

- I. The Board of Education has the discretion to establish graduation requirements that are consistent with the Regulations of the Commissioner of the New York State Department of Education.
- II. In the case of a student who completes diploma requirements in four or more years, the student's graduation requirements shall be determined by the year the student first entered grade nine.
- III. In the case of a student who completes diploma requirements in less than four years, the student's graduation requirements shall be the graduation requirements applicable to students who entered grade nine four years prior to the school year in which the accelerated diploma will be awarded. However, accelerated diploma students who graduate at the end of the fall semester are subject to the graduation requirements in effect for the preceding school year.
- IV. As of the date of this policy, the following diplomas and non-diplomas are available to the following students:

<u>Diploma</u>	<u>Available to</u>	<u>Commissioner's Regulations Section 100.5</u>
Regents	All Student	http://www.p12.nysed.gov/part100/pages/1005.html#regentsdiploma
Regents (appeal)	All Students	http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore
Regents w/Honors	All Students	http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors
Regents w/Advanced Designation	All Students	http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD
Regents w/Advanced Designation w/Mastery In Math	All Students	http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD
Regents w/Advanced Designation w/Mastery In Science	All Students	http://www.p12.nysed.gov/part100/pages/1005.html#regentsAD
Regents w/Advanced Designation with Honors	All Students	http://www.p12.nysed.gov/part100/pages/1005.html#diplomaHonors

POLICY

Draft 05/09/2014

8102 Replaces 8020, 8023, 8021

INSTRUCTION

GRADUATION REQUIREMENTS

Diploma

Local

Available to

Students with Disabilities with An IEP or 504 Plan

Commissioner's Regulations Section 100.5

Assessment: Low Pass Safety Net Option

<http://www.p12.nysed.gov/part100/pages/1005.html#assessment>

Regents Competency Test (RCT) Safety Net Option for students entering grade 9 prior to September 2011

<http://www.p12.nysed.gov/specialed/publications/localdiplomaoptions-may2011.htm>

Compensatory Safety Net Option

<http://www.p12.nysed.gov/specialed/publications/safetynet-compensatoryoption.html>

Local (appeal)

All Students

<http://www.p12.nysed.gov/part100/pages/1005.html#regpasscore>

Local, Regents, Regents w/Advanced (with or without honors), with Career and Technical Education Endorsement

All Students

<http://www.p12.nysed.gov/part100/pages/1005.html#carteched>

Credential

Available to

Non-Diploma High School Exiting Credentials

Career Development And Occupational Studies Commencement Credential

Students w/ disabilities other than those who are assessed Using the NYS Alternate Assessment

<http://www.regents.nysed.gov/meetings/2013Meetings/-April2013/413p12access1Revised.pdf>

Skills and Achievement Commencement Credential

Students with severe disabilities that are assessed using NYSAA

<http://www.p12.nysed.gov/specialed/publications/SACCMemo.htm>
<http://www.p12.nysed.gov/part100/pages/1006.html>

=====
Madison Central School District

Legal Ref: 8 NYCRR 100.5

Adopted: 1984

Revised: 09/16/99, _____

Policy

Draft 05/09/2014

8103 Renumber/revise 8024

INSTRUCTION

COMMUNITY ~~ACTION~~ ^{Service} PROGRAM (GRADUATION REQUIREMENT)

I. Community Service:

- A. ~~Beginning with the class of 2008,~~ Each student must complete thirty (30) hours of approved community service credit prior to graduation.
- B. Students in grades 9-12 (beginning July 1 of their freshman year and ending May 31 of their senior year) who accumulate one-hundred twenty five (125) hours or more of community service will receive a special designation on their high school diploma.
- C. Community includes any surrounding community, not just Madison.

II. Guidelines:

- A. Activities to accumulate hours are to commence the summer prior to the ^{Senior} junior year and must be completed prior to June 1st of the graduation year. Completion of the community involvement activities are the student's responsibility. The total hours of community service will listed on each student's transcript.
- B. Students not completing the thirty (30) hour requirement will be referred to the Superintendent of Schools for review of credit and determination of graduation status. The Superintendent can extend the time period at his/her discretion. The Superintendent will inform the Board of Education of all students who have failed to complete the requirement one week prior to graduation. Final determination of graduation status will rest with the Board of Education. Failure to complete the requirement may bar the student from graduation.
- C. No monetary compensation (pay, tips, etc.) may be accepted.
- D. Students ~~may not ask~~ ^{must have administrative approval} to do activities for relatives or private businesses owned by relatives. If assisting teachers, students must work with students, not do teacher paperwork.
- E. Community involvement activities include, but are not limited to:
 - 1. Any activity involving community organizations (e.g. Fire Department, Library, Rotary, Optimists, etc.);
 - 2. Volunteer work at hospitals or nursing homes;
 - 3. Church related activities;
 - 4. Mentoring program at the Middle School and/or Elementary School; and

POLICY

INSTRUCTION

Draft 05/09/2014
8103 Renumber/revise 8024

COMMUNITY ACTION PROGRAM (GRADUATION REQUIREMENT)

5. Helping elderly people with their shopping, raking leaves, shoveling snow, etc.

All activities must be pre-approved by the Superintendent or his/her designee by submitting a "Request for Approval" form to the High School Office.

~~III. Administrative Procedures~~

~~A. Open Forum Assembly~~

- ~~1. May/June (current sophomores & juniors)~~
- ~~2. September (seniors)~~

B. Letter home to parents* ^{freshman} (sophomores)

1. ~~First week of June~~ ^{KOK (please leave in)}

C. Request for approval of activity/hours submitted/approved

D. Report sent home upon completion of community service hours

E. Documentation in student transcript of successful completion of Community Action Program (CAP) Graduation requirement

Madison Central School District

Adopted: 06/12/07

Revised: 12/11/07, _____

Policy

Draft 05/09/2014

INSTRUCTION

8104 Renumber/revise 8022

CONDITIONAL GRADUATION

up to 2 units

- I. A senior who (1) lacks ~~a half or full unit~~ required for graduation or (2) waives his/her right for graduation by virtue of participation in the BOCES Occupational Education Career & Technical Education Program may "graduate conditionally" *dependent upon an academic plan approved by the Administrator the summer of the year of graduation*
- II. The student will be permitted to participate in the graduation ceremony and be listed in the graduation program. However, he/she will receive a diploma folder with a letter stating the deficiency instead of a diploma. The diploma will be issued upon completion of (1) the original deficiency, or (2) completion of the BOCES Occupational Education Career & Technical Education Program, or withdrawal therefrom.

Madison Central School District

Adopted: 1984, 05/19/99

Revised: _____

Policy

Draft 05/09/2014

8200 Renumber/revise 8042

INSTRUCTION

HOME INSTRUCTION

I. Rationale

Under Sections 3204(2), 3210(2)(d) and 3212(2) of the Education Law, the Board of Education has the responsibility to ensure that all students residing within the School District who are between the ages of six (6) and sixteen (16) receive a quality education and competent instruction. The Board recognizes that such instruction may be provided in the home, pursuant to the Regulations of the Commissioner of Education. The Board also believes that the legality of the concept of home instruction does not diminish the District's responsibility to see that every student of compulsory age receives instruction from a competent instructor that is substantially equivalent to the instruction provided in State-regulated schools. In order to accomplish this goal, a framework of mutual cooperation, respect and interaction must exist between the District and parents who desire home instruction for their children. It is with this framework in mind that the following policy is implemented.

II. Definitions

A. Parent

The term "parent" is used to mean the person or persons standing in parental relation to the student.

B. Superintendent

The term "Superintendent" refers to the Superintendent of Schools of the District or the person the Superintendent designates to act on his/her behalf.

C. Teacher

The term "teacher" refers to either the parent or a tutor, depending on who is doing the actual teaching and providing the actual instruction to the student.

D. IHIP: The term "IHIP" means Individualized Home Instruction Plan.

III. Notification and Approval Procedure

A. Parents who desire to provide home instruction for a student of compulsory school attendance age shall annually provide written notice to the Superintendent of their intention by July 1st of each school year. Parents who choose to commence such instruction after the start of the school year, or who establish residence in the District after the start of the school year, shall provide the written

POLICY

INSTRUCTION

Draft 05/09/2014
8200 Renumber/revise 8042

HOME INSTRUCTION

notice within fourteen (14) days following the commencement of home instruction.

- B. Within ten (10) business days of receipt of the written notice of intent, the District shall send to the parent(s) a copy of this policy, a copy of Section 100.10 of the Commissioner's Regulations and a form on which to submit an individualized home instruction plan (hereafter referred to as "IHIP") for a child of compulsory attendance age.
- C. Within four (4) weeks of the receipt of the materials described in (B) above or by August 15th, whichever is later, the parents shall submit the completed IHIP to the District containing the following information:
1. The child's name, age and grade level;
 2. A list of the syllabi, curriculum materials, textbooks, or plan of instruction to be used in each of the required subjects listed in Section 100.10(e) of the Commissioner's Regulations;
 3. The dates for submission to the School District of the parents' quarterly reports, as required. These reports shall be spaced in even and logical periods; and
 4. The names of the individual(s) providing instruction.

The District shall provide assistance in preparation of the IHIP, if requested by the parents

- D. Within ten (10) business days of receipt of the IHIP, or by August 31st, whichever is later, the District shall either notify the parent(s) that the IHIP complies with the Commissioner's Regulations or give the parent(s) notice of any deficiency in the IHIP.
- E. Within fifteen (15) days of receipt of a notice of deficiency in the IHIP, or by September 15th, whichever is later, the parent(s) shall submit a revised IHIP which corrects any such deficiencies.
- F. Within fifteen (15) days of receipt of the revised IHIP, or by September 30th, whichever is later, the Superintendent shall review the revised IHIP and shall notify the parent(s) as to whether the revised IHIP is in compliance. If the revised IHIP is determined not to be in compliance, then the parents shall be notified in writing of the reasons for such determination.

POLICY

INSTRUCTION

Draft 05/09/2014
8200 Renumber/revise 8042

HOME INSTRUCTION

Such notice shall also contain the date of the next regularly scheduled meeting of the Board of Education that will be held at least ten (10) days after the date of mailing of the notice.

- G. If the parents wish to contest the determination of noncompliance, the parents must notify the Board of Education at least three (3) business days prior to the scheduled meeting. At such meeting, the parents shall have the right to present proof of compliance and the Board shall make a final determination of compliance or noncompliance.

IV. Right of Appeal

- A. The parents shall have the right to appeal any final School District determination of noncompliance to the Commissioner of Education within thirty (30) days after receipt of such determination.
- B. When administrative review of a School District determination is completed (i.e. the parents fail to contest a determination at any level or receive a decision from the Commissioner of Education upholding the School District's final determination), the parents shall immediately provide for the instruction of their children at a public school or elsewhere in compliance with Sections 3204 and 3210 of the Education Law.
- C. Within ten (10) days after administrative review is completed, the parents shall furnish the Superintendent with written notice of arrangements for instruction provided to their children; except that such notice is not required if parents enroll their children in a public school.

V. Attendance Requirements

- A.
 - 1. Each child shall attend the substantial equivalent of one hundred eighty (180) days of instruction each school year.
 - 2. The cumulative hours of instruction shall be nine hundred (900) hours per year for Grades 1-6 and nine hundred ninety (990) hours for Grades 7-12.
- B. Absences shall be permitted on the same basis as provided for District students.
- C. Parents are required to maintain attendance records and such records shall be made available to the District upon request.

VI. Quarterly Reports

POLICY

Draft 05/09/2014
8200 Renumber/revise 8042

INSTRUCTION

HOME INSTRUCTION

- A. On or before the dates specified in the IHIP, a quarterly report for a child shall be furnished by the parent to the District.
- B. The quarterly report shall contain the following information:
 - 1. The number of hours of instruction during said quarter;
 - 2. A description of the material covered in a subject listed in the IHIP;
 - 3. Either a grade for the child in a subject or a written narrative evaluating the child's progress; and
 - 4. Evidence that the course materials as set forth in the IHIP have been covered.

VII. Annual Assessment


- A. At the time of submission of the fourth (4th) quarterly report, the parents also shall file an annual assessment.
- B. The annual assessment shall include the results of a commercially published norm-referenced achievement test, or an alternative form of evaluation, which meets the requirements of Section 100.1(h)(1) or (2) of the Commissioner's Regulations.
- C.
 - 1. Any commercially published norm-referenced achievement tests shall be administered in accordance with one of the following options, to be selected by the parents:
 - a. At the public school, by its professional staff; or
 - b. At a registered non-public school by its professional staff, provided that the consent of the Chief School Officer of the non-public school is obtained; or
 - c. At a non-registered non-public school, by its professional staff, provided that the consent of the Chief School Officer of the non-public school and of the Superintendent is obtained; or
 - d. At the parents' home, or at any other reasonable location, by a New York State certified teacher or by another qualified person, provided that the Superintendent has consented to said individual administering the test

POLICY

INSTRUCTION

Draft 05/09/2014
8200 Renumber/revise 8042

HOME INSTRUCTION

2. The test shall be provided by the School District upon request by the parent, provided that the cost of any testing facilities, transportation and/or personnel for testing conducted at any location other than the public school shall be borne by the parents.
 3. The test shall be scored by the person(s) administering the test or by other persons who are mutually agreeable to the parents and the Superintendent.
- D.
1. An alternative form of evaluation shall be permitted to be chosen by the parent, as follows:
 - a. A written narrative for Grades 1-3;
 - d. A written narrative, used no more often than every other year, for Grades 4-8.
 2.  a. The person(s) who prepare(s) the written narrative shall be a New York State certified teacher, a home instruction peer group review panel, or other person selected by the parent with the consent of Superintendent, who has interviewed the child and received a portfolio of the child's work.
 - b. Such person shall certify whether the child has made adequate academic progress.
 3. Any resulting costs shall be borne by the parent(s).
 4. In the event that the child has failed to make adequate progress the home instruction shall be placed on probation pursuant to Section VIII of this policy.

If a dispute arises between the parent(s) and the Superintendent, including disputes over the administration of tests or alternative evaluation methods, the parent(s) may appeal to the Board of Education. If the parent(s) disagree with the determination of the Board of Education, they may appeal to the Commissioner within thirty (30) days of the receipt of such determination.

VIII. Probation

- A. If a child's annual assessment fails to comply with the provisions of Section VII of this policy and the corresponding Commissioner's Regulations, the home instruction program shall be placed on probation for a period of up to two (2) school years.

POLICY

INSTRUCTION

Draft 05/09/2014
8200 Renumber/revise 8042

HOME INSTRUCTION

- B. The parent(s) shall be required to submit a plan of remediation which addresses the deficiencies in the child's achievement. Such plan shall be reviewed by the School District. The School District may require the parents to make changes in the plan prior to acceptance.
- C. If after the end of any semester of the probationary period the child progresses to the level specified in the remediation plan, then the program shall be removed from probation.
- D. If the child does not attain seventy-five percent (75%) or more of the objectives specified in the remediation plan at the end of any semester of the probationary period, or if after two (2) years of probation one hundred percent (100%) of the objectives of the remediation plan have not been met, the Superintendent shall issue a notice of noncompliance.
- E. The Board shall review any determination of noncompliance issued in (D) above, except that the parents' consent to such review is not required.
- F. If, during the period of probation, the Superintendent has grounds to believe that the program of home instruction is in substantial noncompliance with this policy and the corresponding Regulations of the Commissioner, the Superintendent may require one or more home visitations. Such visits shall be made only after three (3) days written notice; and shall be conducted by the Superintendent or his/her designee.

IX. Participation in School Activities (REVIEW FOR ACCURACY)

- A. Children who receive home instruction may not participate in interscholastic sports, intramural activities, school sponsored clubs, occupational/vocational education programs and gifted programs.
- B. Children who receive home instruction may not participate in instructional programs except that the District must provide special education services, as recommended on the Individual Education Program (IEP) by the Committee on Special Education.

X. Verification of Preliminary Education Requirements:

- A. The District is aware that individuals seeking a college degree may have to verify to college administrators that they have completed certain "preliminary education requirements." The district will take the following steps to help these individuals provide colleges with that verification:

POLICY

INSTRUCTION

Draft 05/09/2014
8200 Renumber/revise 8042

HOME INSTRUCTION

1. If requested by a student, the Superintendent will perform an evaluation of substantial equivalency of the student's IHIP.
 2. If requested by a student or former student, the Superintendent will certify in writing to the student, whether the student's program was substantially equivalent to a four year high school program.
- B. The District will open Regents Examination admissions to any district resident, including home schooled students, who is seeking to fulfill his/her preliminary education requirements to take five specific Regents Examinations or approved alternative examinations. If possible, the resident should provide the District **with** reasonable advance notice of his/her intent to take a specific Regents Examination.
- XI. Home instruction is highly-individualized approach that can only be undertaken after a great deal of careful preparation. It is the obligation of both parents and school officials to make sure that no child is deprived of the right to an appropriate instructional program.

Madison Central School District

Legal Ref: Sections 3204(2), 3210(2)(d) and 3212(2) of the New York State Education Law;
8 N.Y.C.R.R., Section 100.10

Adopted: 1984

Revised: 05/19/99, _____

Policy

INSTRUCTION

Draft 05/09/2014
8201 Renumber 8045

RELEASED TIME FOR RELIGIOUS INSTRUCTION

- I. A. Students may be released from school for religious instruction in accordance with Regulations of the Commissioner of Education.
- B. The absence of a student from school during school hours for religious observance and education to be had outside the school building and grounds will be excused upon the request in writing signed by the parent or guardian of the student.
- II. A. The courses for which such "released" time will be granted must be maintained and operated by or under the control of a duly constituted religious body or bodies. Students must be registered for the courses and a copy of the registration filed with the local public school authorities. Reports of student attendance in such courses must be filed with the principal or teacher at the end of each semester.
- B. Absences shall be for not more than one hour each week at the close of either the morning or afternoon session or both, at a time to be fixed by the local school authorities, provided that the time designated for each separate unit, the primary grades (K-3), intermediate grades (4-6), junior high school grades (7-9), and senior high school grades (10-12) shall be the same for all students in that unit in each separate school. A Board of Education may, however, in its discretion, permit students in the various units which are departmentalized to be released for not more than one hour a week in groups that may include less than whole units, at such times and upon such conditions as the Board may deem proper. In no event may any student be released for more than one hour a week.

Madison Central School District
Legal Ref: 8 NYCRR Section 109.2
Adopted: 1984
Revised: 05/19/99, _____

Policy

Draft 05/09/2014

INSTRUCTION

8202 Renumber/revise 8049, 8050, 8051, 8054

INSTRUCTIONAL PROGRAMS

I. Driver Education

A driver education course may be offered under the conditions set forth by the New York State Education Department and Commissioner's Regulations.

II. Gifted and Talented Students

The Board of Education may provide for appropriate educational opportunities for students identified as being gifted and talented. Gifted students are those who show evidence of high performance, capability and exceptional potential in areas such as general intellectual ability, special academic aptitude and outstanding ability in visual and performing arts.

III. Physical Education Class

All students, except those with medical excuses, shall participate in physical education in accordance with the Commissioner's Regulations. Any student whose condition precludes participation in a regular program shall be provided with adaptive physical education, ~~approved by the Commissioner of Education.~~ approved.

IV. Student Safety

- A. Instruction in safety education, including highway and traffic safety must be provided to all pupils for the equivalent of at least thirty (30) periods annually in grades 1 – 9 and fifteen periods annually in grades 10 – 12.
- B. Students in kindergarten through eighth grade receive instruction in the prevention of child abduction. Instruction may be given by or under the direct supervision of regular classroom teachers, or by any other agency, public or private.
- C. Instruction in courses in technology, science, home and careers, art and physical education, health and safety shall include and emphasize safety and accident prevention.
- D. Safety instruction shall precede the use of materials and equipment by students in applicable units of work in the courses listed above and instructors shall teach and enforce all safety set up for the particular courses. These shall include the wearing of protective eye devices in appropriate activities.

Madison Central School District

Legal Ref: Education Law Sections 408, 409(a), 803, 803(a), 806(a), 3204; 8 NYCRR 107.2, 135.4, 155

Adopted: 2005

Revised: 11/01/11, _____

Policy

INSTRUCTION

Draft 05/09/2014
8203 Renumber/revise 8052

VOCATIONAL CAREER AND TECHNICAL OCCUPATIONAL EDUCATION

- I. The Board of Education recognizes the need for career and technical education and reaffirms its policy of strengthening the local high school career and technical education program through utilization of any available federal and state funds for that purpose and of supporting the BOCES program.
- ~~II. Under law, the Board of Education must provide secondary school students and adults access to programs of occupational education, commensurate with the interest and capabilities of those desiring and having a need for preparatory training, and develop realistic programs in accord with manpower needs in existing and emerging occupations for present and projected employment opportunities. Occupational education programs and classes must be organized and conducted by the District or arranged through shared services provided by BOCES, in accordance with Regulations of the Commissioner. Regulations require that all public school districts must offer students the opportunity to begin an approved occupational educational sequence in 9th grade.~~
- II. The District Shall:
- A. Offers students the opportunity to complete a three unit or five unit sequence in career and technical education; three unit sequence shall be designed to they can be extended to a five unit sequence without loss of credit; 50
- B. Offer students the opportunity to begin the career and technical education sequence in ninth grade;
- C. Include in each sequence a minimum of one unit of credit in introduction to occupations;
- D. Insure that sequences of five units or more prepare students for both employment and postsecondary education and shall be satisfactory to the commissioner; and
- E. Offer students the opportunity to meet the learning standards in technology.
- III. In accordance with Education law, the Advisory Council of the Madison-Oneida BOCES is designated as the local Advisory Council for occupational education in the Madison Central School District.

Madison Central School District

Legal Ref: 8 NYCRR 100.2(h); 141 et seq.; Education Law Section 4601 et seq.

Adopted: 1984

Revised: 05/19/99, _____

Policy

INSTRUCTION

Draft 05/09/2014
8204 Renumber 8055

ADULT EDUCATION PROGRAM

The Board of Education will annually authorize the Madison-Oneida BOCES to conduct an adult education program for the benefit of both residents and non-residents. This program will be carried on in response to community interest and to the extent of available school personnel and facilities.

Madison Central School District

Adopted: 1984, 05/19/99

Revised: _____

Policy

INSTRUCTION

Draft 05/09/2014
8205 Renumber 8071

COURSES INCLUDING DISSECTION OF ANIMALS

I. Statement of Policy

- A. Students enrolled in a course that includes the dissection of an animal shall be given reasonable notice of that fact, and information about the student's right under Section 809 of the Education Law and this Policy to be excused from witnessing or conducting animal dissection. This notice shall be distributed at the beginning of the school year, and shall be available upon request at the school office.
- B. Students will be excused from witnessing or conducting animal dissection if the student:
 - 1. provides a written statement from the student's parent or legal guardian substantiating the fact that the student has a moral or religious objection to witnessing or conducting animal dissection, and
 - 2. agrees to undertake and complete an alternative project approved by the student's teacher.
- C. Students who perform alternative projects who do not perform or witness the dissection of animals will not be penalized.

II. Implementation of Policy

~~The School District Administration Superintendent of Schools shall prepare a notice that complies with the requirements of Section 809 of the Education Law shall and insure that teachers are aware of this Policy and that the notice is distributed as required.~~

Madison Central School District

Legal Ref: NYS Education Law Section 809(4)

Adopted: 10/4/11

Revised: _____

LIMITED ENGLISH PROFICIENCY INSTRUCTION

- I. The Board of Education believes that students who, by reason of foreign birth or ancestry, have limited English proficiency, will be more effective learners of both the language and the curriculum if they receive instruction in both their native language and English. The District will therefore make every effort to ensure that limited English proficient (LEP) students are provided with an appropriate program of transitional bilingual education or freestanding English as a second language program.
- II. It is the policy of the District that the Superintendent be directed to develop appropriate administrative regulations, in accordance with Parts 117 and 154 of the Commissioner's Regulations, to ensure that LEP students are:
 - A. Screened for limited English proficiency, as part of the overall diagnostic evaluation, upon newly entering school or reentering without an available record of prior screening;
 - B. Evaluated annually in areas including student performance in content areas to measure academic progress;
 - C. Assured of access to appropriate instructional and support services, including guidance programs; and
 - D. Assured of having equal opportunities to participate in all school programs and extracurricular activities as non-LEP students.
- III.
 - A. The Superintendent shall be responsible for ensuring that a description of the nature and scope of the instructional programs and services is currently available to parents of limited English proficient pupils to help them acquire English proficiency.
 - B. The Superintendent shall be responsible for ensuring that the Commissioner is provided with all information required under the Commissioner's Regulations and that the District provides appropriate school-related information to the parents of LEP students in English, or, when necessary, in the language they understand.
 - C. The Superintendent shall ensure that all teachers employed for any bilingual and/or ESL program are properly certified in accordance with the Commissioner's Regulations.

Madison Central School District

Legal Ref: 8 N.Y.C.R.R., Sections 117 and 154; New York State Education Law, Section 3204.

Adopted: 05/19/99

Revised: _____

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 05/09/2014

INSTRUCTION

8206.1 Renumber/revise 8044.1

LIMITED ENGLISH PROFICIENCY INSTRUCTION

I. District Responsibilities

In attempting to ensure that students who are limited English proficient (LEP) receive appropriate schooling in English and curriculum areas, the School District shall:

- A. In accordance with Part 117 of the Commissioner's Regulations, diagnostically screen every new entrant and reentrant with no available record of prior screening to determine whether they are possibly LEP in accordance with subdivision 2-a of Section 3204 of the Education Law. It will also be determined through such screening whether the student is of foreign birth or ancestry and comes from a home where language other than English is spoken as determined by the results of a home language questionnaire and an informal interview in English;
- B. Ensure that students diagnostically determined to be LEP are annually evaluated. Such evaluation will include evaluation of each student's performance in content areas to measure the student's progress;
- C. Ensure that all LEP students have access to appropriate instructional and support services, including guidance programs;
- D. Ensure that all LEP students have equal opportunities to participate in all school programs and extra-curricular activities as non-LEP students;
- E. Annually provide the Commissioner with the following documents, in the form and by the dates prescribed by the Commissioner:
 1. A copy of the Board of Education's policy;
 2. A report by building of students initially identified and annually evaluated as being LEP in the preceding school year;
 3. A report by building of the number of teachers and support personnel providing services to LEP students;
 4. A description by building of the curricular and extra-curricular services provided to LEP students;-and
 5. Results of the annual evaluation of LEP students, including test data and any additional data required by the Commissioner;

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 05/09/2014

INSTRUCTION

8206.1 Renumber/revise 8044.1

LIMITED ENGLISH PROFICIENCY INSTRUCTION

6. A description by building of the curricular and extra-curricular services provided to LEP students; and
7. Results of the annual evaluation of LEP students, including test data and any additional data required by the Commissioner.

II. Comprehensive LEP Plan

In order to qualify for and receive State aid for the education of LEP students, the District shall submit to the State Education Department by September 1st of each year a comprehensive plan to meet the educational needs of such students.

Such plan shall include:

- A. The information required under Section I(E) of this Regulation.
- B. The criteria used to place LEP students in appropriate transitional bilingual or freestanding ESL programs.
- C. A proposed budget for the operation of the state-aided program;
- D. A description of the nature and scope of the bilingual and/or ESL services currently available to LEP students;
- E. An evaluation plan outlining the time schedule for data collection, approved assessment devices and techniques, and the time schedule for the submission of data to the State Education Department in the format specified by the Department;
- F. A description of procedures for the program's management, including: staff selection, parental notification, coordination of funds, training, and program planning;
- G. An assurance that all regulations and laws governing programs for LEP students will be followed;
- H. A description of the support services provided to LEP students;
- I. A description of the transitional services provided to LEP students; and
- J. A description of the in-service training plan for all school personnel.

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 05/09/2014

INSTRUCTION

8206.1 Renumber/revise 8044.1

LIMITED ENGLISH PROFICIENCY INSTRUCTION

III. LEP Instruction

A. Bilingual Instruction:

Should twenty (20) or more LEP students with the same native language at the same grade level be assigned to the same school building, such students shall be provided with a bilingual program. Such program shall be composed of:

1. English as a second language (ESL) instruction which emphasizes listening, speaking, reading, writing and communicating skills in English;
2. Course content instruction in both English and the native language; and
3. Native language arts instruction which emphasizes communication skills in the student's home language.

B. English as a Second Language Instruction:

Should fewer than twenty (20) LEP students with the same native language at the same grade level all attend the same school building in the District, such students shall be provided either with a freestanding English as a Second Language (ESL) program, or a bilingual education program. Such program shall be composed of:

1. Instruction which emphasizes listening, speaking, reading, writing and communicating skills in English; and
2. Course content area instruction using ESL methods.

Such program need not provide a native language arts component designed to develop skills in the native language.

- C. The District reserves the right to contract with a Board of Cooperative Educational Services (BOCES) or another school district to provide bilingual and/or ESL programs.

IV. Parental Notification

- A. The District shall notify, in English and in the appropriate native language, the parent(s) or guardian(s) of a student designated as LEP of the student's placement in a transitional bilingual or ESL program. Such notification shall include program options set forth in Section (B) below.

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 05/09/2014

INSTRUCTION

8206.1 Renumber/revise 8044.1

LIMITED ENGLISH PROFICIENCY INSTRUCTION

- B. 1. The parents or other persons in parent relation shall have the option to withdraw their child from participation in a bilingual program. Should a parent wish to withdraw his/her child from a transitional bilingual program, the parent/guardian shall meet with the Building Principal and Supervisor of Bilingual Education. Such meeting shall be for the purpose of informing the parent/guardian of the nature and value of the transitional bilingual program. Any child that withdraws from a transition bilingual program must participate in a freestanding ESL program.
- 2. Parents shall be informed that they have the option of transferring their child to another school within the District, when the number of eligible students in the student's building does not require the offering of a transition bilingual education program. If a parent/guardian chooses not to exercise this option, he/she shall be informed that the child will participate in a freestanding ESL program.
- C. The District shall make an effort to meet with the parents at least twice a year to help them understand the goals of the program and how they might help their children.
- D. The District will also distribute to the parents, or other person in parental relation to LEP students, school-related information in English, or, when necessary, the language they understand.

V. Support Services

The District shall provide appropriate support services to students who are participating in either transitional bilingual or freestanding ESL programs in order for such students to achieve and maintain a satisfactory level of academic performance. Such services may include, but shall not be limited to, individual counseling, group counseling, home visits and parental counseling. If appropriate, such services shall be provided in the first language of the student and the student's parent(s)/guardian(s).

VI. Transitional Services

The District shall ensure a transition for former LEP students who are transferring from a bilingual or freestanding ESL program into an English mainstream program. Transitional services shall be provided for the first year after such students are placed in the English mainstream instructional program.

Madison Central School District

SUPERINTENDENT'S REGULATION

Draft 05/09/2014

INSTRUCTION

8206.1 Renumber/revise 8044.1

LIMITED ENGLISH PROFICIENCY INSTRUCTION

VII. In-Service Training

The District shall provide in-service training to all personnel providing instruction or other services to LEP students in order to enhance staff appreciation for such students' native languages and cultures, and staff ability to provide appropriate instructional and support services.

VIII. Services to LEP Students with Handicapping Conditions

If a student's score on an English language assessment instrument approved by the Commissioner of Education is the result of a handicapping condition, the student shall be provided special education programs and services in accordance with the individualized education program (IEP) developed for such student(s). Such student shall also be eligible for all services described above, if such services are recommended in his/her IEP.

Approved by the Superintendent: 05/19/99, _____

Madison Central School District

Legal Ref: ~~8 N.Y.C.R.R., Sections 117 and 154.2; Section 3204, New York State Education Law~~

Promulgated: ~~05/19/99~~

FIELD TRIP POLICY

I. Definition

A field trip is a School District activity, involving students, which takes place away from the traditional school setting. Included are all events and activities outside of the school for which participation, cooperation or support of activity is under the control of the school principal. The Board of Education recognizes that student participation in field trips and excursions primarily serves to provide enrichment in the instructional program. When a field trip is considered, it must be examined to assure that:

- A. Objectives supporting the curriculum, NYS Learning Standards or the activities of school-sponsored organizations or athletic teams will be served and
- B. The trip is appropriate to the level of maturity of the students.

II. Student participation

A. Academic Requirements for Field Trip Participation

- 1. Students are responsible to make arrangements for all missed work prior to the field trip.
- 2. If a student is failing two or more subjects, or in danger of not graduating, that student will not be eligible to participate in the non-curricular field trip experience.
- 3. Four weeks prior to the trip, a student who is at risk of being academically ineligible to participate will meet with the Principal to discuss final status and parents/guardians will be notified.
- 4. In cases where a student(s) have been denied participation, the parent(s) have the right to review student's records with the principal prior to the trip.

B. Behavioral Requirements for Field trip Participation

- 1. The principal will conduct a comprehensive review of student discipline records for the school year in determining one's eligibility to participate.
- 2. With regard to non-curricular field trips, a student will not be permitted to attend if s/he has been suspended in/out of school for a total of 5 or more days during the school year.

POLICY

INSTRUCTION

Draft 05/07/2014
8300 Renumber 8010

FIELD TRIP POLICY

- a. Elementary School: Generally, in a period not to exceed 4 weeks prior to the trip, 3 behavioral detentions, or 3 behavior referrals (classroom, cafeteria, bus) or 1 suspension will render a student ineligible to attend the field trip.
- b. Middle School: Generally, in a period not to exceed 4 weeks prior to the trip, 2 administrative detentions, or 1 in or out of school suspension will render a student ineligible to attend the field trip.
- c. High School: Generally, in a period not to exceed 4 weeks prior to the trip, 2 administrative detentions, or 1 in or out of school suspension will render a student ineligible to attend the field trip.

C. Parental Authorization:

1. Prior to the trip, the organizer must have in his/her possession the following forms:
 - a. Parental permission slip
 - b. Medical Authorization Forms for each student participant.
2. It is recommended that an informational meeting for students and their parents, to include a discussion of student responsibilities and scheduled trip activities, be held prior to all overnight trips. Such a meeting is mandatory prior to foreign trips.
3. When a student does not attend because of a lack of parental permission, disciplinary reasons or other circumstances, the student is required to attend school (on field trip days) where an alternative assignment will be offered.

D. Refunds for any trip cannot be guaranteed!

III. Field Trip Planning:

A. Local Field Trips:

1. All field trips that occur within the same day require prior approval from the principal and superintendent. A minimum of two weeks notice is required except in unusual circumstances.
2. Scope of the trip must include the following:

POLICY

INSTRUCTION

Draft 05/07/2014
8300 Renumber 8010

FIELD TRIP POLICY

- a. date and time of trip;
 - b. tentative itinerary showing objectives to be met;
 - c. and approximate cost per student.
3. No collection of fees, promotion, collecting or making deposit, or securing of permission is to be done prior to properly securing Superintendent and/or Board of Education approval for a field trip.
 4. When transportation is planned for a school field trip, the teacher in charge must submit request a minimum of 30 days in advance.
 5. The transportation supervisor will keep a "trip calendar" in his/her office of all trips. When a conflict occurs, creating a day with an unmanageable number of field trips, the rule of first-come-first-serve will apply.
 6. With advanced planning, the use of, at most, 2 buses may result in the option of extending the time period for the field trips beyond the normal 9:00 a.m. to 2:00 p.m. time frame. Details must be arranged with the transportation supervisor. Decision of availability of buses is up to the transportation supervisor and may be subject to change.
 7. Buses will be filled to capacity for trips whenever possible.
 8. Teachers/chaperones will work cooperatively with the transportation department to establish a field trip schedule that would permit adequate travel time, as well as time for the scheduled program. In no instance should the travel time exceed the amount of time of the program.
 9. All field trips that have male and female students must have at least one female and one male chaperone. Rare exceptions to this rule may be approved by the Superintendent.
 10. The number of chaperones will be governed by the nature of the activity and the age of the students, with the safety of the students our main priority.
 11. For the safety of the students and chaperones, no situation should be permitted in which one chaperone and one student are alone together.
 12. At the conclusion of a trip, chaperones will remain until all students are picked up by parent or guardian.

POLICY

INSTRUCTION

Draft 05/07/2014
8300 Renumber 8010

FIELD TRIP POLICY

13. Teachers, chaperones, bus drivers and students are expected to adhere to the district code of conduct, thus providing good ambassadors representing Madison Central School District.
- B. Overnight Field Trips, the following additional rules apply:
1. All overnight trips are subject to approval by the Superintendent and the Board of Education. A minimum of 90 days notice is required except in unusual circumstances.
 2. Overnight trips for middle and high school require a minimum of 1 chaperone per 8 students and elementary school requires a minimum of 1 chaperone per 4 students.
 3. Established curfew and meeting times must be observed.
 4. Boys will not be permitted in girls' rooms, and vice versa, without the supervision of a chaperone.
 5. Appropriate sanctions will be imposed for prohibited behavior; a student may be sent home at his or her parents' expense for exhibiting serious misbehavior, including but not limited to the possession or use of illegal substances or alcohol and the violation of an established meeting time or curfew.
 6. Chaperones will follow the medical advice of licensed physicians in the event of a medical emergency. In all instances, the student's parent will be contacted as soon as possible.
 7. If the parent is contacted prior to the implementation of medical procedures, the parent shall assume decision-making responsibilities concerning treatment.
 8. If a student's parent cannot be contacted and, in the opinion of the attending physician, delay would jeopardize a student's life or health, the chaperone will exercise the authority granted by the Medical Authorization Form completed by the student's parent
- C. Out of Country/Foreign Travel, the following additional rules apply:
1. All Foreign trips are subject to approval by the Superintendent and the Board of Education. A minimum of 90 days' notice is required.

POLICY

Draft 05/07/2014
8300 Renumber 8010

INSTRUCTION

FIELD TRIP POLICY

2. Federal Funds will not to be used for any out of country trips.
3. Students involved in out of country trips will be expected to behave in an exemplary manner at all times and comply with the Code of Conduct.
4. All out of country trips will be supervised by one staff member of the Madison Central School District for every 20 students in addition to 1 chaperone per 8 students.
5. Foreign travel by students accompanied by staff will be permitted during the vacation periods of the academic year and shall not cause students to miss more than a total of two school days, either before or after the vacation period.
6. Foreign travel endorsed by the school district will only include students who are enrolled in the district.
7. Reports on out of country trips will be given to the Superintendent within 30 days after trip has been concluded.
8. The office of the Superintendent may exercise discretion to limit foreign travel should the circumstances of "world conditions" be evaluated to be "unsafe."

VII. Insurance

- A. All school sponsored field trips are covered for liability under the school insurance program to the extent provided in New York State Insurance Law and applicable school insurance limits.
- B. Individuals injured while being transported by school bus would be covered under individual automobile no fault as primary coverage. If no such coverage exists, then coverage would be under the school insurance policies.
- C. The district will provide the following insurance coverage to afford the school district appropriate protection in regard to foreign travel for students/staff in accord with this policy:
 1. The district's existing general and excess liability policies will apply in the same manner to foreign travel, covering the district, board of education, staff and volunteers. If required, a separate liability policy for student travel will be obtained providing the same coverage and limits as the district's existing liability policies.

POLICY

INSTRUCTION

Draft 05/07/2014
8300 Renumber 8010

FIELD TRIP POLICY.

2. The school district's liability policy will apply on a world-wide basis. The insurance company must receive prior notice from the administration specifically noting the countries to be included. Such notification is to be provided to the insurance company 90 days prior to the embarkation date.
 - a. Parents will be notified of any coverage offered by the travel company for their consideration, if the district is so notified.
 - b. Parents will be encouraged to contact their health insurance carrier to confirm the coverage for their children in the country to which they will travel.
 - c. Insurance coverage, whether for liability or trip accident, applies only to those persons identified in the policies. Other parties are welcome to purchase insurance coverage on their own.

Madison Central School District

Cross Ref: Student Medications Policy and Code of Conduct Policy

Adopted: 1984

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

Policy

New Draft 05/09/2014

8503

INSTRUCTION

INDEPENDENT EDUCATIONAL EVALUATIONS

- I. The School District has established the following policy on independent educational evaluations for district children with disabilities or for district children who are referred to the Committee on Special Education because they are suspected of having an educational disability and may, therefore, be in need of special education.
- II. Parents of children with disabilities or suspected disabilities have the right under Federal and State regulations to obtain an independent evaluation at public expense under certain conditions. Regulatory standards are outlined in New York State Regulations of the Commissioner of Education, Part 200.5 (g)(1)(i). Additionally, the Federal Regulations (34 Code of Federal Regulations (CFR) 300.503) specify requirements for an independent evaluation.
- III. The purpose of this policy and the ensuing regulation(s) is to explain the rights of parents of children with disabilities, or for children who have been referred to the Committee on Special Education because they are suspected of having an educational disability and being in need of special education services, of their rights to an independent educational evaluation, and of the rights of parents and the responsibilities of the school district with regard to independent evaluations, and to avoid any misunderstandings.

Madison Central School District

Legal Ref.: 8 NYCRR 200.1(z) & (ii); 8 NYCRR 200.5 (g): Commissioner's Decision No. 12,822; January 2002 Filed Memorandum from Rita D. Levay, State Education Department.

Cross Ref.: Selection, Appointment & Compensation of Impartial Hearing Officers Policy

Adopted: _____

Regulation

INSTRUCTION

New Draft 05/09/2014
8503.1

INDEPENDENT EDUCATIONAL EVALUATIONS

I. INTRODUCTION

- A. The Madison Central District has developed the Independent Educational Evaluations policy and corresponding regulation(s) in order to avoid any misunderstanding and to ensure that the District is meeting its responsibility to the child and the parent in providing for an independent educational evaluation where appropriate.
- B. This regulation ensures that appropriate evaluation information provided by parents is given meaningful consideration in the process of an Individualized Education Program (IEP) development.

II. DEFINITIONS

- A. An “individual evaluation” means any procedures, tests, or assessments, including observations, given individually to a child to determine whether the child has a disability and/or to identify the child’s special education needs.
- B. An “Independent Educational Evaluation” means a procedure, test, or assessment conducted by a qualified examiner who is not employed by the District that is responsible for the education of the student.
- C. The term “parent” means a parent, guardian or other person statutorily entitled to the privileges outlined by 8 NYCRR 200.5 (g).
- D. “Public expense” means that the District shall either pay for the cost of the independent educational evaluation or ensure that the independent educational evaluation is otherwise provided at no cost to the parent, provided that the cost of the independent educational evaluation does not exceed the monetary amount established by the District.

III. INDEPENDENT EDUCATIONAL EVALUATIONS

- A. If requested by the parent, the District will provide to parents information about where an independent educational evaluation may be obtained, the District’s criteria under which the evaluation is to be obtained (including the location of the evaluation and the qualifications of the evaluator), and the District’s remaining criteria applicable for independent educational evaluations, including the District’s procedures for requesting reimbursement for the cost of an independent educational evaluation.

REGULATION

New Draft 05/09/2014
8503.1

INSTRUCTION

INDEPENDENT EDUCATIONAL EVALUATION

- B. A parent has the right to obtain their own independent educational evaluation for their child at their own expense. A parent does not have the right to an independent educational evaluation at the expense of the District if the District has not first conducted and completed its own evaluation of a child.
- C. An independent educational evaluation must be performed under the same criteria for evaluation procedures used by the District in its own individual evaluations.

IV. PUBLIC EXPENSE

- A. Public expense means that the School District either pays for the cost of the independent educational evaluation, provided that the cost does not exceed the monetary limits established in this regulation by the District. Where parents have insurance that will cover part or all of the cost of the evaluation, they are encouraged to submit a claim for payment of the evaluation to their insurer. The District will pay any deductible or co-pay for the evaluation upon receipt of proof of that amount and a completed copy of the evaluation report.
- B. The School District has established reasonable limits for the independent evaluators that do not exceed the costs which the School District would be required to pay its own employees.

V. REQUEST FOR AN INDEPENDENT EDUCATIONAL EVALUATION

- A. If a parent disagrees with the results of an individual evaluation obtained by the District, the parent has the right to request an independent educational evaluation at public expense.
- B. If the parent wishes to obtain the District's agreement to pay for an independent educational evaluation prior to the independent evaluation being conducted, the parent must submit a written request to the District requesting that the District fund the independent educational evaluation, within ninety (90) calendar days from the date of receipt of the District's evaluation.
- C. Requests for reimbursement for the costs of an independent educational evaluation already obtained by the parent must be submitted within thirty (30) calendar days from the date of receipt of the results of the independent educational evaluation, in order to be considered. The District may not refuse to reimburse a parent for the reasonable costs not to exceed the monetary limits established in this regulation of an independent educational evaluation that the parent has already obtained, solely because the parent did not notify the District prior to obtaining the independent educational evaluation.

INSTRUCTION

INDEPENDENT EDUCATIONAL EVALUATION

- C. The District will, without unnecessary delay, either ensure that an independent educational evaluation is provided at public expense, or initiate an impartial hearing to show that the District's evaluation is appropriate and that it does not intend to pay for the evaluation requested by a parent.
- D. The District may ask for the parent's reason why the parent objects to the individual evaluation. A parent need not provide an explanation for his/her objection to the individual evaluation. Additionally, the parent's explanation or lack of explanation will not be a reason for the District to unreasonably delay either providing an independent educational evaluation at public expense or initiating an impartial hearing to defend the District's evaluation.
- E. The District may initiate an impartial hearing if it believes its individual evaluation is appropriate and objects to the payment for an additional evaluation requested by the parent. If the District should choose to deny payment for an independent educational evaluation already performed on behalf of the child, or chooses to controvert a parent's request for an independent educational evaluation to be performed at public expense, the District shall notify the parent in writing of its reasons for the denial, and of its intent to initiate an impartial hearing.
- F. If the Impartial Hearing Officer requests an independent educational evaluation as part of a hearing, the cost of the independent educational evaluation shall be at the District expense.
- G. The Impartial Hearing Officer shall determine if the District's own evaluation is appropriate or not. If the Impartial Hearing Officer determines that the parent is entitled to an independent educational evaluation at the District expense, the District shall be responsible for the full costs of the independent educational evaluation. If the hearing officer determines that the District's evaluation is appropriate, the parent has a right to an independent educational evaluation, but not at public expense.

VI. RESPONSIBILITIES

- A. When an independent educational evaluation is requested and approved by the District and an evaluator is selected by the parent, it becomes the responsibility of the evaluator chosen by the parent to contact and make arrangements with the District, to be confirmed in writing, the services to be performed, the cost involved, the method of payment, dates of classroom visitation and discussions with District staff, and a date when a written report will be submitted.

VII. INDEPENDENT EDUCATIONAL EVALUATIONS PROVIDED FOR AT PUBLIC EXPENSE

INDEPENDENT EDUCATIONAL EVALUATION

- A. When an independent educational evaluation is obtained at public expense, the criteria under which the independent educational evaluation is obtained must be the same as the criteria that the District uses when it initiates an independent evaluation (to the extent those criteria are consistent with the parent's right to an independent educational evaluation).
- B. The District may not impose conditions other than those outlined by this Regulation or otherwise permitted by law.
- C. The District has established a comprehensive list of qualified individuals in private practice or employees of other public agencies who meet the District's location and qualification criteria to whom parents may go to secure an independent evaluation. This list will be provided to parents upon request. A parent may, however, select an evaluator of their own choosing, as long as the evaluator meets the District's geographic, qualification and reasonable cost criteria.
- D. The following criteria are applicable to District initiated evaluations and to parent initiated independent educational evaluations that are publicly funded:
 - 1. The maximum fee allowable for each test is \$ _____.
 - 2. Tests may take place within the following geographical specifications: Within a 50 mile radius of the boundaries of the school district.
 - 3. New York State certification or licensure is required of all evaluators.
- E. The fee amounts set forth in this policy are consistent with those amounts which the District would pay when scheduling its own individual evaluations.
- F. The District shall periodically update its list of independent educational evaluators.

VIII. USE OF THE INDEPENDENT EDUCATIONAL EVALUATION IN THE REVIEW PROCESS

- A. The results of an individual evaluation report must be shared with the child's parent, along with copies of documentation of determination of eligibility. Parents of preschool children must also be provided a copy of the summary report of any evaluation performed.
- B. The results of an independent educational evaluation must be considered by the District as part of its review of a child's entitlement to special educational needs, and

INSTRUCTION

INDEPENDENT EDUCATIONAL EVALUATION

the development of the child's Individualized Educational Program (IEP), if appropriate.

- C. The results of an independent educational evaluation may be presented as evidence at an impartial hearing regarding a child.

IX. FURTHER INFORMATION

The District has developed a policy and regulations governing independent educational evaluations in order to avoid any misunderstanding as to a parent's entitlement to and the process for obtaining an independent educational evaluation. Parents can obtain further information on independent educational evaluations by contacting the Chairperson of the Committee on Special Education (CSE) or the Chairperson of the Committee on Pre-School Special Education (CPSE) for the District at 315-768-3378. The parent may also wish to contact the Office for Special Education Services for the NYS Department of Education at NYS Education Department, Special Education Quality Assurance, State Tower Building, 109 Warren Street, Syracuse, New York 13202, at (315) 471-4796, and speak to a Regional Associate. Additional information may further be obtained from a booklet published by the NYS Department of Education entitled: A Parent's Guide to Special Education: Your Child's Right to an Education in New York State. This publication may be obtained either by calling the NYS Department of Education, or at:
<http://www.vesid.nysed.gov/specialed/publications/policy/parentguide.htm>.

Madison Central School District

Legal Ref: 8 NYCRR 200.1(z) & (ii); 8 NYCRR 200.5(g); Commissioner's Decision No. 12,822; January 2002 Field Memorandum From Rita D. Levay, State Education Department.

Cross Ref: Selection, Appointment & Compensation of Impartial Hearing Officers Policy

Adopted: _____

Policy

INSTRUCTION

Delete 05/09/2014

8046

AIDS INSTRUCTION IN HEALTH EDUCATION

- I. The Board of Education shall provide a health education program that will include appropriate instruction for all students concerning Acquired Immune Deficiency Syndrome (AIDS). Accurate information concerning the nature of the disease, methods of transmission, and means of prevention shall be provided in an age-appropriate manner and shall be consistent with community values.
- II. A representative community advisory group consisting of appropriate school personnel, parents, religious representatives, and other community members shall be established in order to make recommendations for curriculum content, implementation, and evaluation of an AIDS instructional program. Appropriate training will be provided for instructional staff.
- III. Parents/legal guardians shall have the right to exclude their children from those portions of a school's AIDS instructional program, if they file a request for such exclusion and agree to provide instruction at home concerning the prevention of AIDS.
- IV. AIDS instruction in the elementary school grades, K-6, shall be taught by the regular classroom teacher, while such instruction in grades 7-12 shall be a part of the required health education course.

Madison Central School District

Legal Ref: 8 NYCRR 135.3

Adopted: 1987

Revised: 05/19/99

Policy

INSTRUCTION

Delete 05/09/2014
8048

FIRE AND ARSON PREVENTION INSTRUCTION

The Board of Education directs the administration to provide instruction in fire and arson prevention for all students in each school for a period of not less than forty-five (45) minutes each month that school is in session.

Madison Central School District
Legal Ref: Education Law Section 808
Adopted: 1984
Readopted: 05/19/99

Policy

Delete 05/09/2014

8121

INSTRUCTION

SURROGATE PARENTS

In the event that no parent for a child with a disability can be identified or after reasonable efforts, the whereabouts of the parent cannot be determined, or the child is a ward of the state, the Board shall assign an individual to act as a surrogate for the parents. The person selected as a surrogate shall have no interest that conflicts with the interest of the child he/she represents, and shall have knowledge and skills that insure adequate representation of the child.

It is the duty of the school district to determine whether a child needs a surrogate parent and to assign a surrogate parent in the manner permitted under New York State law.

Madison Central School District

Legal Ref: Education Law Section 4401

Adopted: 1984

Revised: 05/19/99

(Condensed Version)

MADISON CENTRAL SCHOOL DISTRICT

MADISON, NEW YORK

BUDGET STATUS REPORTS

June 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
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	30-38

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

June 1, 2014

through

June 30, 2014

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

\$ 777,778.60

RECEIPTS during month

DATE	SOURCE	AMOUNT
JUNE 1-30	VARIOUS - TUITION	\$ 1,850.00
1-30	VARIOUS - COMPENSATION FOR LOSS	146.82
1-30	VARIOUS - DRIVERS EDUCATION	786.00
5	TRUST AND AGENCY - NYSTRS	1,507.23
6	VARIOUS DUE TO/ DUE FROM	10,748.05
10	TRANSFER FROM GENERAL SAVINGS	250,000.00
10	D SAULSGIVER - REVIEW BOOKS	22.20
10	UTICA NATIONAL INSURANCE - FREEZER/BUILDING DAMAGE	43,312.07
12	OTSEGO NORTHERN CATSKILLS BOCES - DISTANT LEARNINC	4,569.15
13	NYS - EXCESS COST AID	85,968.20
13	MADISON ONEIDA BOCES - E-RATE REFUND	9,791.67
16	CLASS OF 2015 - POSTAGE REIMBURSEMENT	13.92
19	TRUST AND AGENCY - NYSTRS	1,466.21
23	MADISON ONEIDA BOCES - SCHOOL IMPROVE PLANNING	3,565.20
23	MADISON ONEIDA BOCES - 2012-13 BOCES AID	290,049.65
23	SCOTT'S MIRACLE GRO - REBATE	20.00
24	RETURN OF PETTY CASH	62.03
25	TRANSFER FROM GENERAL SAVINGS	375,000.00
25	TRUST AND AGENCY - NYSTRS	7,589.92
27	VARIOUS DUE TO/ DUE FROM	22,694.69
27	NYS - GENERAL AID	199,927.01
30	MERRY-GO-ROUND - ARTS IN EDUCATION	12,700.00
30	TRANSFER FROM GENERAL SAVINGS	450,000.00
30	RDS DRUG SUBSIDY	7,078.43
30	INTEREST - NBT	7.03

Total Receipts, including balance:

\$ 1,778,875.48
\$ 2,556,654.08

DISBURSEMENTS made during month

BY CHECK	FROM: 15301	TO: 15353	\$ 44,267.80
	15354	TO: 15387	21,408.34
	15388	TO: 15428	200,629.12
	15429	TO: 15434	1,632.95
	15435	TO: 15451	5,419.66
	15452	TO: 15488	39,293.18
	14968	TO: 14869	268.46
	15260	TO: 15260 VOID	(2,425.75)
BY DEBIT CHARGE	TRANSFER TO TRUST & AGENCY - PAYROLL		\$ 798,602.06
	HEALTH/DENTAL INSURANCE		107,354.31
	HASLER POSTAGE - MAILFINANCE		550.00
	CHASE BANK - REFINANCE 2010 INTEREST		55,443.75
	CHASE BANK - REFINANCE 2010 PRINCIPAL		535,000.00
	DUE TO/ DUE FROM GENERAL TO FEDERAL		64,856.00
	TRANSFER TO CAPITAL - SAFETY PROJECT		320,000.00

Total Disbursements:

\$ 2,192,299.88

CASH BALANCE SHOWN BY RECORDS:

\$ 364,354.20

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month:	\$ 425,813.12
Less total of outstanding checks:	<u>(61,458.92)</u>
Net balance in bank:	\$ 364,354.20
Transfers in transit:	-

TOTAL AVAILABLE BALANCE:

\$ 364,354.20

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

July 8, 2014

Clerk of the Board of Education

Treasurer

Prepared

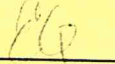
LIST OF OUTSTANDING CHECKS - NBT
GENERAL FUND

6/30/14

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
14869	6/30/2014	\$ 56.49	15395-15397	6/20/2014	\$ 4,178.43
	2/14/14				
15009	L NICHOLS	\$ 35.28	15399-15401	6/20/2014	\$ 135.45
15254	5/23/2014	81.00	15404-15408	6/20/2014	\$ 4,123.15
15269	5/23/2014	\$ 102.25	15410	6/20/2014	\$ 47.93
15287	5/23/2014	\$ 236.84	15416-15418	6/20/2014	\$ 1,433.95
15293	5/23/2014	\$ 9.88	15420-15421	6/20/2014	\$ 216.24
15297	5/23/2014	\$ 100.74	15423	6/20/2014	\$ 82.46
15307	6/5/2014	\$ 1,258.80	15425	6/20/2014	\$ 325.00
15338	6/5/2014	\$ 629.40	15428-15433	6/23/2014	\$ 1,351.98
15342	6/5/2014	\$ 104.90	15435-15445	6/25/2014	\$ 3,993.71
15347	6/5/2014	\$ 629.40	15447-15451	6/25/2014	\$ 1,323.30
15369	6/6/2014	\$ 31.00	15452-15488	6/30/2014	\$ 39,293.18
15372	6/6/2014	\$ 8.00			
15381-15382	6/6/2014	\$ 459.65			
15390-15393	6/20/2014	\$ 1,210.51			
TOTAL		\$ 4,954.14			\$ 56,504.78
			GRAND TOTAL		\$ 61,458.92

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**

June 1, 2014

through

June 30, 2014

Total available balance as reported at the end of preceding period: \$ 1,823,790.64

RECEIPTS during month:

DATE	SOURCE	AMOUNT
JUNE 30	INTEREST - NBT	\$ 38.44

Total Receipts: \$ 38.44
Total Receipts, including balance: \$ 1,823,829.08

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE:

TRANSFER TO GENERAL CHECKING \$ 1,075,000.00

Total Disbursements: \$ 1,075,000.00
CASH BALANCE SHOWN BY RECORDS: \$ 748,829.08

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month:	\$ 748,829.08
	\$ -
Net balance in bank:	\$ 748,829.08
Amount of deposits in transit:	\$ -
TOTAL AVAILABLE BALANCE:	\$ 748,829.08

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

July 8, 2014

Clerk of the Board of Education

Treasurer

Prepared

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

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

June 1, 2014

through

June 30, 2014

Total available balance as reported at the end of preceding period: \$1,265,651.33

RECEIPTS during month:

DATE	SOURCE	AMOUNT
JUNE 30	INTEREST - NBT	\$ 156.01

Total Receipts: \$ 156.01
Total Receipts, including balance: \$ 1,265,807.34

DISBURSEMENTS made during month:

BY CHECK FROM: TO:

BY DEBIT CHARGE:

\$ -

Total Disbursements: \$ -
CASH BALANCE SHOWN BY RECORDS: \$ 1,265,807.34

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 1,265,807.34
	\$ -
Net balance in bank:	\$ 1,265,807.34
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 1,265,807.34

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

July 8, 2014

Clerk of the Board of Education

Treasurer

Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits
A 200	CASH IN CHECKING		
A 201	CASH IN SAVINGS - NBT	364,354.20	0.00
A 201 02	CASH IN SAVINGS - BERKSHIRE	748,829.08	0.00
A 201 04	CASH IN CHECKING - NBT	0.00	0.00
A 210	PETTY CASH	1,265,807.34	0.00
A 230	CASH-CAPITAL RESERVE	0.00	0.00
A 230 01	UNEMPLOYMENT RESERVE - NIAGARA	294,119.46	0.00
A 380	ACCOUNTS RECEIVABLE	197,046.16	0.00
A 391	DUE FROM OTHER FUNDS	1,264.64	0.00
A 410	STATE & FEDERAL AID RECEIVABLE	71,568.71	0.00
A 510	ESTIMATED REVENUE	360,698.00	0.00
A 521	ENCUMBRANCES	0.00	0.00
A 522	EXPENDITURES	0.00	0.00
A 599	APPROPRIATED FUND BALANCE	0.00	0.00
A 600 01	ACCOUNTS PAYABLE-YR END	0.00	0.00
A 601	ACCRUED LIABILITIES	0.00	74,947.23
A 630	DUE TO OTHER FUNDS	0.00	40,461.04
A 631	DUE TO OTHER GOVERNMENTS	0.00	0.00
A 632	DUE TO NYSTRS	0.00	18,800.00
A 632 01	DUE TO NYSTRS-ACCR 13-14	0.00	39,097.67
A 637	DUE TO NYSERS - ACCR 13-14	0.00	394,846.24
A 691	DEFERRED REVENUE	0.00	25,335.50
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	786.00
A 821	RESERVE FOR ENCUMBRANCES	0.00	196,713.87
A 827	ERS RESERVE	0.00	189,879.32
A 827 01	TRS RESERVE	0.00	99,652.00
A 862	RESERVE FOR LIABILITY	0.00	230,000.00
A 864	TAX CERTIORARI RESERVE	0.00	432,302.04
A 867	EBALR RESERVE	0.00	90,000.00
A 878	CAPITAL RESERVE	0.00	683,621.10
A 909	FUND BALANCE, UNRESERVED	0.00	294,119.46
A 910	APPROPRIATED FUND BALANCE	0.00	0.00
A 911	UNAPPROPRIATED FUND BALANCE	0.00	150,000.00
A 960	ESTIMATED APPROPRIATIONS	0.00	343,126.12
A 980	REVENUES	0.00	0.00
		0.00	0.00
A Fund Totals:		3,303,687.59	3,303,687.59
Grand Totals:		3,303,687.59	3,303,687.59

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2013 To 6/30/2014



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAXES	2,424,541.00	0.00	2,424,541.00	2,414,607.51	9,933.49
A 1081.002	E-ON - WINDMILLS	78,000.00	0.00	78,000.00	0.00	78,000.00
A 1083	E-ON - WINDMILLS	0.00	0.00	0.00	81,715.93	-81,715.93
A 1085	STAR REIMBURSEMENT	588,000.00	0.00	588,000.00	595,570.00	-7,570.00
A 1090	INTEREST & PENALTIES	3,800.00	0.00	3,800.00	9,602.89	-5,802.89
A 1311	TUITION FROM INDIVIDUALS	0.00	0.00	0.00	6,510.00	-6,510.00
A 1335	OTHER STUDENT FEES	0.00	0.00	0.00	2,590.50	-2,590.50
A 1410	ADMISSIONS	1,000.00	0.00	1,000.00	0.00	1,000.00
A 2230	TUITION - OTHER DISTRICTS	45,000.00	0.00	45,000.00	26,783.58	18,216.42
A 2401	INTEREST & EARNINGS	12,000.00	0.00	12,000.00	2,895.52	9,104.48
A 2401.001	INTEREST-CAPITAL RSV-A878	0.00	0.00	0.00	86.57	-86.57
A 2401.002	INTEREST-UNEMPLOY-A815	0.00	0.00	0.00	79.63	-79.63
A 2666	SALE OF TRANS EQUIPMENT	0.00	0.00	0.00	6,400.00	-6,400.00
A 2680	INSURANCE RECOVERIES	0.00	0.00	0.00	44,232.50	-44,232.50
A 2690	COMPENSATION FOR LOSS	0.00	0.00	0.00	336.15	-336.15
A 2700	MEDICARE PART D	25,000.00	0.00	25,000.00	54,634.98	-29,634.98
A 2701	REFUND PRIOR YEAR - BOCES	30,500.00	0.00	30,500.00	56,814.59	-26,314.59
A 2703	REFUND PRIOR YEAR - MISC	3,000.00	0.00	3,000.00	6,326.80	-3,326.80
A 2705	GIFTS & DONATIONS	0.00	0.00	0.00	50.00	-50.00
A 2770	UNCLASSIFIED REVENUE	4,000.00	0.00	4,000.00	15,988.64	-11,988.64
A 2770.002	PRIOR YEAR E-RATE REFUND	3,000.00	0.00	3,000.00	9,791.67	-6,791.67
A 2801	INTERFUND REVENUES	0.00	0.00	0.00	20,080.14	-20,080.14
A 2801.815	UNEMPLOYMENT RES - A815	6,977.00	0.00	6,977.00	0.00	6,977.00
A 3101	NYS - GENERAL AID	3,601,728.00	0.00	3,601,728.00	3,329,404.72	272,323.28
A 3101.001	NYS - EXCESS COST AID	430,000.00	0.00	430,000.00	628,759.65	-198,759.65
A 3102	LOTTERY AID	540,000.00	0.00	540,000.00	511,199.05	28,800.95
A 3102.001	VLT LOTTERY AID	198,000.00	0.00	198,000.00	244,226.23	-46,226.23
A 3103	BOCES AID	498,943.00	0.00	498,943.00	505,277.00	-6,334.00
A 3260	TEXTBOOK AID	27,000.00	0.00	27,000.00	27,611.00	-611.00
A 3262	COMPUTER SOFTWARE AID	6,200.00	0.00	6,200.00	7,026.00	-826.00
A 3262.001	COMPUTER HARDWARE AID	8,739.00	0.00	8,739.00	8,740.00	-1.00
A 3263	LIBRARY MATERIALS AID	4,250.00	0.00	4,250.00	2,931.00	1,319.00
A 4601	MEDICAID ASSISTANCE	3,000.00	0.00	3,000.00	19,683.74	-16,683.74
A 5031	INTERFUND TRANSFERS	0.00	0.00	0.00	2.02	-2.02
A 5050	INTERFUND TRANSFER - V	225,000.00	0.00	225,000.00	0.00	225,000.00
A Totals:		8,767,678.00	0.00	8,767,678.00	8,639,958.01	127,719.99
Grand Totals:		8,767,678.00	0.00	8,767,678.00	8,639,958.01	127,719.99

MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2013 To 6/30/2014



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
10	DISTRICT CLERK	*	4,254.00	0.00	4,254.00	4,176.20	0.00	77.80
1010	BOARD OF EDUCATION	*	2,363.00	500.00	2,863.00	2,503.28	0.00	359.72
1060	DISTRICT MEETING	*	1,000.00	-500.00	500.00	279.00	0.00	221.00
1240	CHIEF SCHOOL ADMINISTRATOR	*	143,532.00	4,786.90	148,318.90	147,188.09	0.00	1,130.81
1310	BUSINESS ADMINISTRATION	*	96,801.00	375.00	97,176.00	96,846.64	0.00	329.36
1320	AUDITING	*	23,000.00	-2,600.00	20,400.00	16,019.65	0.00	4,380.35
1325	TREASURER	*	47,775.00	3,265.00	51,040.00	47,686.00	2,900.00	454.00
1330	TAX COLLECTOR	*	4,132.00	534.85	4,666.85	4,666.85	0.00	0.00
1345	PURCHASING	*	3,436.00	0.00	3,436.00	936.00	0.00	2,500.00
1420	LEGAL	*	15,300.00	-2,598.53	12,701.47	11,357.54	0.00	1,343.93
1430	PERSONNEL	*	36,950.00	-14,534.85	22,415.15	16,594.00	0.00	5,821.15
1620	OPERATION OF PLANT	*	477,559.00	-2,000.91	475,558.09	425,807.19	16,731.81	33,019.09
1621	MAINTENANCE OF PLANT	*	99,111.00	93,181.25	192,292.25	164,733.65	10,019.17	17,539.43
1670	CENTRAL PRINTING & MAILING	*	13,600.00	-206.39	13,393.61	12,539.13	0.00	854.48
1680	CENTRAL DATA PROCESSING	*	27,486.00	2,414.08	29,900.08	29,887.80	0.00	12.28
1910	UNALLOCATED INSURANCE	*	36,000.00	-6,038.69	29,961.31	28,750.50	0.00	1,210.81
1964	REFUND ON REAL PROPERTY TAXES	*	2,500.00	0.00	2,500.00	2,318.17	0.00	181.83
1981	BOCES ADMINISTRATIVE COSTS	*	31,381.00	0.00	31,381.00	31,381.00	0.00	0.00
1983	BOCES CAPITAL EXPENSES	*	43,435.00	0.00	43,435.00	43,435.00	0.00	0.00
2020	SUPERVISION-REGULAR SCHOOL	*	99,079.00	35.97	99,114.97	86,453.30	0.00	12,661.67
2060	RESEARCH, PLANNING & EVALUAT	*	1,524.00	0.00	1,524.00	1,524.00	0.00	0.00

MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2013 To 6/30/2014



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2070	INSERVICE TRAINING-INSTRUCTION	*	87,047.00	1,100.00	88,147.00	88,115.82	0.00	31.18
2110	TEACHING-REGULAR SCHOOL	*	1,964,343.00	135,041.09	2,099,384.09	2,045,620.99	6,005.90	47,757.20
2250	PROGRAMS-STUDENTS W/ DISABIL	*	1,054,659.00	37,341.31	1,092,000.31	840,819.09	0.00	251,181.22
2280	OCCUPATIONAL EDUCATION	*	299,830.00	16,426.45	316,256.45	310,592.73	4,609.85	1,053.87
2330	TEACHING-SPECIAL SCHOOLS	*	171,766.00	19,480.00	191,246.00	178,262.70	0.00	12,983.30
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	112,718.00	6,372.75	119,090.75	98,093.40	151.15	20,846.20
2630	COMPUTER ASSISTED INSTRUCTION	*	52,843.00	34,050.00	86,893.00	76,020.00	748.96	10,124.04
2805	ATTENDANCE-REGULAR SCHOOL	*	8,470.00	500.00	8,970.00	8,776.08	0.00	193.92
2810	GUIDANCE-REGULAR SCHOOL	*	82,724.00	325.99	83,049.99	81,892.14	0.00	1,157.85
2815	HEALTH SERVICES-REGULAR SCHOOL	*	41,372.00	74.01	41,446.01	40,270.61	0.00	1,175.40
2825	SOCIAL WORK SRVC-REG SCHOOL	*	44,075.00	3,500.00	47,575.00	47,481.75	0.00	93.25
2850	CO-CURRICULAR ACTIV-REG SCHL	*	14,074.00	4,300.00	18,374.00	18,327.25	0.00	46.75
2855	INTERSCHOL ATHLETICS-REG SCHL	*	86,691.00	6,629.35	93,320.35	82,765.41	6,744.05	3,810.89
5510	DISTRICT TRANSPORT	*	456,940.00	370,437.27	827,377.27	622,729.37	141,968.43	62,679.47
5530	GARAGE BUILDING	*	19,625.00	4,880.45	24,505.45	22,297.23	0.00	2,208.22
9010	STATE RETIREMENT	*	125,136.00	0.00	125,136.00	84,761.74	0.00	40,374.26
9020	TEACHERS' RETIREMENT	*	332,405.00	45,970.69	378,375.69	373,880.40	0.00	4,495.29
9030	SOCIAL SECURITY	*	254,895.00	0.00	254,895.00	235,065.05	0.00	19,829.95
9040	WORKERS' COMPENSATION	*	28,300.00	0.00	28,300.00	21,418.00	0.00	6,882.00
9045	LIFE INSURANCE	*	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00
9050	UNEMPLOYMENT INSURANCE	*	10,000.00	0.00	10,000.00	332.29	0.00	9,667.71

08/12/2014

MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2013 To 6/30/2014



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9055	DISABILITY INSURANCE	*	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00
9060	HOSPITAL, MEDICAL & DENTAL INS	*	1,573,527.00	0.00	1,573,527.00	1,463,186.84	0.00	110,340.16
9089	OTHER	*	32,000.00	0.00	32,000.00	38,837.15	0.00	-6,837.15
9711	SERIAL BOND CONSTRUCTION	*	802,919.00	0.00	802,919.00	802,918.76	0.00	0.24
9722	STATUTORY BONDS - BUS PURCHASES	*	36,401.00	0.00	36,401.00	17,900.77	0.00	18,500.23
9770	REVENUE ANTICIPATION NOTES	*	12,500.00	-900.00	11,600.00	0.00	0.00	11,600.00
9901	TRANSFER TO SPECIAL AID	*	0.00	900.00	900.00	861.40	0.00	38.60
9950	TRANSFER TO CAPITAL	*	88,700.00	320,000.00	408,700.00	408,700.00	0.00	0.00
Fund ATotals:			9,007,678.00	1,083,043.04	10,090,721.04	9,188,509.96	189,879.32	712,331.76
Grand Totals:			9,007,678.00	1,083,043.04	10,090,721.04	9,188,509.96	189,879.32	712,331.76

10

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

June 1, 2014

through

June 30, 2014

Total available balance as reported at the end of preceding period: \$ 8,345.28

RECEIPTS during month:

DATE	SOURCE	AMOUNT	
JUNE 1-30	VARIOUS - BRKFST/LUNCH SALES	\$ 2,097.76	
3	UNIVERSAL PRE-K	2,616.75	
10	NYS - MAY 2014 FEDERAL LUNCH/BRKFST	10,953.00	
25	UNIVERSAL PRE-K	358.50	
30	INTEREST - NBT	0.23	
	Total Receipts:	\$ 16,026.24	
	Total Receipts, including balance:	\$ 24,371.52	

DISBURSEMENTS made during month:

BY CHECK	FROM: 3087	TO: 3093	\$ 4,840.21
	3094	TO: 3101	8,913.14
	3102	TO: 3104	\$ 538.08

BY DEBIT CHARGE:

PAYROLL TRANSFERS	\$ 7,325.96
HEALTH/DENTAL INSURANCE	1,616.56

\$ 23,233.95

CASH BALANCE SHOWN BY RECORDS:

\$ 1,137.57

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 2,989.39
Less total of outstanding checks:	(1,851.82)
Net balance in bank:L	\$ 1,137.57
Amount of deposits in transit:	-

TOTAL AVAILABLE BALANCE

\$ 1,137.57

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

July 8, 2014

 Clerk of the Board of Education

 Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
SCHOOL LUNCH FUND

6/30/2014

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
3084	5/23/2014	\$ 20.00	3102-3104	6/30/2014	\$ 538.08
3094-3095	6/20/2014	\$ 817.68			
3097	6/20/2014	\$ 327.56			
3100	6/20/2014	\$ 148.50			
TOTAL		\$ 1,313.74			\$ 538.08
			GRAND TOTAL		\$ 1,851.82

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

June 1, 2014

through

June 30, 2014

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

RECEIPTS during month:

DATE	SOURCE	AMOUNT
JUNE 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

July 8, 2014

 Clerk of the Board of Education

 Treasurer

Prepared

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits
C 200	CASH IN CHECKING	1,137.57	0.00
C 201	CASH IN SAVINGS-NYLAF	0.00	0.00
C 201 02	CASH IN SAVINGS - NBT	0.00	0.00
C 380	ACCOUNTS RECEIVABLE	591.36	0.00
C 391	DUE FROM OTHER FUNDS	0.00	0.00
C 410	STATE & FEDERAL AID RECEIVABLE	9,067.00	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	0.00	0.00
C 521	ENCUMBRANCES	0.00	0.00
C 522	EXPENDITURES	0.00	0.00
C 599	APPROPRIATED FUND BALANCE	0.00	0.00
C 630	DUE TO OTHER FUNDS	0.00	46,761.00
C 631	DUE TO OTHER GOVERNMENTS	0.00	51.44
C 821	RESERVE FOR ENCUMBRANCES	0.00	0.00
C 909	FUND BALANCE, UNRESERVED	0.00	0.00
C 911	UNAPPROPRIATED FUND BALANCE	23,093.74	0.00
C 960	ESTIMATED APPROPRIATIONS	0.00	0.00
C 980	REVENUES	0.00	0.00
C Fund Totals:		46,812.44	46,812.44
Grand Totals:		46,812.44	46,812.44

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2013 To 6/30/2014



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1440	TYPE A - BRKFST/LUNCH	45,000.00	0.00	45,000.00	27,967.09	17,032.91
C 1445	OTHER FOOD SALES	22,000.00	0.00	22,000.00	14,332.33	7,667.67
C 1445.001	SODA COMMISSIONS	500.00	0.00	500.00	0.00	500.00
C 2401	INTEREST & EARNINGS	50.00	0.00	50.00	7.09	42.91
C 2701	REFUND PRIOR YEAR	300.00	0.00	300.00	159.89	140.11
C 2701.001	REFUND OF PRIOR YEAR - BOCES	0.00	0.00	0.00	1,153.00	-1,153.00
C 2770	UNCLASSIFIED REVENUE	0.00	0.00	0.00	119.69	-119.69
C 2770.001	BOCES AID	31,000.00	0.00	31,000.00	22,086.00	8,914.00
C 3190	NYS AID - BREAKFAST/LUNCH	9,000.00	0.00	9,000.00	3,259.00	5,741.00
C 4190	NYS FED AID-BRKFST/LUNCH	138,450.00	0.00	138,450.00	91,247.00	47,203.00
C 4190.100	DONATED FOOD VALUE	10,000.00	0.00	10,000.00	2,665.65	7,334.35
C Totals:		256,300.00	0.00	256,300.00	162,996.74	93,303.26
Grand Totals:		256,300.00	0.00	256,300.00	162,996.74	93,303.26

15

MADISON CENTRAL SCHOOL

Appropriation Status Summary Report By Function From 7/1/2013 To 6/30/2014



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2860	SCHOOL LUNCH	*	231,800.00	0.00	231,800.00	157,065.73	0.00	74,734.27
9030	SOCIAL SECURITY	*	4,000.00	0.00	4,000.00	2,602.76	0.00	1,397.24
9060	INSURANCE	*	20,500.00	0.00	20,500.00	19,617.32	0.00	882.68
Fund CTotals:			256,300.00	0.00	256,300.00	179,285.81	0.00	77,014.19
Grand Totals:			256,300.00	0.00	256,300.00	179,285.81	0.00	77,014.19

16

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

June 1, 2014

ACCT # *****3294
through

June 30, 2014

Total available balance as reported at the end of preceding period: \$ 23,265.53

RECEIPTS during month:

DATE	SOURCE	AMOUNT
JUNE 1-30	VARIOUS - SCHOLARSHIPS	\$ 2,300.00
1-30	VARIOUS - HEALTH INSURANCE	1,055.76
5	JUNE 2014 HEALTH INSURANCE	107,404.37
5	JUNE 2014 DENTAL INSURANCE	1,566.50
5	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	137,964.74
5	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	10,295.98
19	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	129,239.87
19	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	9,627.38
25	PAYROLL TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	532,694.95
25	FICA TRANSFERS - GENERAL, SCHOOL LUNCH, FEDERAL	40,751.02
27	AWARDS TRANSFERRED FROM SCHOLARSHIP	4,175.00
30	INTEREST - NBT	1.61

Total Receipts: \$ 977,077.18

Total Receipts, including balance: \$ 1,000,342.71

DISBURSEMENTS made during month:

BY CHECK	FROM:	TO:	WIRES - SEE BELOW
	1112	1124	
	5793	5824	\$ 124,007.90
	5804	5822	4,175.00

BY DEBIT CHARGE:

WIRE TRANSFER - NYS TAX	\$33,881.68
TRANSFER TO GENERAL - NYSTRS	10,563.36
ACH TRANSFER - DIRECT DEPOSIT	468,093.10
TRANSFER TO PAYROLL - NET PAYROLL	112,751.25
NYSEERS	1,323.51
WIRE TRANSFER-FED TAX	205,389.98
OMNI WIRE TRANSFER	16,219.07
DUE TO/ DUE FROM - TO GENERAL	1.12
DONATIONS TRANS TO SCHOLARSHIP	4,300.00

Total Disbursements: \$ 980,705.97

CASH BALANCE SHOWN BY RECORDS: \$ 19,636.74

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 22,636.96
Less total of outstanding checks:	(3,000.22)
Net balance in bank:	\$ 19,636.74
Amount of deposits in transit:	-

TOTAL AVAILABLE BALANCE: \$ 19,636.74

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

July 8, 2014

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
TRUST & AGENCY FUND

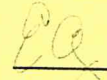
6/30/2014

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
5800	6/19/2014	\$ 263.22	5820	6/20/2014	\$ 250.00
5804-5806	6/20/2014	550.00	5822	6/20/2014	250.00
5808-5809	6/20/2014	625.00	5824	6/26/2014	637.00
5811-5812	6/20/2014	225.00			
5814-5815	6/20/2014	200.00			
TOTAL		\$ 1,863.22			\$ 1,137.00
			GRAND TOTAL		\$ 3,000.22

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 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits
TA 010 01	DIRECT DEPOSIT - B A	0.00	0.00
TA 010 02	PAYROLL - NBT	0.33	0.00
TA 010 03	DIRECT DEPOSIT - NBT	0.00	0.00
TA 018	NYSERS	0.00	0.00
TA 020 01	HEALTH INSURANCE	0.00	0.00
TA 020 02	DENTAL INSURANCE	0.00	15,248.16
TA 020 23	FLEX (12-13)	1,128.09	0.00
TA 020 24	FLEX (13-14)	0.00	0.00
TA 021	NYS INCOME TAX	0.00	4,510.85
TA 022	FEDERAL INCOME TAX	0.00	0.00
TA 023 03	NYS DEPT TAX & FINANCE	0.00	0.00
TA 023 05	MADISON CO SHERIFF DEPT	0.00	0.00
TA 024 01	TEACHER UNION DUES	0.00	0.00
TA 024 02	EMPLOYEE ASSOCIATION DUES	0.00	0.00
TA 024 04	VOTE/COPE	0.00	0.00
TA 026	SOCIAL SECURITY (FICA)	0.00	0.00
TA 026 01	MEDICARE (FICM)	0.00	0.00
TA 027	NYSTRS LOANS	0.00	0.00
TA 027 01	NYSTRS CONTRIBUTIONS	0.00	0.00
TA 029	TAX SHELTERED ANNUITIES	0.00	0.00
TA 038	STUDENT DEPOSITS	0.00	0.00
TA 085	SCHOLARSHIP HOLDING ACCOUNT	0.00	474.00
TA 085 03	HONORS TRIP	0.00	0.00
TA 200	CASH IN CHECKING	0.00	530.21
TA 391	DUE FROM OTHER FUNDS	19,636.74	0.00
TA 630	DUE TO OTHER FUNDS	0.00	0.00
		0.00	1.94
TA Fund Totals:		20,765.16	20,765.16
Grand Totals:		20,765.16	20,765.16

MADISON CENTRAL SCHOOL DISTRICT

PAYROLL ACCOUNT - NBT

TREASURER'S MONTHLY REPORT

ACCT # *****3421

June 1, 2014

through

June 30, 2014

Total available balance as reported at the end of preceding period: \$ 0.29

RECEIPTS during month:

DATE	SOURCE	AMOUNT
JUNE 5	TRUST & AGENCY - NET PAYROLL	\$ 24,298.99
19	TRUST & AGENCY - NET PAYROLL	20,842.85
26	TRUST & AGENCY - NET PAYROLL	67,609.41
30	INTEREST - NBT	\$ 0.33

Total Receipts: \$ 112,751.58

Total Receipts, including balance: \$ 112,751.87

DISBURSEMENTS made during month:

BY CHECK	FROM: 27390	TO: 27494	\$ 24,298.99
	27495	TO: 27593	20,842.85
	27594	TO: 27704	\$ 67,609.41

BY DEBIT CHARGE:

DUE TO/DUE FROM INTEREST TRANSFER TO GENERAL \$ 0.29

Total Disbursements: \$ 112,751.54

CASH BALANCE SHOWN BY RECORDS: \$ 0.33

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 12,442.51
Less total of outstanding checks:	\$ (12,442.18)
Net balance in bank:	\$ 0.33
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 0.33

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

July 8, 2014

Clerk of the Board of Education

Treasurer

Prepared

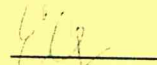
LIST OF OUTSTANDING CHECKS - NBT
PAYROLL ACCOUNT

6/30/14

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
25545	6/26/2014	\$ 32.32	27676-27679	6/26/14	\$ 508.79
27480-27481	6/5/14	1,201.07	27683	6/26/14	62.54
27559	6/19/14	1,759.42	27690	6/26/14	1,135.21
27580	6/19/14	1,112.78	27692	6/26/14	134.02
27591	6/19/14	1,477.41	27694	6/26/14	\$ 181.58
27668	6/26/14	1,838.89	27699-27701	6/26/2014	\$ 274.41
27671	6/26/14	483.18	27703-27704	6/26/2014	\$ 2,240.56
TOTAL		\$ 7,905.07			\$ 4,537.11
			GRAND TOTAL		\$ 12,442.18

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 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits
TE 092	ENDOWMENTS & SCHOLARSHIPS	0.00	37,054.89
TE 201 01	CASH IN SAVINGS - CLASS	0.00	0.00
TE 201 02	CASH IN SAVINGS - NIAGARA	37,054.89	0.00
TE 630	DUE TO OTHER FUNDS	0.00	0.00
TE Fund Totals:		37,054.89	37,054.89
Grand Totals:		37,054.89	37,054.89

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

TREASURER'S MONTHLY REPORT

ACCT # *****0556

June 1, 2014

through

June 30, 2014

Total available balance as reported at the end of preceding period: \$ 14,878.22

RECEIPTS during month:

DATE	SOURCE	AMOUNT
JUNE 30	TRANSFER FROM GENERAL - SAFETY PROJECT	\$ 320,000.00

Total Receipts: \$ 320,000.00

Total Receipts, including balance: \$ 334,878.22

DISBURSEMENTS made during month:

BY CHECK FROM: 1021 TO: 1022 \$ 10,320.00

BY DEBIT CHARGE:

\$ -

Total Disbursements: \$ 10,320.00

CASH BALANCE SHOWN BY RECORDS: \$ 324,558.22

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 334,878.22
Less total of outstanding checks:	\$ (10,320.00)
Net balance in bank:	<u>\$ 324,558.22</u>
Amount of deposits in transit:	

TOTAL AVAILABLE BALANCE: \$ 324,558.22

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

July 8, 2014

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
CAPTIAL FUND

6/30/14


CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
1021-1022	6/9/2014	\$ 10,320.00			

TOTAL		\$ 10,320.00			\$ -
			GRAND TOTAL		\$ 10,320.00

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 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits	Balance
HRP3 200	CASH IN CHECKING	11,301.78	0.00	11,301.78
HRP4 200	CASH IN CHECKING	120,050.00	94,085.73	25,964.27
HRP5 200	Cash in Checking	0.00	7,460.00	-7,460.00
HSAFE 200	Cash in Checking	320,000.00	25,247.83	294,752.17
200 Totals:		451,351.78	126,793.56	324,558.22
HRP3 410	STATE & FEDERAL AID RECEIVABLE	11,200.00	11,200.00	0.00
410 Totals:		11,200.00	11,200.00	0.00
HRP3 510	ESTIMATED REVENUE	0.00	0.00	0.00
HRP4 510	ESTIMATED REVENUE	0.00	0.00	0.00
HRP5 510	Estimated Revenue	0.00	0.00	0.00
HSAFE 510	Estimated Revenue	0.00	0.00	0.00
510 Totals:		0.00	0.00	0.00
HRP3 521	ENCUMBRANCES	0.00	0.00	0.00
HRP4 521	ENCUMBRANCES	0.00	0.00	0.00
HRP5 521	Encumbrances	0.00	0.00	0.00
HSAFE 521	Encumbrances	0.00	0.00	0.00
521 Totals:		0.00	0.00	0.00
HRP3 522	EXPENDITURES	0.00	0.00	0.00
HRP4 522	EXPENDITURES	95,075.73	95,075.73	0.00
HRP5 522	Expenditures	7,460.00	7,460.00	0.00
HSAFE 522	Expenditures	29,060.33	29,060.33	0.00
522 Totals:		131,596.06	131,596.06	0.00
HRP3 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
HRP4 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
HRP5 599	Appropriated Fund Balance	0.00	0.00	0.00
HSAFE 599	Appropriated Fund Balance	0.00	0.00	0.00
599 Totals:		0.00	0.00	0.00
HRP4 630	DUE TO OTHER FUNDS	0.00	20,990.00	-20,990.00
HSAFE 630	DUE TO OTHER FUNDS	0.00	3,812.50	-3,812.50
630 Totals:		0.00	24,802.50	-24,802.50
HRP3 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00
HRP4 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00
HRP5 909	Fund Balance, Unreserved	0.00	0.00	0.00
HSAFE 909	Fund Balance, Unreserved	0.00	0.00	0.00
909 Totals:		0.00	0.00	0.00
HRP3 911	UNAPPROPRIATED FUND BALANCE	0.00	11,301.78	-11,301.78
HRP4 911	UNAPPROPRIATED FUND BALANCE	0.00	4,974.27	-4,974.27
HRP5 911	UNAPPROPRIATED FUND BALANCE	7,460.00	0.00	7,460.00
HSAFE 911	UNAPPROPRIATED FUND BALANCE	0.00	290,939.67	-290,939.67
911 Totals:		7,460.00	307,215.72	-299,755.72
HRP3 960	APPROPRIATIONS	0.00	0.00	0.00
HRP4 960	APPROPRIATIONS	0.00	0.00	0.00
HRP5 960	Appropriations	0.00	0.00	0.00
HSAFE 960	Appropriations	0.00	0.00	0.00
960 Totals:		0.00	0.00	0.00
HRP3 980	REVENUES	0.00	0.00	0.00
HRP4 980	REVENUES	99,900.00	99,900.00	0.00
HRP5 980	Revenues	0.00	0.00	0.00
HSAFE 980	Revenues	320,000.00	320,000.00	0.00

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits	Balance
	980 Totals:	419,900.00	419,900.00	0.00
	Grand Totals:	1,021,507.84	1,021,507.84	0.00

Revenue Status Report From 7/1/2013 To 6/30/2014

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
HRP4 3297	EXCEL AID	0.00	0.00	0.00	11,200.00	-11,200.00
HRP4 5031	INTERFUND TRANSFER	0.00	0.00	0.00	88,700.00	-88,700.00
HSAFE 5031	INTERFUND TRANSFER	0.00	0.00	0.00	320,000.00	-320,000.00
					<u>419,900.00</u>	<u>-419,900.00</u>

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2013 To 6/30/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>HRP4 1620.293</u>	GENERAL CONSTRUCTION	0.00	0.00	0.00	89,984.00	0.00	-89,984.00
<u>HRP4 2110.245</u>	ARCHITECT FEES	0.00	0.00	0.00	4,941.73	0.00	-4,941.73
	Fund HRP4Totals:	0.00	0.00	0.00	94,925.73	0.00	-94,925.73
<u>HRP5 2110.245</u>	ARCHITECT FEES	0.00	0.00	0.00	7,460.00	0.00	-7,460.00
	Fund HRP5Totals:	0.00	0.00	0.00	7,460.00	0.00	-7,460.00
<u>HSAFE 2110.245</u>	ARCHITECT FEES	0.00	0.00	0.00	29,060.33	0.00	-29,060.33
	Fund HSAFETotals:	0.00	0.00	0.00	29,060.33	0.00	-29,060.33
	Grand Totals:	0.00	0.00	0.00	131,446.06	0.00	-131,446.06

28

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits
V 201 01	CASH IN SAVINGS - NIAGARA	956,939.51	0.00
V 391	DUE FROM OTHER FUNDS	0.00	0.00
V 510	ESTIMATED REVENUE	0.00	0.00
V 521	ENCUMBRANCES	0.00	0.00
V 522	EXPENDITURES	0.00	0.00
V 599	APPROPRIATED FUND BALANCE	0.00	0.00
V 884	FUND BALANCE	0.00	864,227.89
V 884 01	PREMIUM REVENUE-A FUND	0.00	92,711.62
V 909	FUND BALANCE, UNRESERVED	0.00	0.00
V 960	APPROPRIATED FUND BALANCE	0.00	0.00
V 980	REVENUES	0.00	0.00
V Fund Totals:		956,939.51	956,939.51
Grand Totals:		956,939.51	956,939.51

MADISON CENTRAL SCHOOL

Revenue Status Report From 7/1/2013 To 6/30/2014



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
V 2401	INTEREST & EARNINGS	0.00	0.00	0.00	25.00	-25.00
V 2401.001	DEBT INTEREST - V884.01	0.00	0.00	0.00	804.51	-804.51
V Totals:		0.00	0.00	0.00	829.51	-829.51
Grand Totals:		0.00	0.00	0.00	829.51	-829.51

30

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

June 1, 2014

ACCT # *****3405
through

June 30, 2014

Total available balance as reported at the end of preceding period: \$ 216,533.51

RECEIPTS during month:

DATE	SOURCE	AMOUNT	
JUNE 25	REAP 2013-14	\$ 33,274.00	
27	VARIOUS DUE TO/ DUE FROM	64,856.00	
30	INTEREST - NBT	3.27	
	Total Receipts:	\$ 98,133.27	
	Total Receipts, including balance:	\$ 314,666.78	

DISBURSEMENTS made during month:

BY CHECK	FROM: 2714	TO: 2717	\$ 2,863.65
	2718	TO: 2718	436.92

BY DEBIT CHARGE:

TRANSFER TO TRUST AND AGENCY - PAYROLL	\$ 54,645.92
DUE TO/ DUE FROM - TRANS TO GENERAL	33,441.33

Total Disbursements: \$ 91,387.82

CASH BALANCE SHOWN BY RECORDS: \$ 223,278.96

RECONCILIATION WITH BANK STATEMENT:

Balance as given on bank statement, end of month:	\$ 223,926.03
Less total of outstanding checks:	\$ (647.07)
Net balance in bank:	\$ 223,278.96
Amount of deposits in transit:	\$ -

TOTAL AVAILABLE BALANCE: \$ 223,278.96

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

July 8, 2014

Clerk of the Board of Education

Treasurer

Prepared

LIST OF OUTSTANDING CHECKS - NBT
 FEDERAL FUND

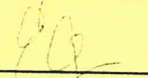
6/30/14

CHECK #	DATE	AMOUNT	CHECK #	DATE	AMOUNT
2715	6/20/2014	\$ 88.74			
2717	6/20/2014	\$ 121.41			
5718	6/30/2014	\$ 436.92			
TOTAL		\$ 647.07	GRAND TOTAL		\$ -
					\$ 647.07

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 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits	Balance
F181 200	WIND POWER	267,838.67	0.00	267,838.67
FA13 200	12-13 TITLE I	9,795.12	9,795.12	0.00
FA14 200	13-14 TITLE I	86,118.33	94,913.39	-8,795.06 CR
FB13 200	SECTION 611 12/13	47,946.00	47,946.00	0.00
FB14 200	13-14 SECTION 611	88,426.00	111,837.00	-23,411.00 CR
FC13 200	SECTION 619 12/13	1,412.00	1,412.00	0.00
FC14 200	13-14 SECTION 619	2,228.00	3,712.00	-1,484.00 CR
FD13 200	TITLE IIA 12/13	2,907.00	2,907.00	0.00
FD14 200	13-14 TITLE IIA	23,271.00	25,857.00	-2,586.00 CR
FG13 200	UNIVERSAL PRE-K 12/13	16,440.00	16,440.00	0.00
FG14 200	13-14 UNIVERSAL PRE-K	58,695.00	79,287.00	-20,592.00 CR
FH10 200	SECTION 4408 09/10	11,172.70	11,172.70	0.00
FH11 200	SECTION 4408 10/11	3,414.15	3,414.15	0.00
FH12 200	SECTION 4408 11/12	5,493.29	5,493.29	0.00
FH13 200	SECTION 4408 12/13	8,527.11	1,668.13	6,858.98
FH14 200	SECT 4408 (13-14)	5,543.62	5,849.37	-305.75 CR
FO14 200	13-14 REAP	33,274.00	33,274.00	0.00
FP13 200	TEACH OF TOMORROW 12/13	7,050.00	7,050.00	0.00
FP14 200	13-14 TEACH OF TOMORROW	4,200.00	2,100.00	2,100.00
FR14 200	13-14 MONSANTO GRANT	10,000.00	0.00	10,000.00
FT12 200	LOWES GRANT 11/12	4,900.00	2,295.00	2,605.00
FV11 200	GRAMMY GRANT	581.04	436.92	144.12
FZ13 200	12-13 RACE TO THE TOP	8,891.00	8,891.00	0.00
FZ14 200	13-14 RACE TO THE TOP	0.00	9,094.00	-9,094.00 CR
200 Totals:		708,124.03	484,845.07	223,278.96
F181 391	DUE FROM OTHER FUNDS	30,000.00	30,000.00	0.00
FA14 391	DUE FROM OTHER FUNDS	24,849.00	24,849.00	0.00
FB13 391	DUE FROM OTHER FUNDS	47,946.00	47,946.00	0.00
FB14 391	DUE FROM OTHER FUNDS	50,343.00	50,343.00	0.00
FC13 391	DUE FROM OTHER FUNDS	1,412.00	1,412.00	0.00
FD14 391	DUE FROM OTHER FUNDS	1,146.00	1,146.00	0.00
FG14 391	DUE FROM OTHER FUNDS	10,885.00	10,885.00	0.00
FH14 391	DUE FROM OTHER FUNDS	861.40	861.40	0.00
391 Totals:		167,442.40	167,442.40	0.00
FA13 410	STATE & FEDERAL AID RECEIVABLE	8,006.69	8,006.69	0.00
FA14 410	STATE & FEDERAL AID RECEIVABLE	8,798.33	0.00	8,798.33
FB13 410	STATE & FEDERAL AID RECEIVABLE	23,973.00	23,973.00	0.00
FB14 410	STATE & FEDERAL AID RECEIVABLE	23,411.00	0.00	23,411.00
FC13 410	STATE & FEDERAL AID RECEIVABLE	705.45	705.45	0.00
FC14 410	STATE & FEDERAL AID RECEIVABLE	1,484.00	0.00	1,484.00
FD13 410	STATE & FEDERAL AID RECEIVABLE	2,907.00	2,907.00	0.00
FD14 410	STATE & FEDERAL AID RECEIVABLE	2,586.00	0.00	2,586.00
FG13 410	STATE & FEDERAL AID RECEIVABLE	16,439.46	16,439.46	0.00
FG14 410	STATE & FEDERAL AID RECEIVABLE	20,592.00	0.00	20,592.00
FH13 410	STATE & FEDERAL AID RECEIVABLE	1,668.13	1,668.13	0.00
FH14 410	STATE & FEDERAL AID RECEIVABLE	305.75	0.00	305.75
FZ13 410	STATE & FEDERAL AID RECEIVABLE	8,891.00	8,891.00	0.00
FZ14 410	STATE & FEDERAL AID RECEIVABLE	9,094.00	0.00	9,094.00
410 Totals:		128,861.81	62,590.73	66,271.08
F181 510	ESTIMATED REVENUE	0.00	0.00	0.00
FA13 510	ESTIMATED REVENUE	6,315.31	6,315.31	0.00
FA14 510	ESTIMATED REVENUE	108,491.00	108,491.00	0.00
FB13 510	ESTIMATED REVENUE	0.00	0.00	0.00
FB14 510	ESTIMATED REVENUE	111,837.00	111,837.00	0.00

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits	Balance
FC13 510	ESTIMATED REVENUE	28.55	28.55	0.00
FC14 510	ESTIMATED REVENUE	3,712.00	3,712.00	0.00
FD13 510	ESTIMATED REVENUE	0.00	0.00	0.00
FD14 510	ESTIMATED REVENUE	25,857.00	25,857.00	0.00
FG13 510	ESTIMATED REVENUE	531.54	531.54	0.00
FG14 510	ESTIMATED REVENUE	81,520.00	81,520.00	0.00
FH10 510	ESTIMATED REVENUE	0.00	0.00	0.00
FH11 510	ESTIMATED REVENUE	0.00	0.00	0.00
FH12 510	ESTIMATED REVENUE	0.00	0.00	0.00
FH13 510	ESTIMATED REVENUE	0.00	0.00	0.00
FH14 510	ESTIMATED REVENUE	0.00	0.00	0.00
FO14 510	ESTIMATED REVENUE	33,274.00	33,274.00	0.00
FP13 510	ESTIMATED REVENUE	12,600.00	12,600.00	0.00
FP14 510	Estimated Revenue	8,400.00	8,400.00	0.00
FR14 510	ESTIMATED REVENUE	0.00	0.00	0.00
FT12 510	ESTIMATED REVENUE	4,900.00	4,900.00	0.00
FV11 510	ESTIMATED REVENUE	581.04	581.04	0.00
FZ13 510	ESTIMATED REVENUE	0.00	0.00	0.00
FZ14 510	Estimated Revenue	9,094.00	9,094.00	0.00
510 Totals:		407,141.44	407,141.44	0.00
F181 521	ENCUMBRANCES	0.00	0.00	0.00
FA13 521	ENCUMBRANCES	1,751.68	1,751.68	0.00
FA14 521	ENCUMBRANCES	90,094.33	90,094.33	0.00
FB13 521	ENCUMBRANCES	0.00	0.00	0.00
FB14 521	ENCUMBRANCES	98,363.55	98,363.55	0.00
FC13 521	ENCUMBRANCES	0.00	0.00	0.00
FC14 521	ENCUMBRANCES	0.00	0.00	0.00
FD13 521	ENCUMBRANCES	0.00	0.00	0.00
FD14 521	ENCUMBRANCES	12,103.32	12,103.32	0.00
FG13 521	ENCUMBRANCES	0.00	0.00	0.00
FG14 521	ENCUMBRANCES	54,371.49	54,371.49	0.00
FH10 521	ENCUMBRANCES	0.00	0.00	0.00
FH11 521	ENCUMBRANCES	0.00	0.00	0.00
FH12 521	ENCUMBRANCES	0.00	0.00	0.00
FH13 521	ENCUMBRANCES	0.00	0.00	0.00
FH14 521	ENCUMBRANCES	0.00	0.00	0.00
FO14 521	ENCUMBRANCES	33,274.00	33,274.00	0.00
FP13 521	ENCUMBRANCES	0.00	0.00	0.00
FP14 521	Encumbrances	0.00	0.00	0.00
FR14 521	ENCUMBRANCES	0.00	0.00	0.00
FT12 521	ENCUMBRANCES	2,295.00	2,295.00	0.00
FV11 521	ENCUMBRANCES	436.92	436.92	0.00
FZ13 521	ENCUMBRANCES	0.00	0.00	0.00
FZ14 521	Encumbrances	0.00	0.00	0.00
521 Totals:		292,690.29	292,690.29	0.00
F181 522	EXPENDITURES	0.00	0.00	0.00
FA13 522	EXPENDITURES	1,752.31	1,752.31	0.00
FA14 522	EXPENDITURES	94,841.33	94,841.33	0.00
FB13 522	EXPENDITURES	0.00	0.00	0.00
FB14 522	EXPENDITURES	111,837.00	111,837.00	0.00
FC13 522	EXPENDITURES	0.55	0.55	0.00
FC14 522	EXPENDITURES	3,712.00	3,712.00	0.00
FD13 522	EXPENDITURES	0.00	0.00	0.00
FD14 522	EXPENDITURES	25,857.00	25,857.00	0.00
FG13 522	EXPENDITURES	0.54	0.54	0.00

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits	Balance
FG14 522	EXPENDITURES	79,287.00	79,287.00	0.00
FH10 522	EXPENDITURES	11,172.70	11,172.70	0.00
FH11 522	EXPENDITURES	3,414.15	3,414.15	0.00
FH12 522	EXPENDITURES	5,493.29	5,493.29	0.00
FH13 522	EXPENDITURES	0.00	0.00	0.00
FH14 522	EXPENDITURES	5,849.37	5,849.37	0.00
FO14 522	EXPENDITURES	33,274.00	33,274.00	0.00
FP13 522	EXPENDITURES	0.00	0.00	0.00
FP14 522	Expenditures	2,100.00	2,100.00	0.00
FR14 522	EXPENDITURES	0.00	0.00	0.00
FT12 522	EXPENDITURES	2,295.00	2,295.00	0.00
FV11 522	EXPENDITURES	436.92	436.92	0.00
FZ13 522	EXPENDITURES	0.00	0.00	0.00
FZ14 522	Expenditures	9,094.00	9,094.00	0.00
522 Totals:		390,417.16	390,417.16	0.00
F181 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FA13 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FA14 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FB13 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FB14 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FC13 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FC14 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FD13 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FD14 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FG13 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FG14 599	APPROPRIATED FUND BALANCE	2,233.00	2,233.00	0.00
FH10 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FH11 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FH12 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FH13 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FH14 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FO14 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FP13 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FP14 599	Appropriated Fund Balance	0.00	0.00	0.00
FR14 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
FZ13 599	APPROPRIATED FUND BALANCE	0.00	0.00	0.00
FZ14 599	Appropriated Fund Balance	0.00	0.00	0.00
599 Totals:		2,233.00	2,233.00	0.00
FG13 600 01	ACCOUNTS PAYABLE	1,597.74	1,597.74	0.00
600 01 Totals:		1,597.74	1,597.74	0.00
FA13 630	DUE TO OTHER FUNDS	55.91	55.91	0.00
FA14 630	DUE TO OTHER FUNDS	4,819.06	4,822.33	-3.27 CR
FB14 630	DUE TO OTHER FUNDS	4,493.00	4,493.00	0.00
FC13 630	DUE TO OTHER FUNDS	0.55	0.55	0.00
FG13 630	DUE TO OTHER FUNDS	0.54	0.54	0.00
FG14 630	DUE TO OTHER FUNDS	16,188.62	16,188.62	0.00
FH10 630	DUE TO OTHER FUNDS	11,172.70	11,172.70	0.00
FH11 630	DUE TO OTHER FUNDS	3,414.15	3,414.15	0.00
FH12 630	DUE TO OTHER FUNDS	5,493.29	5,493.29	0.00
FH14 630	DUE TO OTHER FUNDS	342.55	342.55	0.00
FZ14 630	DUE TO OTHER FUNDS	4,328.00	4,328.00	0.00
630 Totals:		50,308.37	50,311.64	-3.27

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits	Balance	
F181 631	DUE TO OTHER GOVERNMENTS	237,838.67	505,677.34	-267,838.67	CR
FH10 631	DUE TO OTHER GOVERNMENTS	11,172.70	11,172.70	0.00	
FH11 631	DUE TO OTHER GOVERNMENTS	3,414.15	3,414.15	0.00	
FH12 631	DUE TO OTHER GOVERNMENTS	5,493.29	5,493.29	0.00	
FH13 631	DUE TO OTHER GOVERNMENTS	0.00	6,858.98	-6,858.98	CR
FP13 631	DUE TO OTHER GOVERNMENT	7,050.00	7,050.00	0.00	
FP14 631	DUE TO OTHER GOVERNMENTS	0.00	2,100.00	-2,100.00	CR
FR14 631	DUE TO OTHER GOVERNMENTS	0.00	10,000.00	-10,000.00	CR
FT12 631	DUE TO OTHER GOVERNMENTS	4,900.00	7,505.00	-2,605.00	CR
FV11 631	DUE TO OTHER GOVERNMENTS	581.04	725.16	-144.12	CR
631 Totals:		270,449.85	559,996.62	-289,546.77	
FA13 821	RESERVE FOR ENCUMBRANCES	1,751.68	1,751.68	0.00	
FA14 821	RESERVE FOR ENCUMBRANCES	90,094.33	90,094.33	0.00	
FB14 821	RESERVE FOR ENCUMBRANCES	98,363.55	98,363.55	0.00	
FD14 821	RESERVE FOR ENCUMBRANCES	12,103.32	12,103.32	0.00	
FG14 821	RESERVE FOR ENCUMBRANCES	54,371.49	54,371.49	0.00	
FO14 821	RESERVE FOR ENCUMBRANCES	33,274.00	33,274.00	0.00	
FT12 821	RESERVE FOR ENCUMBRANCES	2,295.00	2,295.00	0.00	
FV11 821	RESERVE FOR ENCUMBRANCES	436.92	436.92	0.00	
821 Totals:		292,690.29	292,690.29	0.00	
F181 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FA13 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FA14 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FB13 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FB14 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FC13 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FC14 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FD13 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FD14 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FG13 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FG14 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FH10 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FH11 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FH12 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FH13 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FH14 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FO14 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FP13 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FP14 909	Fund Balance, Unreserved	0.00	0.00	0.00	
FR14 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FT12 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FV11 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FZ13 909	FUND BALANCE, UNRESERVED	0.00	0.00	0.00	
FZ14 909	Fund Balance, Unreserved	0.00	0.00	0.00	
909 Totals:		0.00	0.00	0.00	
F181 960	APPROPRIATIONS	0.00	0.00	0.00	
FA13 960	APPROPRIATIONS	6,315.31	6,315.31	0.00	
FA14 960	APPROPRIATIONS	108,491.00	108,491.00	0.00	
FB13 960	APPROPRIATIONS	0.00	0.00	0.00	
FB14 960	APPROPRIATIONS	111,837.00	111,837.00	0.00	
FC13 960	APPROPRIATIONS	28.55	28.55	0.00	
FC14 960	APPROPRIATIONS	3,712.00	3,712.00	0.00	
FD13 960	APPROPRIATIONS	0.00	0.00	0.00	
FD14 960	APPROPRIATIONS	25,857.00	25,857.00	0.00	

MADISON CENTRAL SCHOOL

Trial Balance Report From 7/1/2013 - 6/30/2014



Account	Description	Debits	Credits	Balance
FG13 960	APPROPRIATIONS	531.54	531.54	0.00
FG14 960	APPROPRIATIONS	81,520.00	81,520.00	0.00
FH10 960	APPROPRIATIONS	0.00	0.00	0.00
FH11 960	APPROPRIATIONS	0.00	0.00	0.00
FH12 960	APPROPRIATIONS	0.00	0.00	0.00
FH13 960	APPROPRIATIONS	0.00	0.00	0.00
FH14 960	APPROPRIATIONS	0.00	0.00	0.00
FO14 960	APPROPRIATIONS	33,274.00	33,274.00	0.00
FP13 960	APPROPRIATIONS	12,600.00	12,600.00	0.00
FP14 960	Appropriations	8,400.00	8,400.00	0.00
FR14 960	APPROPRIATIONS	0.00	0.00	0.00
FT12 960	APPROPRIATIONS	4,900.00	4,900.00	0.00
FV11 960	APPROPRIATIONS	581.04	581.04	0.00
FZ13 960	APPROPRIATIONS	0.00	0.00	0.00
FZ14 960	Appropriations	9,094.00	9,094.00	0.00
960 Totals:		407,141.44	407,141.44	0.00
F181 980	REVENUES	267,838.67	267,838.67	0.00
FA13 980	REVENUES	1,752.31	1,752.31	0.00
FA14 980	REVENUES	94,841.33	94,841.33	0.00
FB13 980	REVENUES	0.00	0.00	0.00
FB14 980	REVENUES	111,837.00	111,837.00	0.00
FC13 980	REVENUES	0.55	0.55	0.00
FC14 980	REVENUES	3,712.00	3,712.00	0.00
FD13 980	REVENUES	0.00	0.00	0.00
FD14 980	REVENUES	25,857.00	25,857.00	0.00
FG13 980	REVENUES	0.54	0.54	0.00
FG14 980	REVENUES	79,287.00	79,287.00	0.00
FH10 980	REVENUES	11,172.70	11,172.70	0.00
FH11 980	REVENUES	3,414.15	3,414.15	0.00
FH12 980	REVENUES	5,493.29	5,493.29	0.00
FH13 980	REVENUES	6,858.98	6,858.98	0.00
FH14 980	REVENUES	5,849.37	5,849.37	0.00
FO14 980	REVENUES	33,274.00	33,274.00	0.00
FP13 980	REVENUES	7,050.00	7,050.00	0.00
FP14 980	Revenues	4,200.00	4,200.00	0.00
FR14 980	REVENUES	10,000.00	10,000.00	0.00
FT12 980	REVENUES	4,900.00	4,900.00	0.00
FV11 980	REVENUES	581.04	581.04	0.00
FZ13 980	REVENUES	0.00	0.00	0.00
FZ14 980	Revenues	9,094.00	9,094.00	0.00
980 Totals:		687,013.93	687,013.93	0.00
Grand Totals:		3,806,111.75	3,806,111.75	0.00

Revenue Status Report From 7/1/2013 To 6/30/2014

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
F181 2770	WINDPOWER	0.00	0.00	0.00	0.00	0.00
FA13 4126	TITLE I - 0021131310	6,315.31	0.00	6,315.31	1,752.31	4,563.00
FA14 4126	TITLE I - 0021141310	108,491.00	0.00	108,491.00	94,841.33	13,649.67
FB14 4256	SECTION 611 - 0032140349	111,837.00	0.00	111,837.00	111,837.00	0.00
FC13 4256	SECTION 619 - 0033130349	28.55	0.00	28.55	0.55	28.00
FC14 4256	SECTION 619 - 0033140349	3,712.00	0.00	3,712.00	3,712.00	0.00
FD14 4289	TITLE IIA - 0147141310	25,857.00	0.00	25,857.00	25,857.00	0.00
FG13 3289	UNIVERSAL PRE-K	531.54	0.00	531.54	0.54	531.00
FG14 3289	UNIVERSAL PRE-K	81,520.00	-2,233.00	79,287.00	79,287.00	0.00
FH10 3289	SECTION 4408	0.00	0.00	0.00	11,172.70	-11,172.70
FH11 3289	SECTION 4408	0.00	0.00	0.00	3,414.15	-3,414.15
FH12 3289	SECTION 4408	0.00	0.00	0.00	5,493.29	-5,493.29
FH13 3289	SECTION 4408	0.00	0.00	0.00	0.00	0.00
FH14 3289	SECTION 4408 (13-14)	0.00	0.00	0.00	4,987.97	-4,987.97
FH14 5031	INTERFUND TRANSFER	0.00	0.00	0.00	861.40	-861.40
FO14 4289	REAP (13-14)	33,274.00	0.00	33,274.00	33,274.00	0.00
FP13 3289	TEACHERS OF TOMORROW	12,600.00	0.00	12,600.00	0.00	12,600.00
FP14 3289	TEACHERS OF TOMORROW	8,400.00	0.00	8,400.00	2,100.00	6,300.00
FR14 2770	MONSANTO GRANT - FFA	0.00	0.00	0.00	0.00	0.00
FT12 2770	LOWE'S GRANT	4,900.00	0.00	4,900.00	2,295.00	2,605.00
FV11 2770	GRAMMY GRANT	581.04	0.00	581.04	436.92	144.12
FZ14 4289	RACE TO THE TOP (13-14)	9,094.00	0.00	9,094.00	9,094.00	0.00
		407,141.44	-2,233.00	404,908.44	390,417.16	14,491.28

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2013 To 6/30/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>FA13 2110.150</u>	INSTRUCTIONAL SALARIES	3,601.00	0.00	3,601.00	0.00	0.00	3,601.00
<u>FA13 2110.400</u>	CONTRACTUAL	500.00	0.00	500.00	0.00	0.00	500.00
<u>FA13 2110.450</u>	MATERIALS & SUPPLIES	1,938.95	0.00	1,938.95	1,751.38	0.00	187.57
<u>FA13 2110.801</u>	FICA/MEDICARE	275.36	0.00	275.36	0.00	0.00	275.36
<u>FA13 9901.900</u>	INTERFUND TRANSFER	0.00	0.00	0.00	0.93	0.00	-0.93
Fund FA13Totals:		6,315.31	0.00	6,315.31	1,752.31	0.00	4,563.00
<u>FA14 2110.150</u>	INSTRUCTIONAL SALARIES	101,908.00	0.00	101,908.00	90,047.15	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	1,336.00	0.00	1,336.00	47.18	0.00	1,288.82
<u>FA14 2110.800</u>	TEACHER RETIREMENT	2,306.00	0.00	2,306.00	2,306.00	0.00	0.00
<u>FA14 2110.801</u>	FICA/MEDICARE	2,441.00	0.00	2,441.00	2,441.00	0.00	0.00
Fund FA14Totals:		108,491.00	0.00	108,491.00	94,841.33	0.00	13,649.67
<u>FB14 2250.150</u>	INSTRUCTIONAL SALARIES	98,324.00	0.00	98,324.00	98,324.00	0.00	0.00
<u>FB14 2250.400</u>	CONTRACTUAL	5,412.00	0.00	5,412.00	5,412.00	0.00	0.00
<u>FB14 2250.490</u>	BOCES SERVICES	3,608.00	0.00	3,608.00	3,608.00	0.00	0.00
<u>FB14 2250.801</u>	FICA/FICM	4,493.00	0.00	4,493.00	4,493.00	0.00	0.00
Fund FB14Totals:		111,837.00	0.00	111,837.00	111,837.00	0.00	0.00
<u>FC13 2250.450</u>	MATERIALS & SUPPLIES	28.55	0.00	28.55	0.00	0.00	28.55
<u>FC13 9901.900</u>	INTERFUND TRANSFER	0.00	0.00	0.00	0.55	0.00	-0.55
Fund FC13Totals:		28.55	0.00	28.55	0.55	0.00	28.00
<u>FC14 2250.150</u>	INSTRUCTIONAL SALARIES	744.00	0.00	744.00	744.00	0.00	0.00
<u>FC14 2250.400</u>	CONTRACTUAL	1,484.00	0.00	1,484.00	1,484.00	0.00	0.00
<u>FC14 2250.490</u>	BOCES SERVICES	1,484.00	0.00	1,484.00	1,484.00	0.00	0.00
Fund FC14Totals:		3,712.00	0.00	3,712.00	3,712.00	0.00	0.00
<u>FD14 2070.150</u>	INSTRUCTIONAL SALARIES	25,357.00	0.00	25,357.00	25,357.00	0.00	0.00
<u>FD14 2070.450</u>	MATERIALS & SUPPLIES	500.00	0.00	500.00	500.00	0.00	0.00
Fund FD14Totals:		25,857.00	0.00	25,857.00	25,857.00	0.00	0.00
<u>FG13 2510.400</u>	CONTRACTUAL	163.25	0.00	163.25	0.00	0.00	163.25
<u>FG13 2510.450</u>	MATERIALS & SUPPLIES	368.29	0.00	368.29	0.00	0.00	368.29
<u>FG13 9901.900</u>	INTERFUND TRANSFER	0.00	0.00	0.00	0.54	0.00	-0.54
Fund FG13Totals:		531.54	0.00	531.54	0.54	0.00	531.00
<u>FG14 2510.150</u>	INSTRUCTIONAL SALARIES	56,927.22	1,558.41	58,485.63	58,485.63	0.00	0.00
<u>FG14 2510.400</u>	CONTRACTUAL	3,105.00	-129.75	2,975.25	2,975.25	0.00	0.00

39

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2013 To 6/30/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>FG14 2510.450</u>	MATERIALS & SUPPLIES	3,441.00	-1,803.50	1,637.50	1,637.50	0.00	0.00
<u>FG14 2510.800</u>	TEACHERS RETIREMENT	9,350.67	-1,858.16	7,492.51	7,492.51	0.00	0.00
<u>FG14 2510.801</u>	FICA/FICM	4,354.93	0.00	4,354.93	4,354.93	0.00	0.00
<u>FG14 2510.808</u>	HEALTH/DENTAL/VISION INSURANCE	4,341.18	0.00	4,341.18	4,341.18	0.00	0.00
	Fund FG14Totals:	81,520.00	-2,233.00	79,287.00	79,287.00	0.00	0.00
<u>FH10 5511.400</u>	CONTRACTUAL	0.00	0.00	0.00	11,172.70	0.00	-11,172.70
	Fund FH10Totals:	0.00	0.00	0.00	11,172.70	0.00	-11,172.70
<u>FH11 5511.400</u>	CONTRACTUAL	0.00	0.00	0.00	3,414.15	0.00	-3,414.15
	Fund FH11Totals:	0.00	0.00	0.00	3,414.15	0.00	-3,414.15
<u>FH12 5511.400</u>	CONTRACTUAL	0.00	0.00	0.00	5,493.29	0.00	-5,493.29
	Fund FH12Totals:	0.00	0.00	0.00	5,493.29	0.00	-5,493.29
<u>H14 2253.490</u>	BOCES SERVICES	0.00	0.00	0.00	4,307.00	0.00	-4,307.00
<u>H14 5511.160</u>	NON-INSTRUCTIONAL SALARIES	0.00	0.00	0.00	1,199.82	0.00	-1,199.82
<u>H14 5511.801</u>	FICA/FICM	0.00	0.00	0.00	91.79	0.00	-91.79
<u>H14 5511.802</u>	NYSERS	0.00	0.00	0.00	250.76	0.00	-250.76
	Fund FH14Totals:	0.00	0.00	0.00	5,849.37	0.00	-5,849.37
<u>FO14 2110.150</u>	INSTRUCTIONAL SALARIES	33,274.00	0.00	33,274.00	33,274.00	0.00	0.00
	Fund FO14Totals:	33,274.00	0.00	33,274.00	33,274.00	0.00	0.00
<u>FP13 2110.400</u>	CONTRACTUAL	12,600.00	0.00	12,600.00	0.00	0.00	12,600.00
	Fund FP13Totals:	12,600.00	0.00	12,600.00	0.00	0.00	12,600.00
<u>FP14 2110.400</u>	CONTRACTUAL	8,400.00	0.00	8,400.00	2,100.00	0.00	6,300.00
	Fund FP14Totals:	8,400.00	0.00	8,400.00	2,100.00	0.00	6,300.00
<u>FT12 2110.450</u>	MATERIALS & SUPPLIES	4,900.00	0.00	4,900.00	2,295.00	0.00	2,605.00
	Fund FT12Totals:	4,900.00	0.00	4,900.00	2,295.00	0.00	2,605.00
<u>FV11 2110.450</u>	MATERIALS & SUPPLIES	581.04	0.00	581.04	436.92	0.00	144.12
	Fund FV11Totals:	581.04	0.00	581.04	436.92	0.00	144.12
<u>FZ14 2110.490</u>	BOCES SERVICES	9,094.00	0.00	9,094.00	9,094.00	0.00	0.00

40

MADISON CENTRAL SCHOOL

Appropriation Status Detail Report By Function From 7/1/2013 To 6/30/2014



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	Fund FZ14Totals:	9,094.00	0.00	9,094.00	9,094.00	0.00	0.00
	Grand Totals:	407,141.44	-2,233.00	404,908.44	390,417.16	0.00	14,491.28

41

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 46: JUNE 2014 MEDICARE REIMBURSEMENTS



Check # Account	Check Date	Vendor ID Account	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15301	06/05/2014	127	AGNES BROWN					
A 9060.803			MEDICARE REIMBURSEMENT				104.90	
							Check Total:	104.90
15302	06/05/2014	2292	ALAN L BROOKS					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15303	06/05/2014	255	ALLEN CROSSWAY					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15304	06/05/2014	1681	ANTHONY SORBELLO					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15305	06/05/2014	1207	ARTHUR WILSON JR					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15306	06/05/2014	1034	BARBARA A SNYDER					
A 9060.803			MEDICARE REIMBURSEMENT				629.40	
							Check Total:	629.40
15307	06/05/2014	1683	BARRY VIRKLER					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15308	06/05/2014	317	BEATRICE EATON					
A 9060.803			MEDICARE REIMBURSEMENT				629.40	
							Check Total:	629.40
15309	06/05/2014	169	BETTY LOU CARROLL					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 46: JUNE 2014 MEDICARE REIMBURSEMENTS



Check # Account	Check Date	Vendor ID Account	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 9060.803				MEDICARE REIMBURSEMENT			629.40	
							Check Total:	629.40
15310	06/05/2014	1146	BRENDA TUBBS					
A 9060.803				MEDICARE REIMBURSEMENT			629.40	
							Check Total:	629.40
15311	06/05/2014	1623	CAROL CLEARY					
A 9060.803				MEDICARE REIMBURSEMENT			209.80	
							Check Total:	209.80
15312	06/05/2014	955	CLAIRE R ROYCE					
A 9060.803				MEDICARE REIMBURSEMENT			1,258.80	
							Check Total:	1,258.80
15313	06/05/2014	113	DIANE BOOTIE					
A 9060.803				MEDICARE REIMBURSEMENT			629.40	
							Check Total:	629.40
15314	06/05/2014	2198	DIANE L MACDONALD					
A 9060.803				MEDICARE REIMBURSEMENT			629.40	
							Check Total:	629.40
15315	06/05/2014	1780	DORIS PAVLOT					
A 9060.803				MEDICARE REIMBURSEMENT			629.40	
							Check Total:	629.40
15316	06/05/2014	92	ELIZABETH BEHLER					
A 9060.803				MEDICARE REIMBURSEMENT			314.70	
							Check Total:	314.70
15317	06/05/2014	366	EVA FERGUSON					
A 9060.803				MEDICARE REIMBURSEMENT			1,258.80	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 46: JUNE 2014 MEDICARE REIMBURSEMENTS



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15318	06/05/2014	1329	FAY FORWARD				1,258.80	
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15319	06/05/2014	383	FRANK FLECKENSTEIN					
A 9060.803		MEDICARE REIMBURSEMENT					419.60	
							Check Total:	419.60
15320	06/05/2014	2437	GERALD CARVELL					
A 9060.803		MEDICARE REIMBURSEMENT					1,258.80	
							Check Total:	1,258.80
15321	06/05/2014	942	GLENICE ROBERTS					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15322	06/05/2014	388	JAMES FORD					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15323	06/05/2014	937	JAMES RITCHEY					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15324	06/05/2014	110	JO ANN BLUNT					
A 9060.803		MEDICARE REIMBURSEMENT					1,258.80	
							Check Total:	1,258.80
15325	06/05/2014	852	JOHN PARISH					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 46: JUNE 2014 MEDICARE REIMBURSEMENTS



Check # Account	Check Date	Vendor ID Account	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15326	06/05/2014	2162	JOHN SEHN					
A 9060.803			MEDICARE REIMBURSEMENT				629.40	
							Check Total:	629.40
15327	06/05/2014	1100	JOHN TENHOPE					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15328	06/05/2014	298	JUDY DONNELLY					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15329	06/05/2014	660	JUDY MARCEAU					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15330	06/05/2014	1152	KAREN UHLIG					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15331	06/05/2014	1204	KATHERINE WILLIAMS					
A 9060.803			MEDICARE REIMBURSEMENT				629.40	
							Check Total:	629.40
15332	06/05/2014	143	KATHY L BURNS					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15333	06/05/2014	398	LAURA FUESS					
A 9060.803			MEDICARE REIMBURSEMENT				1,258.80	
							Check Total:	1,258.80
15334	06/05/2014	247	LEON E COWLES					

06/04/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 46: JUNE 2014 MEDICARE REIMBURSEMENTS



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15335	06/05/2014	658	LINDA MANCHESTER					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15336	06/05/2014	1682	LOLA TOWSLEY					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15337	06/05/2014	1511	LYLE JEFFRIS					
A 9060.803		MEDICARE REIMBURSEMENT					734.30	
							Check Total:	734.30
15338	06/05/2014	1185	MARION WATERMAN					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15339	06/05/2014	399	MARLYN FUESS					
A 9060.803		MEDICARE REIMBURSEMENT					1,258.80	
							Check Total:	1,258.80
15340	06/05/2014	280	MARY DELAND					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15341	06/05/2014	1458	MARY HEWITT					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15342	06/05/2014	459	MARY K HARRIGAN					
A 9060.803		MEDICARE REIMBURSEMENT					104.90	

06/04/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 46: JUNE 2014 MEDICARE REIMBURSEMENTS



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15343	06/05/2014	469	MICHAEL HAYDUK				104.90	
A 9060.803		MEDICARE REIMBURSEMENT					1,258.80	
							Check Total:	1,258.80
15344	06/05/2014	882	NANCY L PLATZ					
A 9060.803		MEDICARE REIMBURSEMENT					1,258.80	
							Check Total:	1,258.80
15345	06/05/2014	875	PATRICIA PHILHOWER					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15346	06/05/2014	2321	PENNY HAAGENSEN					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15347	06/05/2014	820	PHYLLIS OLMSTEAD					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15348	06/05/2014	2382	ROBERTA MACK					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15349	06/05/2014	1779	ROSE AUSTIN					
A 9060.803		MEDICARE REIMBURSEMENT					839.20	
							Check Total:	839.20
15350	06/05/2014	2051	ROSE KOHLMETZ					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40

06/04/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 46: JUNE 2014 MEDICARE REIMBURSEMENTS



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15351	06/05/2014	1512	SALLY MOE					
A 9060.803		MEDICARE REIMBURSEMENT					629.40	
							Check Total:	629.40
15352	06/05/2014	2186	THOMAS PECKHAM					
A 9060.803		MEDICARE REIMBURSEMENT					1,258.80	
							Check Total:	1,258.80
15353	06/05/2014	76	WILLIAM BALTUSNIK					
A 9060.803		MEDICARE REIMBURSEMENT					1,258.80	
							Check Total:	1,258.80
Number of Checks: 53							Warrant Total:	44,267.80
							Vendor Portion:	44,267.80

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated	
15354	06/06/2014	2697	21ST CENTURY MEDIA NEWSPAPER						
A 1420.400		CONTRACTUAL			275983		94.23		
A 1420.400		CONTRACTUAL			275900		94.23		
A 1420.400		CONTRACTUAL			273745		16.33		
							Check Total:	204.79	
15355	06/06/2014	2817	ADAM ROSS						
A 2855.430		OFFICIAL FEES			5/22/14 BBALL VS SVCS		52.50		
							Check Total:	52.50	
15356	06/06/2014	1596	ALL SEASONS TEXTILE SERVICES						
A 1620.400		CONTRACTUAL			616196	140075	48.10	48.10	
							Check Total:	48.10	
15357	06/06/2014	2794	ANDY MANOLESCU						
A 2855.430		OFFICIAL FEES			5/21/14 SBALL VS OT VALLEY MIL		16.92		
A 2855.430		OFFICIAL FEES			5/21/14 SBALL VS OTSELIC VALLE		52.50		
							Check Total:	69.42	
15358	06/06/2014	1222	BONNIE WRATTEN						
A 5510.420		TRAVEL,DUES,CONFERENCES			6/3/14 MEAL REIMBURSEMEN T		8.00		
A 5510.420		TRAVEL,DUES,CONFERENCES			5/23/14 MEAL REIMBURSEMEN T		8.00		
							Check Total:	16.00	
15359	06/06/2014	2816	BURGMASER, GIL						
A 2855.430		OFFICIAL FEES			4/11/14 BBALL VS MCGRAW		81.00		
							Check Total:	81.00	
15360	06/06/2014	442	CHRISTINE GRIFF						
06/06/2014									

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check # Account	Check Date	Vendor ID Account	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 2855.430			OFFICIAL FEES		5/21/14 SBALL VS OTSELIC VALLE		52.50	
							Check Total:	52.50
15361	06/06/2014	1538	CURTIS LUMBER CO, INC					
A 1621.450			MATERIALS & SUPPLIES		1405-299434	140277	21.95	21.95
							Check Total:	21.95
15362	06/06/2014	1198	DOUGLAS WHITE					
A 2855.430			OFFICIAL FEES		5/22/14 BBALL VS SVCS MILES		28.20	
A 2855.430			OFFICIAL FEES		5/22/14 BBALL VS SVCS		52.50	
							Check Total:	80.70
15363	06/06/2014	2818	FRACCOK, PATRICK S					
A 2855.430			OFFICIAL FEES		5/21/14 BBALL VS OT VALL MILES		12.22	
A 2855.430			OFFICIAL FEES		5/21/14 BBALL VS OTSELIC VALLE		52.50	
							Check Total:	64.72
15364	06/06/2014	2819	GEORGE JWEID					
A 2855.430			OFFICIAL FEES		5/29/14 BBALL VS BRKFLD MILEAG		26.32	
A 2855.430			OFFICIAL FEES		5/29/14 BBALL VS BROOKFIELD		52.50	
							Check Total:	78.82
15365	06/06/2014	431	GRAINGER INC					
A 1621.450			MATERIALS & SUPPLIES		9444989041	140336	144.02	144.02
A 1621.450			MATERIALS & SUPPLIES		9439133365	140336	116.88	116.88
A 1621.450			MATERIALS & SUPPLIES		9440025188	140336	124.65	124.65
A 1621.450			MATERIALS & SUPPLIES		9441709160	140336	184.17	184.17
							Check Total:	569.72
15366	06/06/2014	2634	HANCOCK ESTABROOK, LLP					

06/06/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1420.400		CONTRACTUAL			391682		131.25	
							Check Total:	131.25
15367	06/06/2014	2304	HANNAFORD BROS.					
A 2110.450		MATERIALS & SUPPLIES			028645 61028645	140128	16.92	16.92
A 2110.450		MATERIALS & SUPPLIES			928807 60928807	140128	17.12	17.12
							Check Total:	34.04
15368	06/06/2014	546	J W PEPPER & SON INC					
A 2110.480		TEXTBOOKS			01N07123	140057	55.78	55.78
A 2110.480		TEXTBOOKS			01N04279	140056	624.49	625.26
							Check Total:	680.27
15369	06/06/2014	2821	JAMES ROSE, NYS COA					
A 2110.450		MATERIALS & SUPPLIES			DATED 5/25/14	140348	31.00	31.00
							Check Total:	31.00
15370	06/06/2014	2134	JAMIE SPOONER					
A 2110.420		TRAVEL,DUES,CONFERENCES					23.52	
							Check Total:	23.52
15371	06/06/2014	1826	JIM BALL					
A 2855.430		OFFICIAL FEES			5/27/14 SBALL VS MCGRW		18.80	
A 2855.430		OFFICIAL FEES			5/27/14 SBALL VS MCGRAW		52.50	
							Check Total:	71.30
15372	06/06/2014	2820	KAREN BROUILLETTE					
A 5510.420		TRAVEL,DUES,CONFERENCES			6/3/14 MEAL REIMBURSEMEN T		8.00	
							Check Total:	8.00
15373	06/06/2014	650	MADISON ONEIDA BOCES					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1420.400		CONTRACTUAL			10/9/13-4/30/14 SERVICES		1,605.00	
						Check Total:	1,605.00	
15374	06/06/2014	2683	MARK SLIKER					
A 2855.430		OFFICIAL FEES			5/21/14 BBALL VS OT VALLEY		52.50	
						Check Total:	52.50	
15375	06/06/2014	727	MOHAWK VALLEY BASEBALL UMPIRES					
A 2855.430		OFFICIAL FEES			2014 BASEBALL ASSIGNMENTS		42.75	
						Check Total:	42.75	
15376	06/06/2014	2797	MONROE 2-ORLEANS BOCES					
A 2815.420		TRAVEL,DUES,CONFERENCES			2014 HEALTH CONFERENCE	140289	60.00	60.00
						Check Total:	60.00	
15377	06/06/2014	2666	NEWTON INGALLS					
A 2855.430		OFFICIAL FEES			5/27/14 SBALL VS MCGRAW		52.50	
						Check Total:	52.50	
15378	06/06/2014	827	ONEIDA MUSIC CO					
A 2110.450		MATERIALS & SUPPLIES			079179 SUPPLIES	140016	63.80	63.80
A 2110.450		MATERIALS & SUPPLIES			079177 SUPPLIES	140016	41.25	41.25
						Check Total:	105.05	
15379	06/06/2014	847	P J HUGHES DISTIBUTORS					
A 1620.450		MATERIALS & SUPPLIES			96417	140307	111.95	111.95
						Check Total:	111.95	

06/06/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 47: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account	Description					
15380	06/06/2014	854	PARRY'S(HARDWARE)					
A 1621.450			MATERIALS & SUPPLIES		10761013	140325	112.82	112.82
A 1621.450			MATERIALS & SUPPLIES		10761663	140325	26.61	26.61
A 1621.450			MATERIALS & SUPPLIES		10761786	140325	134.53	134.53
A 1621.450			MATERIALS & SUPPLIES		10761009	140325	24.56	24.56
A 1621.450			MATERIALS & SUPPLIES		10759281	140325	127.11	127.11
A 1621.450			MATERIALS & SUPPLIES		10759282	140325	15.00	15.00
A 1621.450			MATERIALS & SUPPLIES		10762094	140325	80.16	80.16
Check Total:							520.79	
15381	06/06/2014	1784	RICK NEFF					
A 5510.420			TRAVEL,DUES,CONFERENCES		5/22/14 MEAL REIMBURSEMENT		9.93	
Check Total:							9.93	
15382	06/06/2014	1674	RICK NEFF AND SONS					
A 2855.450			MATERIALS & SUPPLIES		397	140380	449.72	449.72
Check Total:							449.72	
15383	06/06/2014	2234	ROB JENNE					
A 2855.430			OFFICIAL FEES		4/11/14 BBALL VS MCGRAW MILES		18.80	
A 2855.430			OFFICIAL FEES		4/11/14 BBALL VS MCGRAW		81.00	
Check Total:							99.80	
15384	06/06/2014	2195	SCOTT URTZ					
A 2855.430			OFFICIAL FEES		5/29/14 BBALL VS BROOKFILED		52.50	
Check Total:							52.50	
15385	06/06/2014	1020	TONY SISTI					
A 2855.430			OFFICIAL FEES		2014 SOFTBALL ASSIGNMENTS		38.25	
Check Total:							38.25	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 48: JUNE 2014 MANUAL CHECKS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated	
14868	06/25/2014	2846	SUN & SNOW RECREATION						
A 2110.450					19248	140401	211.97	211.97	
						Check Total:	211.97		
14869	06/30/2014	1156	UPS						
A 1670.450					00007R1024254		56.49		
						Check Total:	56.49		
15260	06/14/2014	210	**VOID** CLINTON TRACTOR & IMPLEMENT CO	**VOID**					
A 1621.450					IC46135	140368	-945.00	-642.75	
A 1621.200					IC46635	140368	-180.75	-180.75	
A 1621.450					EC03525	140359	-1,300.00	-1,300.00	
						Check Total:	-2,425.75		
Number of Transactions: 3							Warrant Total:	-2,157.29	
							Vendor Portion:	-2,157.29	

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 - 49: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15388	06/20/2014	1	A & W EZ MART					
A 5510.453		GASOLINE			5/31/14 STATEMENT	140091	1,346.66	1,346.66
							Check Total:	1,346.66
15389	06/20/2014	1596	ALL SEASONS TEXTILE SERVICES					
A 1620.400		CONTRACTUAL			617664	140075	48.10	48.10
							Check Total:	48.10
15390	06/20/2014	1267	AMAZON.COM CREDIT					
A 2280.450		MATERIALS & SUPPLIES			198917211962	140378	163.51	163.51
A 2280.450		MATERIALS & SUPPLIES			198912285637	140378	160.39	160.39
A 2280.450		MATERIALS & SUPPLIES			198911984480	140378	120.97	120.97
A 2280.450		MATERIALS & SUPPLIES			021302889721	140378	119.39	119.39
							Check Total:	564.26
15391	06/20/2014	45	AMERICAN TIME & SIGNAL COMPANY					
A 1621.450		MATERIALS & SUPPLIES			721431	140286	331.09	331.09
							Check Total:	331.09
15392	06/20/2014	2035	ANACONDA SPORTS					
A 2855.450		MATERIALS & SUPPLIES			2147234	140330	200.00	200.00
							Check Total:	200.00
15393	06/20/2014	61	AT & T					
A 5530.404		TELEPHONE			1259661046		2.70	
A 1620.404		TELEPHONE			1259661046		112.46	
							Check Total:	115.16
15394	06/20/2014	2621	BLISS ENVIRONMENTAL SERV. INC					
A 5530.411		TRASH REMOVAL			10186	140108	91.80	91.80
A 1620.411		TRASH REMOVAL			10186	140108	214.20	214.20
							Check Total:	306.00

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 49: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15395	06/20/2014	2638	BUELL FUELS L.L.C					
A 1620.401		FUEL OIL			231963	140153	1,683.25	1,683.25
							Check Total:	1,683.25
15396	06/20/2014	2682	CAS / CAREER PATHWAYS					
A 2280.420		TRAVEL,DUES,CONFERENCES			8170296	140284	245.00	245.00
							Check Total:	245.00
15397	06/20/2014	2824	CATSKILL CENTRAL SCHOOL DISTRICT					
A 2230		TUITION - OTHER DISTRICTS			1154		2,250.18	
							Check Total:	2,250.18
15398	06/20/2014	210	CLINTON TRACTOR & IMPLEMENT CO					
A 1621.450		MATERIALS & SUPPLIES			IC46635	140368	180.75	180.75
A 1621.200		EQUIPMENT			IC46135	140368	945.00	945.00
							Check Total:	1,125.75
15399	06/20/2014	1538	CURTIS LUMBER CO, INC					
A 1621.450		MATERIALS & SUPPLIES			1406-030469	140277	38.33	38.33
							Check Total:	38.33
15400	06/20/2014	1754	DANIEL T KINNEY					
A 2855.430		OFFICIAL FEES			5/27/14 BBALL VS MCGRW		22.56	
A 2855.430		OFFICIAL FEES			5/27/14 BBALL VS MCGRAW		52.50	
							Check Total:	75.06
15401	06/20/2014	315	EARLEY FARM & HARDWARE					
A 1621.450		MATERIALS & SUPPLIES			144833	140025	13.99	13.99
A 1621.450		MATERIALS & SUPPLIES			144720	140025	8.07	8.07
							Check Total:	22.06

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 49: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15402	06/20/2014	2679	ED & ED BUSINESS TECHNOLOGY IN					
A 1325.450		MATERIALS & SUPPLIES			396199	140384	38.50	38.50
							Check Total:	38.50
15403	06/20/2014	368	FERRARA, FIORENZA, LARRISON,					
A 1420.400		CONTRACTUAL			6/5/14 STATEMENT		292.50	
							Check Total:	292.50
15404	06/20/2014	397	FRONTIER					
A 5530.404		TELEPHONE			315896187912067 94		63.10	
A 1620.404		TELEPHONE			315893187912067 94		315.48	
							Check Total:	378.58
15405	06/20/2014	431	GRAINGER INC					
A 1621.450		MATERIALS & SUPPLIES			9457979749	140336	95.94	95.94
A 1621.450		MATERIALS & SUPPLIES			9466624039	140336	215.61	215.61
A 1620.200		EQUIPMENT			9464438572	140377	62.62	62.62
A 1620.200		EQUIPMENT			9457263060	140377	436.28	436.28
							Check Total:	810.45
15406	06/20/2014	2304	HANNAFORD BROS.					
A 2110.450		MATERIALS & SUPPLIES			171214 61171214	140128	6.47	6.47
A 2110.450		MATERIALS & SUPPLIES			073881 61073881	140128	36.16	54.72
							Check Total:	42.63
15407	06/20/2014	2561	HERKIMER TOOL					
A 1621.450		MATERIALS & SUPPLIES			7979	140271	426.00	426.00
							Check Total:	426.00
15408	06/20/2014	490	HILL & MARKES INC					
A 1621.450		MATERIALS & SUPPLIES			1405236-00	140340	2,465.49	2,465.49

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 49: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	2,465.49
15409	06/20/2014	522	HUMMEL'S OFFICE PLUS					
A 2110.450		MATERIALS & SUPPLIES			946507-0	140371	59.96	59.96
							Check Total:	59.96
15410	06/20/2014	2473	INSECT LORE					
A 2110.450		MATERIALS & SUPPLIES			382083	140317	47.93	39.98
							Check Total:	47.93
15411	06/20/2014	250	LEOTA J CRARY					
A 2110.400		CONTRACTUAL			1209		1,625.00	
							Check Total:	1,625.00
15412	06/20/2014	650	**CONTINUED** MADISON ONEIDA BOCES	Voided During Printing				
							Check Total:	0.00
15413	06/20/2014	650	**CONTINUED** MADISON ONEIDA BOCES	Voided During Printing				
							Check Total:	0.00
15414	06/20/2014	650	MADISON ONEIDA BOCES					
A 2110.480		TEXTBOOKS			C0283-14	140258	4,140.31	4,140.31
A 1620.400		CONTRACTUAL			C0283-14	140351	200.00	200.00
A 5510.490		BOCES SERVICES			C0283-14	140126	1,366.94	0.00
A 2630.490		BOCES SERVICES			C0283-14	140126	3,148.74	0.00
A 2630.460		STATE AIDED SOFTWARE			C0283-14	140126	32.62	0.00
A 2330.491		BOCES - ALT HIGH SCHOOL			C0283-14	140126	11,032.00	0.00
A 2330.490		BOCES - ACADEMIC SUMMER SCHOOL			C0283-14	140126	4,873.37	0.00
A 2110.491		BOCES SERVICES			C0283-14	140126	1,075.78	0.00
A 2110.490		BOCES SERVICES			C0283-14	140126	14,455.49	0.00
A 1680.490		BOCES SERVICES			C0283-14	140126	1,871.09	0.00
A 1670.490		BOCES SERVICES			C0283-14	140126	-1,110.39	0.00

06/20/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 49: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
A 1621.490		BOCES SERVICES			C0283-14	140126	2,324.17	
A 1620.490		BOCES SERVICES			C0283-14	140126	1,263.60	0.00
A 1010.490		BOCES SERVICES			C0283-14	140126	131.30	131.30
A 5510.400		CONTRACTUAL			C0283-14	140126	11,500.00	11,500.00
A 2810.490		BOCES SERVICES			C0283-14	140126	1,386.20	1,248.37
A 2805.490		BOCES SERVICES			C0283-14	140126	998.43	498.43
A 2610.491		BOCES SERVICES - INTERNET			C0283-14	140126	706.70	706.70
A 2610.490		BOCES SERVICES			C0283-14	140126	2,107.14	1,653.86
A 2330.492		BOCES SERVICES			C0283-14	140126	300.00	300.00
A 2280.490		BOCES SERVICES			C0283-14	140126	20,348.40	20,092.40
A 2250.490		BOCES SERVICES			C0283-14	140126	78,520.19	8,503.20
A 2070.490		BOCES SERVICES			C0283-14	140126	12,689.59	12,121.69
A 2060.490		BOCES SERVICES			C0283-14	140126	152.40	152.40
A 1983.490		BOCES SERVICES			C0283-14	140126	4,343.50	4,343.50
A 1981.490		BOCES SERVICES			C0283-14	140126	3,138.10	3,138.10
A 1430.490		BOCES SERVICES			C0283-14	140126	-6,851.00	0.00
A 1345.490		BOCES SERVICES			C0283-14	140126	343.60	343.60
A 1310.490		BOCES SERVICES			C0283-14	140126	5,486.06	5,486.06
Check Total:							179,974.33	
15415	06/20/2014	652	MADKA					
A 2610.454		LIBRARY BOOKS			2013-14 YEARBOOK		50.00	
Check Total:							50.00	
15416	06/20/2014	1711	MICHAEL SCOTELLARO III					
A 2855.430		OFFICIAL FEES			5/27/14 BBALL VS MCGRAW		52.50	
Check Total:							52.50	
15417	06/20/2014	826	ONEIDA DAILY DISPATCH					
A 2610.451		PERIODICALS			2014 52 WK 1551005934		211.65	
Check Total:							211.65	
15418	06/20/2014	847	P J HUGHES DISTIBUTORS					
A 1620.450		MATERIALS & SUPPLIES			96498	140307	1,169.80	1,169.80

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 49: WARRANT



Check # Account	Check Date	Vendor ID Account	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	1,169.80
15419	06/20/2014	854	PARRY'S(HARDWARE)					
A 1621.450			MATERIALS & SUPPLIES		10766296	140325	34.75	34.75
A 1621.450			MATERIALS & SUPPLIES		10763798	140325	2.08	2.08
A 1621.450			MATERIALS & SUPPLIES		70023290	140325	189.99	189.99
A 1621.450			MATERIALS & SUPPLIES		10766002	140325	122.72	122.72
A 1621.450			MATERIALS & SUPPLIES		10766004	140325	216.93	216.93
A 1620.450			MATERIALS & SUPPLIES		10768240	140392	141.10	141.10
A 1620.450			MATERIALS & SUPPLIES		10767435	140392	33.28	33.28
							Check Total:	740.85
15420	06/20/2014	384	PATRICIA H FLEMING					
A 2110.420			TRAVEL,DUES,CONFERENCES		10057		18.00	
							Check Total:	18.00
15421	06/20/2014	2580	PERRY DEWEY					
A 1240.420			TRAVEL,DUES,CONFERENCES		4/3/14-5/28/14 MILEAGE		198.24	
							Check Total:	198.24
15422	06/20/2014	139	ROBERT W BURDICK M.D.					
A 5510.418			DRIVER PHYSICALS		6/15/14 STATEMENT	140244	250.00	250.00
A 2815.400			CONTRACTUAL		6/15/14 STATEMENT	140244	1,750.00	1,750.00
							Check Total:	2,000.00
15423	06/20/2014	988	SCHOOL SPECIALTY INC					
A 2110.450			MATERIALS & SUPPLIES		208112490088	140383	82.46	82.46
							Check Total:	82.46
15424	06/20/2014	1061	STOCKBRIDGE VALLEY CENTRAL SCH					
A 2250.470			TUITION		060914-2		900.00	
							Check Total:	900.00

06/20/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 49: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated	
15425	06/20/2014	2805	TEXTHELP INC.						
A 2250.200		EQUIPMENT			14906	140335	325.00	325.00	
							Check Total:	325.00	
15426	06/20/2014	1524	TRACEY L LEWIS						
A 1325.420		TRAVEL,DUES,CONFERENCES			4/7/14-6/12/14 MILEAGE		107.52		
							Check Total:	107.52	
15427	06/20/2014	1170	UTICA SPRAY & CHEMICAL CO INC						
A 1620.450		MATERIALS & SUPPLIES			68555	140030	222.71	222.71	
							Check Total:	222.71	
15428	06/20/2014	1183	WALMART BUSINESS						
A 2110.450		MATERIALS & SUPPLIES			5/4/14 STATEMENT		15.00		
A 2110.450		MATERIALS & SUPPLIES			019594	140374	23.12	23.12	
							Check Total:	38.12	
Number of Transactions: 41							Warrant Total:	200,629.12	
							Vendor Portion:	200,629.12	

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 - 50: 2014 NON INSTRUCT PRESC REIMB



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15429	06/23/2014	169	BETTY LOU CARROLL					
A 9060.800-00-0002					2013-14		458.00	
							Check Total:	458.00
15430	06/23/2014	1329	FAY FORWARD					
A 9060.800-00-0002					2013-14		45.00	
							Check Total:	45.00
15431	06/23/2014	2547	JESSICA CLARK					
A 9060.800-00-0002					2013-14		130.00	
							Check Total:	130.00
15432	06/23/2014	247	LEON E COWLES					
A 9060.800-00-0002					2013-14		305.09	
							Check Total:	305.09
15433	06/23/2014	399	MARLYN FUESS					
A 9060.800-00-0002					2013-14		375.77	
							Check Total:	375.77
15434	06/23/2014	2186	THOMAS PECKHAM					
A 9060.800-00-0002					2013-14		319.09	
							Check Total:	319.09

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 50: 2014 NON INSTRUCT PRESC REIMB



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 6						Warrant Total:	1,632.95	
						Vendor Portion:	1,632.95	

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 - 51: 2014 INSTRUCT PRESC REIMB



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Account	PO Number	Check Amount	Liquidated
15435	06/25/2014	2292	ALAN L BROOKS		A 9060.800-00-0002		631.56	
						Check Total:	631.56	
15436	06/25/2014	2036	AMBER NEISS		A 9060.800-00-0002		355.85	
						Check Total:	355.85	
15437	06/25/2014	1681	ANTHONY SORBELLO		A 9060.800-00-0002		298.95	
						Check Total:	298.95	
15438	06/25/2014	714	CHRISTINE MILLER		A 9060.800-00-0002		319.79	
						Check Total:	319.79	
15439	06/25/2014	955	CLAIRE R ROYCE		A 9060.800-00-0002		316.64	
						Check Total:	316.64	
15440	06/25/2014	1142	DALE S TROYER		A 9060.800-00-0002		79.01	
						Check Total:	79.01	
15441	06/25/2014	839	GLENN OSTERHOUT		A 9060.800-00-0002		272.09	
						Check Total:	272.09	
15442	06/25/2014	110	JÓ ANN BLUNT		A 9060.800-00-0002		193.35	
						Check Total:	193.35	
15443	06/25/2014	250	LEOTA J CRARY					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 51: 2014 INSTRUCT PRESC REIMB



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Account	PO Number	Check Amount	Liquidated
					A 9060.800-00-0002		280.46	
						Check Total:	280.46	
15444	06/25/2014	840	LINDA OSTERHOUT		A 9060.800-00-0002		299.09	
						Check Total:	299.09	
15445	06/25/2014	680	MARILYN MCCREDY		A 9060.800-00-0002		946.92	
						Check Total:	946.92	
15446	06/25/2014	608	MICHAEL E LEE		A 9060.800-00-0002		102.65	
						Check Total:	102.65	
15447	06/25/2014	882	NANCY L PLATZ		A 9060.800-00-0002		486.69	
						Check Total:	486.69	
15448	06/25/2014	1625	PATRICK HILL		A 9060.800-00-0002		123.26	
						Check Total:	123.26	
15449	06/25/2014	2321	PENNY HAAGENSEN		A 9060.800-00-0002		122.47	
						Check Total:	122.47	
15450	06/25/2014	1512	SALLY MOE		A 9060.800-00-0002		471.11	
						Check Total:	471.11	
15451	06/25/2014	583	STELLA KING		A 9060.800-00-0002		119.77	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 51: 2014 INSTRUCT PRESC REIMB



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Account	PO Number	Check Amount	Liquidated
---------	------------	-----------	-------------	-------------------	---------	-----------	--------------	------------

Check Total: 119.77

Number of Transactions: 17

Warrant Total: 5,419.66

Vendor Portion: 5,419.66

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 - 52: WARRRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
15452	06/30/2014	1	A & W EZ MART					
A 5510.453		GASOLINE			6/30/14 STATEMENT	140091	1,196.02	1,937.24
							Check Total:	1,196.02
15453	06/30/2014	1596	ALL SEASONS TEXTILE SERVICES					
A 1620.400		CONTRACTUAL			619165	140075	48.10	17.10
							Check Total:	48.10
15454	06/30/2014	2849	AMY ANDRELLO					
A 2690		COMPENSATION FOR LOSS			RECEIPT 7204 REFUND		12.95	
							Check Total:	12.95
15455	06/30/2014	78	BARNES AND NOBLE					
A 2610.460		AV/LIB. LOAN			IN 2834582	140388	50.00	50.00
A 2610.460		AV/LIB. LOAN			IN 2834582	140356	50.00	50.00
A 2610.460		AV/LIB. LOAN			IN 2834582	140341	50.00	50.00
A 2610.460		AV/LIB. LOAN			IN 2834582	140280	50.00	50.00
A 2610.460		AV/LIB. LOAN			IN 2834582	140267	150.00	150.00
A 2610.460		AV/LIB. LOAN			IN 2834582	140254	50.00	50.00
A 2610.460		AV/LIB. LOAN			IN 2834582	140189	50.00	50.00
A 2610.460		AV/LIB. LOAN			IN 2834582	140402	33.01	35.00
							Check Total:	483.01
15456	06/30/2014	2822	CARBONE AUTO GROUP INC.					
A 5510.210		PURCHASE OF BUSES			45386	140386	20,999.00	20,999.00
							Check Total:	20,999.00
15457	06/30/2014	168	CARQUEST BOUCKVILLE					
A 5510.450		MATERIALS & SUPPLIES			12224-54869	140269	16.85	16.85
							Check Total:	16.85
15458	06/30/2014	2848	CHARLENE ZEGARELLI					
A 5510.420		TRAVEL,DUES,CONFERENCES			5/15/14 MEAL		7.43	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 52: WARRRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 5510.420		TRAVEL,DUES,CONFERENCES		REIMBURSMENT				
				5/2/14 MEAL			6.24	
A 5510.420		TRAVEL,DUES,CONFERENCES		REIMBURSMENT				
				6/13/14 MEAL			6.97	
A 5510.420		TRAVEL,DUES,CONFERENCES		REIMBURSMENT				
				5/14/14 MEAL			5.10	
				REIMBURSMENT				
Check Total:							25.74	
15459	06/30/2014	210	CLINTON TRACTOR & IMPLEMENT CO					
A 1621.450		MATERIALS & SUPPLIES			IC50818		11.20	
A 1621.450		MATERIALS & SUPPLIES			IC47293	140397	480.20	500.00
Check Total:							491.40	
15460	06/30/2014	1538	CURTIS LUMBER CO, INC					
A 1621.450		MATERIALS & SUPPLIES			1406-H99664	140277	184.57	184.57
A 1621.450		MATERIALS & SUPPLIES			1406-H99664	140379	339.52	339.52
A 1620.450		MATERIALS & SUPPLIES			1407-130786	140405	62.08	62.08
Check Total:							586.17	
15461	06/30/2014	2656	DUANE WILLSEY					
A 2110.420		TRAVEL,DUES,CONFERENCES			HANNAFORD 017021		40.99	
Check Total:							40.99	
15462	06/30/2014	546	J W PEPPER & SON INC					
A 2110.480		TEXTBOOKS			01N14417	140057	477.60	477.60
A 2110.480		TEXTBOOKS			01N02604	140057	2.95	2.95
A 2110.480		TEXTBOOKS			01N03879	140057	5.20	5.20
Check Total:							485.75	
15463	06/30/2014	553	JAY-K LUMBER					
A 1621.450		MATERIALS & SUPPLIES			252994	140391	-27.96	0.00
A 1621.450		MATERIALS & SUPPLIES			252998	140391	27.96	27.96
A 1621.450		MATERIALS & SUPPLIES			253000	140391	-152.96	0.00
A 1621.450		MATERIALS & SUPPLIES			252988	140391	805.37	805.37

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 52: WARRRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1621.450		MATERIALS & SUPPLIES			80846111	140391	649.49	649.49
							Check Total:	1,301.90
15464	06/30/2014	2722	JEMCO WATER TREATMENT SER. INC					
A 1621.400		CONTRACTUAL			32098	140143	500.00	500.00
							Check Total:	500.00
15465	06/30/2014	2549	KEYLINE DISTRIBUTORS					
A 1621.450		MATERIALS & SUPPLIES			14-5424	140363	314.12	288.00
							Check Total:	314.12
15466	06/30/2014	2736	LARRY NICHOLS					
A 2020.420		TRAVEL,DUES,CONFERENCES			6/19/14-6/25/19 MILEAGE		99.68	
							Check Total:	99.68
15467	06/30/2014	626	LOUIS J GALE & SON INC					
A 2280.450		MATERIALS & SUPPLIES			332060	140396	12.75	30.00
							Check Total:	12.75
15468	06/30/2014	126	MELANIE BROUILLETTE					
A 1310.420		TRAVEL			4/24/14-6/30/14 MILEAGE		180.32	
							Check Total:	180.32
15469	06/30/2014	608	MICHAEL E LEE					
A 2855.420		TRAVEL,DUES,CONFERENCES			4/10/14-6/23/14 MILEAGE		423.36	
							Check Total:	423.36
15470	06/30/2014	790	NYS UNEMPLOYMENT INSURANCE					
A 9050.815		UNMPLYMNT INS - CLOSE TO A815			04-63028 7 2Q14		80.76	
							Check Total:	80.76

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 52: WARRANT



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account		Account Description						
15471	06/30/2014	2410	ONEIDA FLOORING					
A 1620.450		MATERIALS & SUPPLIES			7375	140407	1,097.80	1,097.80
							Check Total:	1,097.80
15472	06/30/2014	827	ONEIDA MUSIC CO					
A 2280.450		MATERIALS & SUPPLIES			079497 SUPPLIES	140398	90.15	90.15
							Check Total:	90.15
15473	06/30/2014	854	**CONTINUED** PARRY'S (HARDWARE)	Voided During Printing				
							Check Total:	0.00
15474	06/30/2014	854	PARRY'S(HARDWARE)					
A 1620.450		MATERIALS & SUPPLIES			10770385	140392	69.50	69.50
A 1620.450		MATERIALS & SUPPLIES			10770148	140392	20.33	20.33
A 1620.450		MATERIALS & SUPPLIES			10769804	140392	42.03	42.03
A 1620.450		MATERIALS & SUPPLIES			10769803	140392	144.30	144.30
A 1620.450		MATERIALS & SUPPLIES			10769304	140392	28.73	28.73
A 1620.450		MATERIALS & SUPPLIES			10769552	140392	96.83	96.83
A 2855.450		MATERIALS & SUPPLIES			10771518		695.73	
A 1620.450		MATERIALS & SUPPLIES			10771519	140392	64.26	64.26
A 1620.450		MATERIALS & SUPPLIES			10772072	140392	26.99	26.99
A 1620.450		MATERIALS & SUPPLIES			10772400	140392	221.62	221.62
A 1620.450		MATERIALS & SUPPLIES			10773225	140392	112.41	112.41
A 1620.450		MATERIALS & SUPPLIES			10773532	140392	45.64	45.64
A 1620.450		MATERIALS & SUPPLIES			10773228	140392	69.20	69.20
							Check Total:	1,637.57
15475	06/30/2014	2580	PERRY DEWEY					
A 1620.404		TELEPHONE			JUNE 2014		30.00	
A 1620.404		TELEPHONE			MAY 2014		30.00	
A 1620.404		TELEPHONE			APRIL 2014		30.00	
							Check Total:	90.00
15476	06/30/2014	960	S & S TV & APPLIANCES					

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 52: WARRRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 1620.450		MATERIALS & SUPPLIES			101849	140410	350.00	350.00
							Check Total:	350.00
15477	06/30/2014	986	SCHOOL LUNCH FUND					
A 2110.420		TRAVEL,DUES,CONFERENCES			2013/14-024		140.50	
A 2110.420		TRAVEL,DUES,CONFERENCES			SCHOOL PICNIC DAY			
					2013/14-023 PRE-K LUNCHES		295.75	
							Check Total:	436.25
15478	06/30/2014	987	SCHOOL SPECIALTY					
A 2110.450		MATERIALS & SUPPLIES			308101921586	140373	640.96	640.96
							Check Total:	640.96
15479	06/30/2014	1042	SPEEDY AWARDS & ENGRAVING					
A 1010.450		MATERIALS & SUPPLIES			80379		10.10	
							Check Total:	10.10
15480	06/30/2014	2148	STANDARD STATIONERY SUPPLY					
A 2110.450		MATERIALS & SUPPLIES			969260	140370	15.02	15.02
							Check Total:	15.02
15481	06/30/2014	1061	STOCKBRIDGE VALLEY CENTRAL SCH					
A 2250.470		TUITION			062014-1		900.00	
A 2110.450		MATERIALS & SUPPLIES			94	140381	4,733.40	4,733.40
							Check Total:	5,633.40
15482	06/30/2014	2229	THE HI, NEIGHBOR					
A 2280.400		CONTRACTUAL			30731		41.40	
							Check Total:	41.40
15483	06/30/2014	1524	TRACEY L LEWIS					
A 2110.420		TRAVEL,DUES,CONFERENCES			PC 09682B	140399	46.94	46.94

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 52: WARRRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
A 2110.420		TRAVEL,DUES,CONFERENCES			PC 02444Q	140399	73.98	73.98
A 2110.420		TRAVEL,DUES,CONFERENCES			PC 02434Q	140399	24.99	24.99
A 1325.420		TRAVEL,DUES,CONFERENCES			6/16/14-6/25/14 MILEAGE		26.88	
Check Total:							172.79	
15484	06/30/2014	2847	TRICIA COON					
A 1010.450		MATERIALS & SUPPLIES			ONEIDA OFFICE - DIPLOMA SEALS		11.77	
Check Total:							11.77	
15485	06/30/2014	1171	UTICA VALLEY ELECTRIC SUPPLY C					
A 1620.450		MATERIALS & SUPPLIES			285585	140406	8.89	8.89
A 1620.450		MATERIALS & SUPPLIES			285995	140406	730.32	730.32
Check Total:							739.21	
15486	06/30/2014	2685	W.B. MASON CO., INC.					
A 2110.450		MATERIALS & SUPPLIES			118814588		3.82	
A 2110.450		MATERIALS & SUPPLIES			118882294	140372	37.92	37.92
A 1620.450		MATERIALS & SUPPLIES			118994763	140375	234.00	234.00
Check Total:							275.74	
15487	06/30/2014	1394	WORMUTH DAIRY & REFRIGERATION					
A 1621.400		CONTRACTUAL			140412 LABOR	140054	39.50	39.50
A 1621.400		CONTRACTUAL			140438 LABOR	140054	94.50	94.50
A 1621.400		CONTRACTUAL			140438 PARTS	140054	554.15	554.15
Check Total:							688.15	
15488	06/30/2014	2845	YORKVILLE BATTERY					
A 2630.220		EQUIPMENT			78047	140395	64.00	64.00
Check Total:							64.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For A - 52: WARRRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 37						Warrant Total:	39,293.18	
						Vendor Portion:	39,293.18	

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

Cash Disbursement Schedule Report For C - 20: WARRANT



Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
				PO Number	Account		
<u>3087</u>	<input type="checkbox"/>	06/06/2014	189	BIMBO FOODS INC.			
				140095	C 2860.410	66.65	66.65
				140095	C 2860.410	67.30	67.30
Check Totals:						133.95	133.95
<u>3088</u>	<input type="checkbox"/>	06/06/2014	147	BYRNE DAIRY INC			
				140094	C 2860.410	166.86	166.86
				140094	C 2860.410	214.57	214.57
				140094	C 2860.410	204.68	204.68
				140094	C 2860.410	134.57	134.57
Check Totals:						720.68	720.68
<u>3089</u>	<input type="checkbox"/>	06/06/2014	164	CARLO MASI & SONS INC			
				140098	C 2860.410	28.80	28.80
				140098	C 2860.410	142.05	142.05
				140098	C 2860.410	139.65	139.65
Check Totals:						310.50	310.50
<u>3090</u>	<input type="checkbox"/>	06/06/2014	1395	ITW FOOD EQUIPMENT GROUP LLC			
					C 2860.400	1,590.81	0.00
Check Totals:						1,590.81	0.00
<u>3091</u>	<input type="checkbox"/>	06/06/2014	2654	K GRAPHICS POSTERS			
				140146	C 2860.450	40.00	40.00
Check Totals:						40.00	40.00
<u>3092</u>	<input type="checkbox"/>	06/06/2014	905	PUMILIA'S PIZZA SHELLS			
				140096	C 2860.410	74.25	0.00
				140096	C 2860.410	74.25	68.00
Check Totals:						148.50	68.00
<u>3093</u>	<input type="checkbox"/>	06/06/2014	1085	SYSCO FOOD SVCS OF SYRACUSE,LL			
				140099	C 2860.450	1,276.76	1,276.76
				140099	C 2860.410	619.01	619.01
Check Totals:						1,895.77	1,895.77

MADISON CENTRAL SCHOOL

Cash Disbursement Schedule Report For C - 20: WARRANT



Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated	
			PO Number		Account			
Number of Cash Disbursements: 7						Grand Totals:	4,840.21	3,168.90

Account Distribution Totals

Account	Description	Total Expensed	Total Liquidated
C 2860.400	CONTRACTUAL	1,590.81	0.00
C 2860.410	FOOD PURCHASE	1,932.64	1,852.14
C 2860.450	MATERIALS & SUPPLIES	1,316.76	1,316.76
Fund C Totals:		4,840.21	3,168.90
Grand Totals:		4,840.21	3,168.90

General Ledger Summary Postings

Account	Description	Debits	Credits
C 200	CASH IN CHECKING	0.00	4,840.21
C 521	ENCUMBRANCES	0.00	3,168.90
C 522	EXPENDITURES	4,840.21	0.00
C 821	RESERVE FOR ENCUMBRANCES	3,168.90	0.00

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 21: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
3094	06/20/2014	189	BIMBO FOODS INC.					
C 2860.410		FOOD PURCHASE			66418214891	140095	104.00	104.00
C 2860.410		FOOD PURCHASE			66418214823	140095	163.40	163.40
Check Total:							267.40	
3095	06/20/2014	147	BYRNE DAIRY INC					
C 2860.410		FOOD PURCHASE			9903940	140094	76.79	76.79
C 2860.410		FOOD PURCHASE			9900604	140094	72.00	72.00
C 2860.410		FOOD PURCHASE			9896674	140094	96.04	96.04
C 2860.410		FOOD PURCHASE			9891612	140094	135.60	135.60
C 2860.410		FOOD PURCHASE			9887419	140094	169.85	169.85
Check Total:							550.28	
3096	06/20/2014	164	CARLO MASI & SONS INC					
C 2860.410		FOOD PURCHASE			531084	140098	225.60	225.60
C 2860.410		FOOD PURCHASE			530175	140098	149.10	149.10
Check Total:							374.70	
3097	06/20/2014	1395	ITW FOOD EQUIPMENT GROUP LLC					
C 2860.400		CONTRACTUAL			31560000		327.56	
Check Total:							327.56	
3098	06/20/2014	1389	MADISON CENTRAL SCHOOL					
C 2770		UNCLASSIFIED REVENUE			CORRECTION - WRONG DEP SLIP		828.00	
Check Total:							828.00	
3099	06/20/2014	650	MADISON ONEIDA BOCES					
C 2860.490		BOCES SERVICES			C0283-14	140126	3,659.52	3,659.52
Check Total:							3,659.52	
3100	06/20/2014	905	PUMILIA'S PIZZA SHELLS					
C 2860.410		FOOD PURCHASE			920320	140096	74.25	45.25
C 2860.410		FOOD PURCHASE			863620	140096	74.25	74.25

06/20/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 21: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	148.50
3101	06/20/2014	1085	SYSCO FOOD SVCS OF SYRACUSE,LL					
C 2860.450		MATERIALS & SUPPLIES			406102309	140099	12.00	12.00
C 2860.410		FOOD PURCHASE			406102309	140099	2,745.18	2,745.18
							Check Total:	2,757.18
							Warrant Total:	8,913.14
							Vendor Portion:	8,913.14

Number of Transactions: 8

Certification of Warrant

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

Date
Signature
Title

MADISON CENTRAL SCHOOL

Check Warrant Report For C - 22: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
3102	06/30/2014	189	BIMBO FOODS INC.					
C 2860.410		FOOD PURCHASE			66418214959	140095	45.25	45.25
C 2860.410		FOOD PURCHASE			66418214824	140095	106.05	106.05
Check Total:							151.30	
3103	06/30/2014	147	BYRNE DAIRY INC					
C 2860.410		FOOD PURCHASE			9915314	140094	115.77	115.77
C 2860.410		FOOD PURCHASE			9913645	140094	96.01	96.01
Check Total:							211.78	
3104	06/30/2014	2763	MAYNARD FOODS					
C 2860.410		FOOD PURCHASE			2599 5/14/14 DELIVERY	140178	25.00	25.00
C 2860.410		FOOD PURCHASE			2563 4/9/14 DELIVERY	140178	45.00	45.00
C 2860.410		FOOD PURCHASE			2475 2/12/14 DELIVERY	140178	20.00	20.00
C 2860.410		FOOD PURCHASE			2387 12/11/13 DELIVERY	140178	25.00	25.00
C 2860.410		FOOD PURCHASE			2346 11/13/13 DELIVERY	140178	40.00	40.00
C 2860.410		FOOD PURCHASE			2305 10/16/13 DELIVERY	140178	20.00	20.00
Check Total:							175.00	
Warrant Total:							538.08	
Vendor Portion:							538.08	

Number of Transactions: 3

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 13: JUNE 2014 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1112	06/05/2014	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							5,534.95	
							Check Total:	5,534.95
1113	06/05/2014	1374	FED TAX WIRE	Trust & Agency Payment				
TA 026							8,344.48	
TA 026							8,344.47	
TA 022							14,021.56	
TA 026 01							1,951.55	
TA 026 01							1,951.51	
							Check Total:	34,613.57
1114	06/05/2014	1375	NET PAYROLL WIRE	Trust & Agency Payment				
TA 010 02							24,298.99	
							Check Total:	24,298.99
1115	06/05/2014	2031	OMNI TSA WIRE	Trust & Agency Payment				
TA 029							737.01	
TA 029							300.00	
TA 029							3,331.05	
TA 029							200.00	
TA 029							181.00	
TA 029							550.63	
TA 029							85.00	
TA 029							25.00	
							Check Total:	5,409.69
1116	06/19/2014	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							5,047.80	
							Check Total:	5,047.80
1117	06/19/2014	1374	FED TAX WIRE	Trust & Agency Payment				
TA 026							7,802.65	
TA 026							7,802.60	
TA 022							12,511.31	
TA 026 01							1,824.84	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 13: JUNE 2014 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
TA 026 01							1,824.78	
						Check Total:	31,766.18	
1118	06/19/2014	1375	NET PAYROLL WIRE	Trust & Agency Payment				
TA 010 02							20,842.85	
						Check Total:	20,842.85	
1119	06/19/2014	2031	OMNI TSA WIRE	Trust & Agency Payment				
TA 029							737.01	
TA 029							300.00	
TA 029							3,331.05	
TA 029							200.00	
TA 029							181.00	
TA 029							550.63	
TA 029							85.00	
TA 029							25.00	
						Check Total:	5,409.69	
1120	06/26/2014	793	NYSERS	Trust & Agency Payment				
TA 018							1,263.51	
TA 018							60.00	
						Check Total:	1,323.51	
1121	06/26/2014	1373	NYS TAX WIRE	Trust & Agency Payment				
TA 021							23,298.93	
						Check Total:	23,298.93	
1122	06/26/2014	1374	FED TAX WIRE	Trust & Agency Payment				
TA 026							33,027.14	
TA 026							33,027.03	
TA 022							57,507.91	
TA 026 01							7,724.16	
TA 026 01							7,723.99	
						Check Total:	139,010.23	
1123	06/26/2014	1375	NET PAYROLL WIRE	Trust & Agency Payment				

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 13: JUNE 2014 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
TA 010 02							67,609.41	
							Check Total:	67,609.41
1124	06/26/2014	2031	OMNI TSA WIRE	Trust & Agency Payment				
TA 029							737.01	
TA 029							300.00	
TA 029							3,321.05	
TA 029							200.00	
TA 029							181.00	
TA 029							550.63	
TA 029							85.00	
TA 029							25.00	
							Check Total:	5,399.69
5793	06/05/2014	108	EXCELLUS BLUECROSS BLUESHIELD					
TA 020 02					JUNE 2014 GROUP 1248900		2,593.02	
							Check Total:	2,593.02
5794	06/05/2014	651	M-O-H CONSORTIUM					
TA 020 01					JUNE 2014		115,105.86	
							Check Total:	115,105.86
5795	06/05/2014	2027	MADISON CO SHERIFF'S OFFICE	Trust & Agency Payment - GRN-MCSD				
TA 023 05					IE#11001650 - GRIDLEY, LORRIE		67.79	
TA 023 05					IE#10000079 - DAPSON, SAMANTHA		80.65	
							Check Total:	148.44
5796	06/05/2014	639	MADISON CSD EMPLOYEE ASSOC.	Trust & Agency Payment - EMP DUES				
TA 024 02					6/5/14 PAYROLL - SEE LISTING		263.67	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 13: JUNE 2014 PAYROLL/INS



Check # Account	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	263.67
5797	06/05/2014	641	MADISON CSD TEACHER ASSOC.	Trust & Agency Payment - TCH DUES				
TA 024 01					6/5/14 PAYROLL - SEE LISTING		1,528.12	
							Check Total:	1,528.12
5798	06/05/2014	1518	VOTE/COPE	Trust & Agency Payment - VOTECOPE				
TA 024 04							18.05	
							Check Total:	18.05
5799	06/19/2014	2027	MADISON CO SHERIFF'S OFFICE	Trust & Agency Payment - GRN-MCSD				
TA 023 05					IE#11001650 - GRIDLEY, LORRIE		67.79	
TA 023 05					IE#10000079 - DAPSON, SAMANTHA		89.39	
							Check Total:	157.18
5800	06/19/2014	639	MADISON CSD EMPLOYEE ASSOC.	Trust & Agency Payment - EMP DUES				
TA 024 02					6/19/14 PAYROLL - SEE LISTING		263.22	
							Check Total:	263.22
5801	06/19/2014	641	MADISON CSD TEACHER ASSOC.	Trust & Agency Payment - TCH DUES				
TA 024 01					6/19/14 PAYROLL - SEE LISTING		1,526.26	
							Check Total:	1,526.26
5802	06/19/2014	650	MADISON ONEIDA BOCES					
TA 020 24					JUNE 2014 INVOICES		1,603.40	
							Check Total:	1,603.40
5803	06/19/2014	1518	VOTE/COPE	Trust & Agency Payment - VOTECOPE				
TA 024 04							18.05	
							Check Total:	18.05

07/09/2014

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 13: JUNE 2014 PAYROLL/INS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	18.05
5823	06/26/2014	2027	MADISON CO SHERIFF'S OFFICE	Trust & Agency Payment - GRN-MCSD				
	TA 023 05				IE#11001650 - GRIDLEY, LORRIE		67.79	
	TA 023 05				IE#10000079 - DAPSON, SAMANTHA		77.84	
							Check Total:	145.63
5824	06/26/2014	798	NYS TEACHERS RETIREMENT SYSTEM	Trust & Agency Payment - TRSLN				
	TA 027				JUNE 2014 - 4205		637.00	
							Check Total:	637.00
Number of Transactions: 26							Warrant Total:	493,573.39
							Vendor Portion:	493,573.39

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 15: SCHOLARSHIP AWARDS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Account	PO Number	Check Amount	Liquidated
5804	06/20/2014	2825	BIKOWSKY, ANDREW					
					TA 391		300.00	
					TA 391		50.00	
					TA 391		50.00	
						Check Total:	400.00	
5805	06/20/2014	2826	BRIDGE, DAKOTA					
					TA 391		50.00	
						Check Total:	50.00	
5806	06/20/2014	2827	CLEVELAND, CONOR					
					TA 391		100.00	
						Check Total:	100.00	
5807	06/20/2014	2828	DIEHL, DYLAN					
					TA 391		50.00	
						Check Total:	50.00	
5808	06/20/2014	2829	FROST, DOMINIQUE					
					TA 391		100.00	
					TA 391		250.00	
					TA 391		25.00	
					TA 391		25.00	
					TA 391		25.00	
						Check Total:	425.00	
5809	06/20/2014	2830	GALLER, ALLISON					
					TA 391		200.00	
						Check Total:	200.00	
5810	06/20/2014	2831	LAVAIR, ANNA					
					TA 391		100.00	
						Check Total:	100.00	
5811	06/20/2014	2832	LEWIS, MORGAN					

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 15: SCHOLARSHIP AWARDS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Account	PO Number	Check Amount	Liquidated
					TA 391		100.00	
					TA 391		25.00	
						Check Total:	125.00	
5812	06/20/2014	2833	LIVERMORE, ANDREW		TA 391		100.00	
						Check Total:	100.00	
5813	06/20/2014	2834	NYBERG, MAHALA		TA 391		500.00	
						Check Total:	500.00	
5814	06/20/2014	2835	PEGG, CAROLYN		TA 391		100.00	
						Check Total:	100.00	
5815	06/20/2014	2836	PISIAK, AMANDA		TA 391		100.00	
						Check Total:	100.00	
5816	06/20/2014	2837	ROCKHILL, MEGAN		TA 391		250.00	
					TA 391		300.00	
					TA 391		25.00	
						Check Total:	575.00	
5817	06/20/2014	2838	SMITH, EMILEE		TA 391		250.00	
						Check Total:	250.00	
5818	06/20/2014	2839	SNELL, KRISTI		TA 391		100.00	
						Check Total:	100.00	

MADISON CENTRAL SCHOOL

Check Warrant Report For TA - 15: SCHOLARSHIP AWARDS



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Account	PO Number	Check Amount	Liquidated	
5819	06/20/2014	2840	STAELENS, HEATHER						
					TA 391		150.00		
					TA 391		100.00		
						Check Total:	250.00		
5820	06/20/2014	2841	STRAIN, ASHLEY						
					TA 391		250.00		
						Check Total:	250.00		
5821	06/20/2014	2842	WINDHAUSEN, MARK						
					TA 391		250.00		
						Check Total:	250.00		
5822	06/20/2014	2843	WRATTEN, WAYNE						
					TA 391		100.00		
					TA 391		100.00		
					TA 391		50.00		
						Check Total:	250.00		
Number of Transactions: 19							Warrant Total:	4,175.00	
							Vendor Portion:	4,175.00	

Certification of Warrant

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

Date Signature Title

MADISON CENTRAL SCHOOL



Check Warrant Report For HBUS - 9: JUNE 2014 MANUAL CHECKS

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
1021	06/09/2014	661	MARCH ASSOCIATES					
	HSAFE 2110.245				INVOICE #6		2,860.00	
						Check Total:	2,860.00	
1022	06/09/2014	661	MARCH ASSOCIATES					
	HRP5 2110.245				INVOICE #1		7,460.00	
						Check Total:	7,460.00	
Number of Transactions: 2							Warrant Total:	10,320.00
							Vendor Portion:	10,320.00

Certification of Warrant

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

Date
Signature
Title

MADISON CENTRAL SCHOOL

Check Warrant Report For FA14 - 15: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
2714	06/20/2014	650	MADISON ONEIDA BOCES					
FT12 2110.450		MATERIALS & SUPPLIES			C0283-14	140290	2,295.00	2,295.00
						Check Total:	2,295.00	
2715	06/20/2014	834	ORIENTAL TRADING CO INC					
FG14 2510.450		MATERIALS & SUPPLIES			664123996-01	140382	88.74	75.75
						Check Total:	88.74	
2716	06/20/2014	986	SCHOOL LUNCH FUND					
FG14 2510.400		CONTRACTUAL			2013/14-20		358.50	
						Check Total:	358.50	
2717	06/20/2014	1183	WALMART BUSINESS					
FG14 2510.450		MATERIALS & SUPPLIES			015731	140230	121.41	121.41
						Check Total:	121.41	
Number of Transactions: 4							Warrant Total:	2,863.65
							Vendor Portion:	2,863.65

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 - 16: WARRANT



Check # Account	Check Date	Vendor ID Account Description	Vendor Name Description	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
2718	06/30/2014	827	ONEIDA MUSIC CO					
FV11 2110.450		MATERIALS & SUPPLIES			079035 SUPPLIES	140281	436.92	436.92

Check Total: 436.92

Warrant Total: 436.92

Vendor Portion: 436.92

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



TEACHER HANDBOOK 2014/2015

MADISON CENTRAL SCHOOL MISSION STATEMENT

The mission of Madison Central School's Students, Staff, Faculty, Administration and 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
7303 ROUTE 20
MADISON, NY 13402**

SCHOOL TELEPHONE NUMBERS

ADMINISTRATION

Mr. Perry Dewey, Superintendent (W) 893-1878 ext 203

Mr. Larry Nichols, Building Principal
(W) 893-1878 ext 204

Mr. Jeffrey DeAngelo, Education Coordinator
(W) 893-7287 ext 265

Mrs. Tracey Lewis, District Clerk
Mrs. Melanie Brouillette, Treasurer

INSTRUCTIONAL SUPPORT STAFF

Mr. Michael Lee – Guidance-ext. 206
Mrs. Paula Lindberg – School Nurse-ext. 214
Mrs. Linda Wood – Secretary – District Office-ext. 201
Mrs. Jessica Clark –Secretary-Data, Special Ed-ext. 207
Mrs. Tricia Coon- Secretary- Secondary, Guidance, Athletics-ext. 202
Mr. Walter “Buddy” Owens, Psychologist-ext. 126
Mrs. Christina Matteson, Social Worker-ext. 127

CUSTODIAL/MAINTENANCE STAFF

Chris Post-ext. 211
Kevin Raymond – Day Cleaner-ext. 105
Pam Hynes – Clarissa Hyde – Patricia Talbot - Cleaners

Madison Central School Handbook Index

The purpose of this handbook is to outline the procedures and policies by which Madison Central School is governed. It is intended that such information will contribute to the smooth and consistent operation of the school.

All teachers and administrators receive a copy of this handbook. Staff are expected to read it and are responsible for implementing the procedures and policies outlined in it. It is revised yearly. Your input is appreciated for any ways we can improve on it.

Section	Page
Daily Bell Schedule	4
1 Hour Delay 7-12 Bell Schedule	5
2 Hour Delay	5
2 Hour Delay Lunch Schedule	6
Marking Period Dates	7
Faculty Meetings Schedule Dates	7
2013-2014 Working Hours	7
Daily Responsibilities	7-8
Attendance / Student	8-10
Lesson Plans	10-11
Attendance / Teacher / Substitute Teacher	11-13
Report Cards & Grading	13-14;39
Guidance	15-16
Conferences-Parent/Teacher Confidentiality	17-18
Field Trip Request	19
Classroom Conducts / Attendance / Disciplinary Procedures	20-37
Study Halls	37-38
Homework	38-40
Fire Drills & Emergency Codes	41-42
Visitors to Building	42-43
Regulations for Home Athletic Events	47-48
Dance Regulations	48
Reporting Injury	51
Building Maintenance	51
Academic Eligibility & Cell Phone Policy	51-53
Activity Trip Approval Form	54-55
Substitute Teacher List (DUE to Linda Wood 9/12/2014)	56
Study Hall Sign IN/ Sign OUT Logs	57
Teacher Signature Page 2012-2013 Teachers Manual- Due 9/12/14 to be handed into the Secondary Office to Tricia Coon	59
Voice Mail Directions	58
Faculty & Staff Confidentiality Agreement: Students with Disabilities (DUE to Jess Clark or Jeff DeAngelo by 9/12/14)	60

Harassment and Discrimination is Prohibited at School

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentration on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, or for any other reason.

A student may not act toward another student in a way that reasonably might make that other student feel threatened or unsafe, or that might reasonably make that other student unable to concentrate on their school work, because of the other student's race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or for any other reason. It is against school rules for any students or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

Madison Central School
DAILY BELL SCHEDULE
SECONDARY

PERIOD	START TIME	END TIME
Breakfast	7:55	8:05
Homeroom	8:05	8:10
Period 1	8:10	8:55
Period 2	8:58	9:40
Period 3	9:43	10:25
Period 4	10:28	11:10
Lunch 9-12	11:10	11:40
6-8 Band/Choir	11:10	11:50
6-8 Non Music Period 5	11:10	11:40
HS Band/Choir	11:30	12:10
HS Non-Music Period 5	11:40	12:10
6-8 Lunch	11:40	12:10
Period 6	12:13	12:55
Period 7	12:58	1:40
Period 8	1:43	2:25
Period 9	2:28	2:58

DAILY BELL SCHEDULE 1 HOUR DELAY

1 HOUR DELAY – BREAKFAST WILL BE SERVED

PERIOD	START TIME	END TIME
Breakfast	9:05	9:10
Homeroom	9:05	9:05
Period 2	9:05	9:40
Period 3	9:43	10:25
Period 4	10:28	11:10
Lunch 9-12	11:10	11:40
6-8 Band/Choir	11:10	11:50
6-8 Non Music Period 5	11:10	11:40
HS Band/Choir	11:30	12:10
HS Non-Music Period 5	11:40	12:10
6-8 Lunch	11:40	12:10
Period 6	12:13	12:55
Period 7	12:58	1:40
Period 8	1:43	2:25
Period 9	2:28	2:58

SECONDARY BELL SCHEDULE 2 HOUR DELAY

NO AM BOCES – NO BREAKFAST SERVED

PERIOD	START TIME	END TIME
Homeroom	10:05	10:15
Period 3	10:15	10:25
Period 4	10:28	11:10
Lunch 9-12	11:10	11:40
6-8 Band/Choir	11:10	11:50
6-8 Non Music Period 5	11:10	11:40
HS Band/Choir	11:30	12:10
HS Non-Music Period 5	11:40	12:10
6-8 Lunch	11:40	12:10
Period 6	12:13	12:55
Period 7	12:58	1:40
Period 8	1:43	2:25
Period 9	2:28	2:58

MARKING PERIOD DATES 2014-2015

The marking periods for grades K-12 have been established for the school year as follows:

Progress Reports

Progress Reports	Marking Period	Start Date	End Date	School Tool Unlock Date	School Tool Lock Date	Publish Date
PR 1	1	09/05/2014	10/03/2014	09/29/2014	10/07/2014	10/08/2014
PR 2	2	11/18/2014	12/12/2014	12/08/2014	12/16/2014	12/17/2014
PR 3	3	01/31/2015	03/06/2015	03/02/2015	03/10/2015	03/11/2015
PR 4	4	04/18/2015	05/15/2015	05/11/2015	05/19/2015	05/20/2015

Marking Periods

Marking Period	Start Date	End Date	School Tool Unlock Date	School Tool Lock Date	AIS / IEP Notes DUE	Publish Date
MP 1	09/05/2014	11/07/2014	11/03/2014	11/11/2014	11/11/2014	11/12/2014
MP 2	11/08/2014	01/30/2015	01/26/2015	02/03/2015	02/03/2015	02/04/2015
MP 3	01/31/2015	04/17/2015	04/13/2015	04/21/2015	04/21/2015	04/22/2015
MP 4	04/18/2015	06/24/2015	06/11/2015	06/23/2015	06/23/2015	06/24/2015

2014-2015 STAFF DEVELOPMENT AND CONFERENCE DATES

September 2	Superintendent's Conference Day
September 3	Superintendent's Conference Day
September 11	Open House 6:00-8:00 p.m.
October 29	Full Day Superintendent's Conference Day
November 25	PreK-12 - ½ day In-service 11:20 student dismissal
January 30	PreK-12 – ½ day In-Service 11:20 student dismissal
March 20	Superintendent's Conference Day
April 24	PreK-12 – ½ day In-Service 11:20 student dismissal
May 8	PreK-12 – ½ day In-Service 11:20 student dismissal
May 14	PreK-12 – ½ day In-Service 11:20 student dismissal
June 3, 16-24	Regents Exams

FACULTY MEETINGS

INFORMATION AND COMMUNICATION

2014-2015

Elementary Meetings

Held in Ms. Barnes Room on Wednesday

&

Secondary Meetings

Meetings will begin promptly at 3:10 p.m.

September 10
October 8
November 12
December 10
January 14
February 11
March 11
April 8
May 13
June 10

Attendance is expected. Please plan accordingly.

TECHNOLOGY MEETINGS
Meetings Held in Library

WORKING HOURS

The regular work hours for teachers on regular workdays, Monday-Friday are 7:40 a.m. until 3:00 p.m. You are to be participating in congruent planning at 7:40. Students will be dismissed at 2:58.

DAILY RESPONSIBILITIES

1. Be at your assigned congruent planning areas by 7:40 AM
2. Be on time for all your classes. Station yourself outside your classroom door between classes. Your presence in the hallways is essential to student control & management.
3. Students are NOT, at any time, to answer your classroom phone.
4. Dismiss classes in an orderly fashion and at the bell.
5. Students are **NEVER** to be left unattended in any classroom.
6. Doors have to be locked whenever the room is vacant.
7. Check your mailbox morning, noon and at the end of the day

8. Check your e-mail and voicemail everyday even if the light is not blinking for voicemail. It is important that we make every effort to maintain positive communications.
9. Check on your special assignments for the day. Write them in your plan book for the guidance of a substitute teacher
10. Make sure that the room is neat, that there are no hazards, and that bulletin boards are up-to-date and attractive
11. At the close of the day, have room in neat order. **Make sure to lock doors & windows and make sure shades are pulled.** Pupils should be trained not to leave papers on the floor.
12. When leaving for the night, please make sure that all computers are turned off (towers and monitors).

ATTENDANCE--AND DISMISSAL

From 8:00-8:05, announcements and the Pledge will be done. Students arriving prior to 8:05 are not considered late and should be recorded accordingly. Morning attendance and a lunch count will be taken at this time. **Teachers, not students**, should physically take and electronically record attendance. A lunch count will also be sent to the cafeteria at the end of homeroom. Accuracy is extremely important. Record of attendance is a legal responsibility. Sometimes buses arrive just before homeroom. When this happens there will be instructions from the office. Students arriving on late buses are not counted late. State law now requires teachers to take accurate, period-by-period, daily attendance and report absences to the office immediately.

If you have a substitute, your homeroom attendance will be taken on your provided homeroom class list. Please advise your substitute to contact the appropriate office with homeroom attendance (Elementary PreK-6 Main x201; Secondary 7-12 x202).

ATTENDANCE

Elementary and Secondary –

All student attendance MUST be inputted within the first 15 minutes of class. Students should NEVER be relied on for attendance taking. Teachers should physically see that a student is in homeroom. If a student brings a request from his/her parents to be excused early from school, he/she must report in the morning of that day to the main/secondary office for permission. All absences require a written note. Elementary student notes should be collected by their teacher and sent to the main office. The student's name, time and reason will be recorded on an attendance sheet. This information is available on school tool. If a student finds it necessary to be excused from school at any time during the day, he/she must secure permission from the nurse or district office. Any student arriving late or leaving early must sign in/out at the appropriate office (main for elementary and principal's office for secondary students).

Teachers should maintain a list of student's absences. Each teacher should develop a system to ensure that excuses are received following absences.

ATTENDANCE POLICY

It is the belief of the Administration and Staff of Madison Central School that consistent student attendance is an integral part of the learning process. Because learning is often sequential, and because classroom discussions and lab experiences cannot be duplicated, students who do not attend class regularly are at a serious academic disadvantage. By establishing a policy that stipulates attendance requirements for course credit, we hope to encourage responsible habits that will carry over into future adult work. To these ends the Administration and Staff promote the following policy.

A pupil must be in attendance a minimum of eighty five (85) percent of the total number of days a course is in session during an academic year, in order to be eligible for credit in that course.

This attendance policy is not a disciplinary policy. Students who are illegally absent from classes will have the established discipline code applied to their behavior, with the corresponding consequences. This policy establishes a **MINIMUM STANDARD** for class attendance that students will need to be eligible for course credit.

Each absence from class fifteen (15) minutes or more will be considered as a full period absence. Excused and unexcused absences from class will count equally in determining student attendance since both instances result in a loss of instructional time. Additionally, there must be no distinction made between excused and unexcused absences when establishing an attendance requirement for credit. Any student absent from school who is enrolled in a school-approved tutorial program will be considered present for instruction. Teachers will need to override the school tool designation of that child being absent on days they are tutored.

Action Taken at Attendance Levels

1. For attendance at school, notices will be sent home at ten (10), fifteen (15), and twenty (20) days. Absences include tardiness to school. After 20 consecutive absences, the student will be dropped from the school enrollment.
2. Special consideration may be given to instances of school-mandated absences from class in order to secure credit in another course, thus insuring an equitable and fair application of this policy to all students.
3. For every absence, the student loses two (2) points off that participation grade. A student must have a participation grade of 80 or above for each course. A student cannot be absent more than twenty (20) times during a full year course; (13) for Physical Education (10 times for a half-year course). Teachers will document attendance, and students will be given grades for each marking period until they surpass the maximum absences. Students will still be able to make up classes after school. If a student goes beyond 36 absences (18 for a half-year course) and does not make up classes, he or she will not be able to sit for the final exam in that particular course. Warning notices should be sent out at 10, 15, 20, and each absence thereafter. Up to **four (4)** classes will be allowed to be made up by students who exceeded the limit for a full year course (up to two (2) classes for

half-year courses). These classes will be done after school under the direction of the Principal or classroom teacher. The teacher will give assignments to the student and that completed assignment is to be returned to the teacher. If the assignment is not completed, the student will be denied credit for the make-up class. Any make-up of classes must be completed by the last day of classes and prior to Regents week.

LATE TO CLASS

Teachers can, and need to, discourage lateness to class by starting classes on time, having their work well planned and establishing a reputation for being punctual in beginning class instruction. Under such circumstances, late students will feel uncomfortable and generally make it a point to be in class on time. Students who were detained legitimately should arrive with a late pass.

Do not lock the door on late students or send them somewhere else. To discourage class cutting, teachers will regularly take class attendance themselves. **Do not allow any students access to your school tool account.** Do not delegate this important procedure if you wish to establish the proper attitude toward your classes. Except in cases of emergency, any excuse from class must meet with the approval of the class teacher. Insist that students obtain permission to be late for lavatory use. Lateness to class should be handled initially by the classroom teacher. A referral form should be used if your efforts are not successful. Each absence from class for fifteen (15) minutes or more will be considered as a full period absence.

LESSONS PLANS

Lesson plans are of great assistance to any teacher. They should show: objectives of the lesson, introduction of aids, illustrations, demonstrations, etc., to be used during the lesson; approximate time to be spent on each activity or topic; and the assignment for the next day. They should be dated so as to be usable in your absence and should be prepared at least three days in advance at all times. If an administrator attends your class, a copy of your plans should be available for his/her use. Lesson plans are the responsibility of the individual teacher and are clearly expected and subject to review without advance notice at anytime.

Preparation of Lesson Plans should:

- A. Set Objectives
- B. Choose specific strategies
- C. Student Assessment

Planning:

1. Semester Block Plans: This is a breakdown of major units in your curriculums and approximately how long

you intend to spend on each unit (in weeks). Please keep in mind flexibility due to changes in schedules and events that may occur.

2. Daily Lesson Plan: This is a short-term plan that includes brief descriptions and should be in your plan book. This should include:
 - a. Lesson Objectives
 - b. Student's conclusions of lesson
 - c. Materials to utilize
 - d. List of Day's Activities
 - e. Specific Strategies
 - f. Student Evaluation

Lesson plans should:

- A. Include a class roster and/or up to date seating chart
- B. Be complete
- C. Be up-to-date
- D. Class rules – bathroom etc.
- E. Be consistent with curriculum and content maps on file.

Teachers should have three (3) emergency plans available on file in the Main/Secondary Office and in back of a plan book. These plans should be turned in to the office by September 15th.

TEACHER ABSENCES

Whenever a teacher is to be absent, he/she should notify Linda Wood as soon as possible. If it is a planned absence, please turn in a **personnel sheet** in advance **to Wendy Ponton**. Wendy will procure a substitute and take care of getting the sheet approved by administration. Wendy will then forward forms to the District Clerk for final processing. If the absence is unexpected, please call Wendy's voicemail at 893-1878 ext. 103 by 6:00 a.m. or call her at home at 315.292.4966 before 8:00 p.m. If you know that you will be out again the following day, please call the office by 1:30 p.m. so that we may try to retain the same substitute or obtain another one in advance. **Please fill out your personnel sheet as soon as you return to work. In all cases, of absence, arrangements for substitutes will be made by the office. Please give advance notice whenever possible, as subs are very scarce.** In all cases when you require a sub, even for a field trip or staff development a sub sheet must be completed for the audit trail.

Teachers are responsible for seeing that detailed plans are available for substitutes. Providing adequate sub-plans helps to insure better classroom management during your absence.

SUBSTITUTE TEACHERS:

At the beginning of the year all staff are required to complete a substitute locator list, a copy which follows, which is kept in their substitute folder in the Main Office. Other materials to be included in this folder are:

1. A copy of your daily schedule
2. Contingency plans covering a minimum of two days, updated to be kept current.

It is everyone's benefit that you leave detailed plans for your substitute if at all possible. Substitute teaching is a difficult job, even more without plans. Be sure you have updated emergency plans in your substitute folder. If you know you are going to be absent, please notify Linda Wood in the main office beforehand and leave plans. If this is not possible, it would be helpful if someone could possibly bring your plans for your, or email them to the office. This will help the substitute's day to be more productive and your day easier when you return. This form must be completed and given to Linda Wood by Sept. 16, 2011. (Form in back of packet).

**Madison Central School
SUBSTITUTE TEACHER LIST**

Classroom Teacher's Name:

Room No.: _____

Teacher: Please note the location where the following can be found by a substitute:

1. Seating Chart –
2. Attendance –
3. Schedule –
4. Substitute Lesson Plans –
5. Person to ask for help –
6. Textbooks –
7. Supervision Duties / Location –
8. Special Notes or Instructions –

CLASS RECORD BOOK

Each teacher is provided with a class record book. They should reflect many and varied evaluative instruments. Teachers are to identify the area for which the mark was received (e.g. oral reports, book reports, special projects, quizzes, unit tests, and homework or class recitation). Teacher should have one progress indicator per week. Record Books should be turned in at the end of the school year as part of the checkout process. A grade calculation formula is recommended to allow for grade verifications over the summer.

COURSE SYLLABUS

Each class should have a detailed course syllabus prepared for it. This curriculum plan should align with the curriculum and content maps for that class. It should include an outline of the subject matter to be covered, a proposed curriculum schedule or map, and a grading plan. The syllabus should be provided to students allowing them to be clearly aware of course expectations and grading criteria. Please provide the office with a copy of your revised syllabi by September 16th.

REPORT CARDS

Report cards will be mailed home every ten (10) weeks. Progress reports, for grades 7-12 will be mailed home every five (5) weeks. Elementary report cards will be issued to parents the first marking period during parent/teacher conferences. All parents should sign a sign-in sheet when attending. All report cards are sent home with the students thereafter. The regents will be the final exam in courses offering a regents exam.

The passing grade is 70 in grades 7-12.

SUMMER SCHOOL POLICY

A student must have maintained satisfactory attendance, and passed at least 2 of 4 marking periods for a full-year class, or 1 of 2 marking periods in a half-year class to be eligible for summer school. This will coincide with the board policy. Administrative exceptions may be made if students qualify for one subject attendance.

GRADING POLICY

This policy is to have 55 as the minimum grade permitted for the first marking period of a full year course and for the first marking period of a half-year course. Ten week classes may have any grade assigned. Middle School 13-week electives will receive a pass/fail grade. Each secondary teacher should submit a copy of their grading policy to the principal by September 15th.

GRADING GUIDELINES

The following guidelines are to be used when determining grades for the marking period. These percentages are not to be exceeded.

Homework--

Up to 15% of the grade for the marking period

Quizzes -- Up to 25% of the grade for the marking period
 Tests -- Up to 60% of the grade for the marking period

The final school grade is determined by the following weighting:

First Marking Period	2
Second Marking Period	2
Third Marking Period	2
Fourth Marking Period	2
Final Exam or Regents	1

All teachers are requested to input final averages. You must input in the final averages if you have exempted anyone from the final.

HONOR ROLLS AND CLASS STANDINGS

Calculate as follows:

1. All courses given a numerical grade are considered equal except BOCES courses, which will be factored on the basis of credits earned.
2. Students with a failing mark or an incomplete are not considered for the honor roll.

High Honor Roll -- average of 94 and above

Honor Roll -- average of 88 to 93

SUMMER SCHOOL GRADING POLICY

As per New York State guidelines, grades acquired during summer school instruction cannot totally replace the initial grade. The summer school grade will be averaged in to the student's average. The regular grade will account for 67% and the summer school grade will count for 33% of the final average.

Courses not considered for the Honor Roll are:

Junior Band	Drama	Senior Chorus	Phys. Ed.
Junior Chorus	Jazz Band	Play Production	
7 th & 8 th 13-week Electives			

CLASS STANDINGS

The purpose of weighting class is to stress those courses where students have greater preparation. The weighted system would be used for class rank only. All courses for class rank are divided into three groups:

Group I	Factor	1.10
Group II	Factor	1.05
Group III	Factor	1.00

The grouping of courses is as follows:

Group I

All advanced placement classes and/or classes at area colleges in place of a high school course. The Superintendent should preapprove college courses.

Group II

All major academic courses (English 9,10,11,12; Global Studies 9,10; US History 11; Economics; Participation in Government; Seq. Math I, II, III; Pre-Calculus; Statistics; College Prep Math; Earth Science; Biology; Adv. Biology; Chemistry; Physics; Foreign Language).

Group III

All other elective classes offered which can lead to a sequence. (Art, Technology, Agriculture, Music, Home and Career, Business, Health and Occupational Education classes at BOCES.

GUIDANCE

The Guidance Office provides the following services for teachers:

1. Provides better knowledge and understanding of each student of the following but limited to:
 - a. Student and Parent Counseling
 - b. Standardized Test results
 - c. Summary of Progress Reports
 - d. Family History
2. Student files are available in the Guidance office for review but may NOT LEAVE the guidance office.
3. Counsels students and reports back to the teachers when appropriate.
4. Prepares data for use in student support team meetings which may involve teachers, other counselors, the nurse and school social workers.
5. Conduct course registration.
6. Provides guidance and other materials for occupation and post-graduate education. A computer work room is also available to help student search for colleges and assess career interests.
7. Confers with parents in regard to student problems as may be advisable. Facilitates parent-teacher appointments upon request of parent ad/or teacher.
8. Organize and supervises standard group testing.

Teachers who have questions in any of the above areas or in matters which are within the scope of the guidance service are invited to consult with the counselor concerned or with the Guidance Counselor.

The Guidance Department provides the following services for students:

1. Registers new students and help facilitate their adjustment to Madison Central School.
2. Administers special tests and help students interpret results.
3. Aid in education planning by: a) course registration, b) making out individual schedules according to the master schedule, c) Processing all requests for change of schedules and d) helping students advanced their plans for college.
4. Counsel individual students in planning careers and possible armed forces.
5. Publicizes scholarship information and encourages all able students to prepare for competitions.
6. Counsel failing students and, in many cases, consult with parents and teachers concerning these students.
7. Makes arrangements for special group gatherings such as: orientation assemblies, college representative visitations, college nights, Financial Aid Night, Career exploration workshops.
8. Conducts an annual review with all 7-12 students.
9. Counsel students in helping them deal more effectively with social and emotional concerns.

Teachers who encounter students with any of the above questions may refer them to the Guidance office. Teachers are encouraged to communicate any concerns or problems with the Guidance Counselor.

COURSE DROP PROCEDURES

Dropping a student from a class is a guidance function. A student is dropped from class rolls or absolved from his classroom responsibilities only with parent permission and guidance counselor approval. The teacher must receive a written Course Drop Slip from the guidance office. This form is not to be confused with the Pupil's Request to Change Program form, which is used only to collect preliminary data. Please report any discrepancies to the guidance office immediately!

COURSE ADD PROCEDURES

Please add to your rolls the names of students for whom you receive a Course Add Slip from a guidance counselor. These forms should be signed by the teacher and returned to the guidance office. These students should begin attending class and assume their classroom responsibilities as of the effective date appearing on the Course Add Slip. **NO** student should be allowed to enter your class if you have not received an authorized course add slip. Please report any discrepancies to the guidance office immediately.

ACADEMIC INTERVENTION SERVICES

For those students in need of Academic Intervention Services, as identified by the NYS guidelines, the teacher who has the identified student in his or her class for that specific academic discipline is ultimately responsible for:

1. Developing the individual plan for remediating the student.
2. Facilitating the implementation of the plan

3. Monitoring the student's progress, revising the plan if necessary.
4. Communicating with the parent on a regular basis regarding the progress of his A.I.S. Keeping the parent up to date of progress by means of 5 week progress reports, phone calls, emails or any other type of communication available.

Communication with fellow Department members is also critical in the process as to the student progress from one level to another (example ELA 9 to ELA 10).

GRADES K-6 REPORT CARD PROCEDURE

In grades K-6 report cards are issued every ten (10) weeks. However, parent conferences are held the first and may be held in the third marking periods. The third marking period conference is by invitation or request of the parent.

Every five (5) weeks; progress reports will be sent home.

COMMENCEMENT

Commencement represents the culmination of high school for our graduating class and is the end product of your interest, guidance, and instructional efforts through the years. It is strongly encouraged that every teacher will attend. Please notify the secondary office so that the appropriate number of seats may be reserved. Our practice is to have staff enter together as a group.

SCHOOL TELEPHONES

Most calls from Madison are long distance calls. Therefore, school telephones are to be used for school related matters only. We will have a phone in the conference room for teachers to use. It is important to model for our students the proper use of cell phones. Cell phones need to be turned off in our building during instructional times. Texting should be avoided as well. The teachers must set the professional example.

REGULATIONS CONCERNING SCHOOL VEHICLES

All individuals needing to use a school vehicle for school business shall:

1. Fill out a transportation request with dates needed and file with the Main Office.
2. Once approved - forms with dates, mileage reading and teacher signature are to be completed and turned in to the Main Office.
3. Mileage will not be paid unless the Superintendent of Schools grants prior approval.

COMMUNITY RELATIONS

Community relations – parent/teacher – teacher/pupil relations are very important aspects of any successful teacher's career. Wisdom in approach and judgment in expression are paramount in establishing positive rapport. Background material for individual

conferences can always be obtained from the administration and/or guidance counselor. Positive newsworthy activities should be provided to the office for publication. Teachers are encouraged to keep a log of communications with parents, be it telephone, letters or emails. This is for your own protection.

CONFERENCES – PARENT/TEACHER

Parents and teachers are partners in an extremely important venture, the education of a child. Like any joint venture, communication and discussion are extremely important in facilitating a successful outcome. A parent-teacher conference is one means used by schools to give parents and teachers an opportunity to meet in person to discuss a child's education. Teachers are helped considerably by getting to know parents and by gaining from them information and insights that can enhance the child's classroom experiences. Simply linking an adult with the unique blend of curiosity, drive and intelligence that make up each child's personality helps teachers form a more complete picture of that child.

Parents are offered an opportunity to find out how a child is getting along with his classmates, in which areas he excels, and those that may be giving him difficulty. A parent may find ways in which he can help at home to build on strengths and overcome weak spots. A conference can also be set up to mediate a conflict. Whatever the reason for the meeting, an important thing to keep in mind is that we want most of all to help the parent and to make his child's school experience a happy one. Again, teachers are encouraged to keep a log of conferences held throughout the year.

CONFIDENTIALITY

In talking with students, the information disclosed should be kept confidential but consistent with our professional and ethical obligations. This means that a student should know that, legally, the school staff member does NOT have the option of "privileged communication," that the staff member may have to inform other authorities if the student is potentially harmful to him/herself or others in the school; that information can be subpoenaed in a court of law; that you as a teacher reserve the right to consult with professional colleagues concerning the problem without disclosing personal identities. The student should be informed of these conditions under which he/she may receive assistance (a) at or before the time he/she enters into personal relationship or (b) prior to the anticipated disclosure of information he/she may wish to keep private.

The staff member should be aware that he/she should decline to initiate or should terminate a helping relationship where he/she cannot be of professional assistance to the student. Referral would then be appropriate as well as responsible. When a staff member learns of conditions which are likely to harm a student or others in school for who we are responsible, it is important to remember that teachers are mandated reporters as stated by the state of New York and should immediately report any suspicion of abuse or neglect to Child Protective Services.

Teachers need to use professional wisdom even in casual conversations in and outside of the building at all times to protect and honor student confidentiality.

GIFTS AND PARTIES

With the exception of flowers or corsages, which are sometimes presented to teachers who have sponsored extra-curricular activities, teachers are asked not to accept gifts from students or groups of students.

In grades 7-12 **no parties** involving the exchange of gifts, dancing, card playing, etc. are permitted **during the school day**. Grades K-6 are permitted to have parties for special events or occasions. Clubs planning school parties after school should clear them with the administration.

Health and wellness guidelines forbid homemade goods being served in school. Be alert that many students may have food allergies.

ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES

Your attendance at extra-curricular activities, while not specifically required, is recommended as an indication to the students of your interest. Your presence at athletic contests, music and dramatic programs, etc., will add immeasurably to school spirit and morale. For school activities, a teacher may be admitted free of charge, but will be expected to exercise the responsibility of a teacher while in attendance.

PRESS RELEASES

All press releases will be cleared with the Superintendent or Principal. Personnel in the office will coordinate the information and submit it for those who wish a release.

REQUEST FOR FIELD TRIPS

Field trip requests are to be turned into the Superintendent at least two weeks in advance. Fuel costs and driver availability will impact the number that we approve. The value of each will be considered seriously. Cancellation must be given at least twenty-four (24) hours before scheduled starting time. Completion of Form-- times-- be specific (starting, returning, destination). Please be sure that the cafeteria has been notified of the number of students that will not be present. Any collection of funds must be done according to school policy. **No money should be left in the classroom under any circumstances.** Any teacher taking students on a field trip must have the students' parents fill out permission slips, and if the trip is extra-curricular in nature, the students must have all teachers sign a field trip form.

RULES FOR USE OF COPY MACHINE BY FACULTY

This equipment is provided for faculty to use in preparing classroom instructional materials. It is not for reproduction of student requested materials or for reproduction of personal materials. Students should NOT be sent to use the equipment on your behalf.

Please don't copy material prohibited by federal or state regulations pertaining to copyright infringement. (See Librarian for details)

CLERICAL ASSISTANCE

The Office Staff will do typing such as notices to parents, various forms used by staff, school related letters, etc. as time and scheduled work permits. A reasonable notice must be given to allow for scheduling of workload. This assistance should not be relied upon for normal circumstances, but should be used for emergency assistance. All staff have adequate access to word processing equipment to normally prepare their own materials.

CLASSROOM CONDUCT

Always take the roll first. Do so by use of a chart or some method that permits it to be done quickly. **Report absent students to the office immediately, unless satisfied that their absence is accounted for.** (Secondary teachers must complete period by period attendance.) Only under special circumstances should a student leave your class for the washroom, to get a drink, to go to his locker, etc. The classroom teacher should have a sign-in/out sheet for such purposes. Your class will succeed in direct proportion to the amount of interest you develop in the learning process. Keep the class working until the end of the period. This will be an integral part of the success of our schedule. Students who are actively engaged in the learning process will be much easier to manage. (Never permit pupils to leave their seats or crowd around the door or go into the corridor until you have excused them after the period has terminated. Do not detain a class after its designated time).

I. DEFINITIONS

For purposes of this code, the following definitions apply:

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

"Disruptive student" means an elementary (K-6) or secondary (7-12) student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

"Gender" means a person's actual or perceived sex and includes a person's gender identity or

expression (Education Law Section 11(6)).

“Harassment” means the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

"Parent" means parent, guardian or person in parental relation to a student.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or on a school bus, as defined in Vehicle and Traffic Law §142.

“School function” means any school-sponsored extra-curricular event or activity. For the purposes of this policy, a “school function” is defined as any event, occurring on or off school property, sanctioned or approved by the school, including but not limited to offsite athletic events, school dances, plays, musical productions, field trips or other school-sponsored trips (Education Law Section 11(2)).

“Sexual Orientation” means a person’s actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law Section 11(5)).

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee or attempts to do so.
2. Commits while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

"Weapon" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.

For purposes of this policy, “hazing” is defined to mean committing an act against a student, or coercing a student into committing an act, that creates a risk of emotional, physical or psychological harm to the student, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term “hazing” includes, but is not limited to: humiliating, degrading or dangerous activities; substance abuse of alcohol, tobacco or illegal

drugs; any activity that intimidates or threatens the student with ostracism, or adversely affects the health or safety of the student; or any activity that causes or requires the student to perform a task or act that is a violation of state or federal law or district policies/regulations.

For purposes of this policy, “bullying” is defined to mean inappropriate, persistent behavior including threats to, or intimidation of others; treating others cruelly, terrorizing, coercing, or habitual put downs and badgering of others. Common characteristics of bullying behavior includes physical acts like hitting or kicking; verbal acts such as using words to berate, hurt or humiliate; and relational behaviors such as maliciously spreading rumors.

2. Student Search and Seizure

1. In order to provide and maintain a safe and appropriate environment for students to learn the following guidelines pertaining to student search and seizure are established.

2. The Board of Education hereby authorizes administrators to undertake searches of students and their possessions (e.g. pocket contents, bookbags, handbags, etc.) should the circumstances arise, based upon reasonable individualized suspicion. In the event of search and seizure, administrators must at all times take great care in searching the person and personal effects of student. The following rules will be observed:

- a. The search may be undertaken if District employees have prior reasonable individualized suspicion that a student has violated or is violating the law, District policy or regulation or school rules.
- b. “Reasonable individualized suspicion” is a flexible concept requiring the application of experience and common sense. Determinations should be made on a case-by-case basis, with due consideration of all circumstances. Factors which must be considered in determining whether a school official has sufficient cause to search a student include but are not limited to:
 - 1) The prevalence and seriousness of the problem for which the search is directed.
 - 2) The urgency to make the search without delay.
 - 3) The reliability of the facts upon which to base a reasonable suspicion that the particular student has possession of evidence leading to a violation of school regulations.
 - 4) The probability that evidence will be discovered.
 - 5) Students will be asked to empty their pockets and otherwise comply with reasonable search requests. If a student refuses, the parents will be contacted. The police will be contacted in the event that a law enforcement search is required. The student will remain under direct supervision until the search.
- c. Whenever an administrator conducts a search, the circumstances thereof are to be set forth in a written report to be filed with the Superintendent or his/her designee.
- d. Strip searches are generally not authorized, except in extreme circumstances that involves life safety issues and law enforcement is not available. In the event of circumstances that present unusual questions, the Superintendent or his/her designee must authorize such search.
- e. Students have no reasonable expectation of privacy rights in school lockers, desks or other school storage places, and the District exercises overriding control over such school property. Lockers, desks and other school storage places may be subject to inspection at any time by school officials.
 - 1). Student lockers, desks or other school storage places are the property of the District and remain at all times under the control of the District.

Students have no expectations of privacy therein. Students are expected, however, to assume full responsibility for the security of their lockers, and the District is not responsible for stolen items. A list of the locker or lock combinations to all student lockers shall be kept in the office of the building principal.

- 2). The District retains the right to inspect student lockers, desks or other storage spaces at anytime without a search warrant, without notice, and without student consent. Inspections may be conducted by authorized school personnel and/or law enforcement officials, and may be conducted with the assistance of drug-detecting dogs.
- f. Trained canines or related technologies may be utilized by the District in searches of students' possessions, school lockers, cars, desks or other school storage with prior approval of the plan by the Building Principal and Superintendent.

3. Police in the School

The police may search a student, or his/her locker in the presence of the principal or his/her designee, if they have a valid warrant to do so or if they have "probable cause" to believe that the student is in possession of contraband. When police are permitted to interview students in school, the students have the same Constitutional rights they have outside the school. Parents will be notified as soon as possible. If police wish to speak to a student concerning an out-of-school matter (in the absence of a warrant or probable cause for suspicion), they will be directed by school authorities to take the matter up directly with the student's parents.

C. Essential Partners

A. Parents

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their child(ren) to school ready to participate and learn.
3. Ensure their child(ren) attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their child(ren) be dressed and groomed in a manner consistent with the student dress code.
6. Help their child(ren) understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know school rules and help their child(ren) understand the consequences of their actions.
8. Convey to their child(ren) a supportive attitude toward education and the district.
9. Build good relationships with teachers, other parents and their child(ren)'s friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Maintain a climate of mutual respect when dealing with school personnel.

In addition to the preceding standards of conduct, the District prohibits discrimination and harassment against any student by employees or students that creates a hostile environment by conduct (with or without physical conduct) or verbal statements, intimidation, or abuse. We consider a hostile environment to be created when actions or statements directed at a student either (1) has or would have the effect of unreasonably and substantially interfering with a

student's educational performance, opportunities, or benefits, or with the student's mental, emotional, or physical well-being, or (2) reasonably causes or would reasonably be expected to cause a student to fear for their physical safety.

The prohibition of discrimination includes, but is not limited to, threats, intimidation, or abuse based on the student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

D AGE APPROPRIATE RESTATEMENT OF POLICY

You should never feel that it is not safe for you to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex.

You may not act toward another student in a way that reasonably might make them feel threatened or unsafe, or that might reasonably make them unable to concentrate on their school work, because of what you think about their race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex. It is against school rules for you to do this by your physical actions or by your verbal statements, including electronic messages.

Responding to Reports of Possible Harassment or Discrimination:

1. In addition to the procedures described below for removal of disruptive students and possible suspension from attendance, the District provides a procedure for responding to reports of possible discrimination or harassment against students by another student, an employee, or any other person on school property or at a school function. The process is described in the District's Equal Opportunity and Nondiscrimination Policy.
2. The District has also designated a Dignity Act Coordinator for each school. Those coordinators are: Mr. Larry Nichols & Mr. Mike Lee

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, and sex. They are available to speak with any person who has witnessed possible discrimination or harassment, or if that person has experienced treatment that may be prohibited discrimination or harassment.

CLASSROOM ATTENDANCE:

Good attendance habits are encouraged. Proper homeroom and class attendance taking is of prime importance in curbing class truancy. All teachers have an obligation to gather attendance data accurately and promptly. Classes should start on time, and attendance should be taken daily at the beginning of the period. **ATTENDANCE IS TO BE TAKEN BY THE TEACHER ONLY. THIS TASK SHOULD NOT BE ENTRUSTED TO A STUDENT.** Morning attendance should be accurately input within the first 15 minutes of the day.

Procedures to be followed by classroom teachers in combating class truancy and tardiness in class.

1. A thorough attendance check should be made by the subject teacher each period of each day.
2. School Tool will be used for period by period attendance. It will be required to input each student's cumulative absences on each 5-week progress report and quarterly report card. Due to the fact that there may be a discrepancy between a student's daily class attendance with his or her daily school attendance due to the school-related activities, or in some cases, class cuts, it is imperative that you keep an accurate account of these absences, as parents may question the difference.
3. All absences should be checked against the daily Attendance Report. The Attendance Office should be notified of any students unaccounted for as soon as possible.
4. Tardiness to Class – Students entering your class after the bell without a legal excuse are considered Tardy. When a student is 15 or more minutes late to class, he/she is considered truant to class and a 'cut' slip should be completed. Record the tardies on the yellow "tardy" slips – see attached. When three tardies have been collected, complete a 'cut' slip and turn it in to building principal. Repeat the procedure for the 6th – 9th tardies and turn in the 'cut' slip into the appropriate administrator. With the 10th and subsequent tardies, it will be considered insubordination and subject to the next higher level consequence. This will include in-school suspension and out-of-school suspension if tardiness continues. Tardies are cumulative throughout the entire school year and do not restart each semester.

SUPPORT FOR CLASSROOM INSTRUCTIONAL TIME

Teachers often allow for time throughout the school day to offer support for a student. There are two situations within a school day that could have a negative impact on the learning environment. Please be aware of the following practices:

- ✓ Student comes in for support: When a student comes in for support, it should not interfere with any of their academic classes. A good time to come in for support would be during lunch, after school, and sometimes during study hall.
- ✓ Teacher offers support: The same is true for teachers offering help throughout the day. Help should rarely be allowed during instructional time. Distractions to the learning can happen for students currently enrolled in the class. Students should be reminded to use instructional time wisely both in and out of class.

CLASSROOM POLICY:

Teachers should be in the room before the students. When the bell starts to ring, the student is late (15 minutes) and a Tardy shall be recorded.

As much as possible, students who are needed by the administration/guidance during the day will be called out of study halls or between classes. Classroom interruptions

will be kept at a minimum. Classes should not be dismissed before the bell sounds. If a student or a group of students are kept after the final bell, the teacher is obligated to write a pass to the next class. Students should not be permitted to leave classes to go to their lockers or to get a drink. Passes to the bathroom should only be given in limited circumstances.

DISCIPLINE: One of the essences of good teaching is for a teacher to be able to control his or her own discipline problems using measures to improve behavior and change attitudes. The following general guides to classroom discipline may be helpful.

1. Be sure to inform the students of your classroom expectations on the first day of class. Uphold these expectations in a fair and consistent manner.
2. Accept children and start with them where they are.
3. Learn as much about your students as you can.
4. Approach problems in a positive fashion. It is better to tell a student what to do than what not to do.
5. Give your students tasks to do at which they can succeed. Praise is in order for a person who tries even if the job isn't done perfectly.
6. Set up the proper climate in your room, one of order, consistency, planning, understanding, and friendliness.
7. Have students see you out of class if they are in trouble. A friendly conference usually is more effective than a reprimanding before their classmates.
8. Students are not to be sent to the office or removed from class because they do not have a pencil, pen, textbook, notebook or for tapping pens or pencils on the desk, if they're not 'dressed' for physical education class, or if they have not turned in assignments unless it is a chronic problem and the teacher has taken the previous steps outlined above, including documented parental contact. If a student is sent out of your classroom, they should be sent to the appropriate Administrator's office with a pass.

All students have the right to learn in an environment which is safe and orderly. No one has the right to interfere with other students' learning or a staff member's teaching. The teacher represents the first line of authority in dealing with routine behavioral problems which interfere with the teaching/learning process. These types of behaviors can usually be handled by individual staff members, but sometimes require the intervention of other school support personnel. If you need immediate assistance dial 201 or 202.

Teachers will develop a classroom plan to handle early signs of inappropriate behavior. This can be accomplished in a variety of ways which the teacher should include informing the parents that a problem exists and documenting this notification. In all classroom plans, the administration should be used as the final response after a thorough attempt on the part of the teacher to solve the problem. The end result will be the teacher remaining in control of his/her classroom and having greater rapport with his/her students and their parents. For any severe offenses, the administration shall be involved immediately.

TEACHERS DISCIPLINARY RESPONSES:

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination.

1. Oral warning
2. Written warning
3. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-School Suspension
10. Removal from classroom by teacher
11. Out of School suspension
12. Permanent suspension from School District
13. Restitution for damage of property – Principal, Superintendent
14. Work Detail – Principal, Superintendent
15. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
16. Long-term (more than five days) suspension from school – Principal, Superintendent, Board

Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Teachers, Principals and the Superintendent may use after school detention as a

penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Parents will receive notification of detentions assigned. Students will be provided appropriate transportation home following detention.

2. Suspension from Transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring, in writing, such misconduct to the Principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the Principal or the Superintendent or their designees.

In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the Principal or the Principal's designee to discuss the conduct and the penalty involved.

3. Suspension from athletic participation, extra-curricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the suspension to discuss the conduct and the penalty involved.

4. In-School Suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes Principals and the Superintendent to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

5. Teacher Disciplinary Removal of Disruptive Students

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her

composure and self-control in an alternative setting. Such practices may include, but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student to the Principal's office for the remainder of the class time only; or (3) sending a student to a guidance counselor or other district staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from an academic class for up to three days. The removal from class applies to the class of the removing teacher only. For elementary classroom it applies to the specific academic class.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a district-established disciplinary removal form and meet with the Principal or his or her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the Principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the Principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student's removal, the Principal or another district administrator designated by the Principal must notify the student's parent, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the Principal or the Principal's designee to discuss the reasons for the removal.

Notice should be provided by telephone with a formal written notice to follow in a timely fashion. The teacher who ordered the removal will be required to attend the informal conference.

If at the informal meeting the student denies the charges, the Principal, the Principal's designee, or the teacher who orders the removal, must explain why the student was removed and give the student and the student's parents a chance

to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and Principal.

The Principal or the Principal's designee may overturn the removal of the student from class if the Principal finds any one of the following:

1. The charges against the student are not supported by substantial evidence.
2. The student's removal is otherwise in violation of law, including the district's code of conduct.
3. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The Principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference, if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the Principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a district provided form) for all cases of removal of students from his/her class. The Principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the Principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

In light of this information, it appears that a teacher may remove a disruptive student with a disability from the classroom under the following scenarios, so long as the removal would not constitute a change in placement.

- A student with a disability does not have a behavior intervention plan or IEP that includes specific strategies to address a student's behavior precipitating the removal.
- Where a student has a behavior intervention plan or IEP that addresses specific behaviors, the plan has been implemented consistently and in good faith, but the plan is not working (that is, the student engages in disruptive behavior even though prescribed behavior or management strategies are being implemented.)

- Where the student has an IEP or behavior intervention plan (BIP), but the disruptive behavior precipitating the removal is “new” and of a different character than the behavior addressed in the IEP.
- The student is afforded the opportunity to continue to appropriately progress in the general curriculum;
- The student continues to receive the services specified in his or her IEP and;
- The student continues to participate with nondisabled students to the extent they would have in their current placement.

6. Suspension from School

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the Principals.

Any staff member may recommend to the Principal that a student be suspended. All staff members must immediately report and refer a violent student to the Principal for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a. Short term (five days or less) Suspension from School

When the Principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express or overnight, mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the Principal. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the Principal may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the Principal shall promptly advise the parents in writing of his or her decision. The Principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within 10 business days of the date of the Superintendent's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

b. Long term (more than five days) Suspension from School

When the Superintendent or Principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to

the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 10 business days of the date of the Superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within 30 days of the decision.

c. Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

Disciplinary Responses To Student Misconduct

The purpose of all discipline is to teach students appropriate and constructive behaviors. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous discipline record of the student.

This code divides types of misbehaviors into four levels of increasing seriousness, with more stringent disciplinary measures provided for at each level. If an infraction appears to fall between two levels, it should be categorized and dealt with at the less stringent level.

LEVEL A

These misbehaviors constitute minor infractions of school rules which cause little harm and minimal disruption. They are best handled quickly and informally. If the behaviors continue, however, their very persistence may make them disruptive enough to cause them to be treated as more serious infractions with more stringent consequences.

Examples of Infractions

1. Failure to follow instructions
2. Classroom disturbance
3. Academic dishonesty
4. Neglect of safety rules
5. Violations of dress code
6. Violations of bus rules
7. Violations of library rules
8. Misuse of student identification cards or the agenda book
9. Litter/graffiti
10. Public displays of affection
11. Horseplay
12. Disturbance outside class or in cafeteria
13. Violation of study hall privilege

14. Abuse of hall, locker, or library privileges
15. Tardiness
16. Inappropriate language
17. Failure to bring in a note for absence from school
18. Taunting and/or teasing of others

PROCEDURES

1. The supervising staff or observer intervenes and applies the most appropriate discipline.
2. The staff member maintains a record of offenses and actions taken.
3. If misbehavior persists, the staff member confers with the principal or the principal's designee and arranges for parental contact.

OPTIONAL DISCIPLINARY RESPONSES FOR LEVEL A Verbal reprimand, seat change, behavioral contract, strict supervised study hall, restriction and/or loss of privileges, special written assignments, recommend and refer for counseling, parental contact and/or conference, clean-up after school and/or payment of damages, detention, warning letter, referral to in-school or out-of school agency, or any combination of the above.

LEVEL B

Misbehaviors included at this level are frequent and/or serious enough to disrupt the learning climate of the school and affect the student's own ability to learn. Some of these infractions may be a result of misbehaviors that continue even after disciplinary measures are taken under Level A. Because of the frequency and/or seriousness of these misbehaviors, the administrator assumes the major responsibility for corrective action.

Examples of Infractions

1. Unmodified Level A misbehavior
2. Continued harassment of other students
3. Repeated misbehavior on the school bus
4. Petty theft
5. Gambling
6. Use of profanity or obscenity
7. Possession or distribution of obscene, indecent, or inflammatory material
8. Leaving school without permission
9. Minor defiance or insubordination
10. Inappropriate use or maintenance of school locker
11. Failure to comply with prohibited use policy
12. Forgery - Plagiarism
13. Excessive horseplay
14. Cutting scheduled classes or detention
15. Harassment (physical, written or spoken)
16. Truancy

PROCEDURES

1. The teacher or observer reports the infraction or refers the student to the administrator. A written report will be submitted to appropriate personnel.
2. The administrator meets with the student and/or the teacher and determines the most appropriate disciplinary response, and then informs the teacher of the action taken.
3. The parent or person responsible for parental control shall be notified.
4. The administrator maintains a record of the offense and the disciplinary action taken.

OPTIONAL DISCIPLINARY RESPONSES FOR LEVEL B Continuation of the more stringent Level A options, recommend or refer for sustained counseling, parental conference, temporary withdrawal of certain privileges or participation in school activities, teacher removal of a student from classroom, lunch detention, detention outside of the school day, suspension of school bus transportation, assigned work or project in-lieu of suspension, out-of-school suspension, or any combination of the above.

LEVEL C

Classified at this level are behaviors which may cause lasting harm to the misbehaving student or which may threaten the health, safety, or emotional well being of others in the school. If the misbehaviors at this level could violate criminal laws, administrators may, if they consider it appropriate, contact law enforcement officials. In most cases, however, these behaviors can best be remediated through disciplinary action at the school.

Examples of Infractions

1. Unmodified Level B misbehavior
2. Repeated truancy
3. Use or possession of any tobacco products on school property or a school bus
4. Extortion
5. Leaving the building or school grounds without permission
6. Inappropriate use of electronic or visual recording devices
7. Stealing and/or possession and/or sale of stolen property
8. Physically threatening other students or other forms of bullying.
9. Serious acts of defiance or threatening a teacher or support staff
10. Fighting (physical harm); This includes any student who goes beyond protecting him/herself by engaging in the physical confrontation
11. Vandalism
12. Repeated or extreme acts of plagiarism
13. Any act which can be considered indecent exposure, (including pulling down other students' clothing.)
14. Possessing, using, or being under the influence of drugs or alcohol on school property or at school sponsored activities
15. Serious disruptive behavior
16. Continued or significant harassment
17. Interference in the execution of duties of school personnel
18. Written, spoken, or electronic communication which demeans or ridicules on the basis of race, gender, or ethnicity
19. Possessing of knives, pellet or BB guns, or other items that can easily be used as weapons on school property or at school related events

PROCEDURES

1. The infraction is reported or the administrator investigates further and confers with staff members on the circumstances and immediate needs
2. The administrator confers with the student and parent or person responsible for parental control about the documented misbehavior, its extent and consequences, and subsequent disciplinary action. If suspension is part of the action, the administrator follows appropriate procedures.
3. If appropriate, the administrator contacts law enforcement officials
4. Administrator makes an accurate record of the infraction
5. Written statements are taken as needed.

OPTIONAL DISCIPLINARY RESPONSES FOR LEVEL C

Continuation of appropriate Level B options, full withdrawal from participation in school activities, restitution for damages, referral to outside agency, detention outside of the school day (this may include multiple hours or days, and even Saturday detention), assigned work or project in-lieu of suspension, suspension from school sponsored events, out-of-school suspension, referral to superintendent for possible hearing, referral to judicial system, any combination of the above.

LEVEL D

Except for unmodified Level C behavior, the acts listed at this level are clearly criminal. They represent a direct and immediate threat to the welfare of others or may result in serious injury to the student, other people, or property. In most cases, they require administrative action that immediately removes the student from school and calls for the intervention of appropriate authorities.

Examples of Infractions

1. Unmodified Level C misbehavior
2. Possession and/or sale of stolen property
3. Extortion from other students
4. Indecent exposure
5. Inappropriate physical contact
6. Repetitive or extreme incidents of harassment
7. Tampering with a fire alarm
8. Reporting or making a false alarm
9. Starting a fire on school property
10. Major vandalism
11. Grand theft
12. Possession and/or use of explosives
13. Arson
14. Providing, selling, possessing or use of illegal chemical substances and/or alcohol on school property and/or at school-sponsored activities
15. Making a bomb threat
16. Any illegal conduct
17. Assault and battery
18. Possession, use, and/or transfer of lethal weapons on school property or at school-related activities
19. Hate crimes (incidents targeting individuals or groups with threats, ridicule, or violence, including written and electronically displayed ridicule)

PROCEDURES

1. Having verified the offense, the administrator meets with all of those involved.
2. The principal initiates procedures according to established policy for excluding the student from school and notifies the parents or persons in parental control immediately.
3. The principal informs the superintendent.
4. School officials contact the proper authorities and assist in prosecuting the offender.
5. The Principal submits a complete and accurate record to the superintendent for possible Board action.

OPTIONAL DISCIPLINARY RESPONSES FOR LEVEL D Full restitution of damages, assigned work or project in-lieu of suspension, out-of-school suspension, alternative school, superintendent's hearing, referral to appropriate agencies, suspension from school sponsored events, including, but not limited to: athletic contests, concerts, dances, trips, ceremonies (including banquets and graduation), or any combination of the above.

- A. Removal of a Disruptive Student From The Classroom
1. Teacher Removal of a Disruptive Student from the Classroom
 - a. Teachers have a limited authority to remove disruptive pupils from the classroom. Such removal shall be consistent with this code of conduct. Disruptive students are defined as elementary/or secondary pupils, under the age of 21, who are “substantially disruptive of the educational process or substantially interfere with the teacher’s authority over the classroom.”
 - b. A disruptive pupil may be removed from a teacher's classroom by the teacher for no more than two (2) days of instruction for each incident of substantial disruption of the educational process or substantial interference with a teacher’s authority.
 - c. In order to initiate the removal of a student from the classroom, the teacher must first determine that a student is disruptive. The behaviors identified as Level B behaviors under Section IV (C) Disciplinary Responses to Student Misconduct are illustrative of disruptive behavior warranting teacher removal from class. Behaviors which do not rise to the level defined as disruptive shall be subject to traditional disciplinary strategies, in accordance with this policy.

STUDY HALLS

General Instructions: For proper control, the following rules will be observed by all study hall teachers:

1. Students are to be in their regularly assigned seats when the bell rings to begin the period. (A seating chart must be completed and maintained by the study hall teacher.
2. Study hall teachers should prepare seating charts. Study hall teachers may need to designate on the seating chart what days different students are scheduled. In general, students having a daily study hall should be seated in the same seats each day.
3. Students should **never be left unattended.**
4. It is expected that students will begin work immediately after the bell and that all conversation will cease. Study halls are designed for students to study, not socialize. Be aware of eligibility lists and AIS needs of students assigned to your study halls at all times.
5. Students with library passes will report directly to study hall PRIOR to signing out to the library. For attendance purposes, study halls will be contacted and given the names of the students in these areas.
6. In cases of necessity, a teacher may permit a student to leave the room to visit the nearest boys’ room or girls’ room. Not more than one boy and one girl may be permitted to leave a section at a time. A yellow pass will be written for each student from their passbook, permitting them to leave. Students should not be permitted to leave for the purpose of going to lockers or getting a drink. Permissions to leave the room should be granted only if necessary.

7. Students are to remain seated during the study hall period. One person in each study hall section may be granted a short conference with another student to discuss an assignment at the discretion of the teacher in charge.
8. Everyone is expected to have enough study materials to be busy during the period.
9. Common courtesy and reasonable conduct will be expected at all times.
Remember it is your responsibility to set the tone and expectations.
10. A careful check of attendance should be taken at the beginning of every study hall period. After verification, irregular absentees should be reported on the proper forms. Students who have music lessons, chorus, band or other similar reasons to be excused from assigned study hall periods will first report to the study hall teacher for attendance check.
11. All students are to sign in and out when appropriate, on the study hall sign-out sheet. This sheet is to be submitted to the Secondary office at the end of each day.
12. Card playing and game playing **IS NOT** allowed in **ANY** study hall.

Pre-signed passes are for students that need to see/go to another teacher's room. This avoids students just showing up without prior consent/approval from the teacher. When a student leaves a study hall for other issues (bathroom, locker, etc.) they should have a signed pass in their agenda planner, from the study hall teacher. Teachers should use a sign-out sheet with destination and time leaving/returning to better assist in gauging how long students are gone for. Students should be allowed to leave study hall to use the bathroom etc. More than 1 or 2 students leave at one time should be monitored. The better we monitor this, the less abuse of the privilege. As far as going to the library, students going to the library should be listed on a "library sign-out sheet" and the last person on the sheet should be bringing it to the library. Also those students leaving to go to the library should have their agenda planners signed as well. This should be done by everyone, consistently. Students going to the library should have a specific purpose to go there (computer work, etc.) – they should not be going there to just to do homework (unless they need library resources to do their homework.)

LIBRARY

- A. All passes to the library will be issued by the subject teacher and signed by them. The pass must indicate period for pass. Passes must be pre-signed before the period begins.
- B. Students with library passes will report to Study Hall, then go directly to the library. Students must sign in on arrival to the library and return to study hall at the end of period.
- C. Students who are **on the academic eligibility list** may only leave study hall for review with a pre-signed pass from the teacher.

HOMEWORK

The philosophy of the Madison Central School is that homework is a necessary component of a student's education. Assignments are made to reinforce daily lessons, to supplement and enrich classwork, and occasionally to prepare students for upcoming

lessons.

It is important to distinguish between homework and study. The teacher should emphasize that a student may complete their homework, but studying is a continuous process.

When a student is absent for more than one day, parents are expected to call the guidance office to arrange for homework assignments. Teachers are expected to provide work. Failure to provide homework sends the wrong message to the parent. If you receive a message that homework is being collected, PLEASE deliver work to the appropriate office.

GRADING GUIDELINES

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. With the possible exception of absences intended by the student as a means of gaining an unfair academic advantage (e.g. to secure more time to study for a test), every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

The following guidelines will be observed:

1. Students and their parents will be provided with information in writing regarding classroom attendance/participation and course credit policies upon their admission to school and at the beginning of the school year.
2. Grading procedures should be clearly spelled out in writing, including a breakdown of how a quarterly grade is arrived at, for example, the specific percentages for tests, quizzes, projects, and class participation. Parent are to be informed regularly, at least eight (8) times a year, of their child's progress.
3. The use of marks and symbols will be appropriately explained.
4. Grading will not be used for disciplinary purposes, i.e., giving lower grades for unexcused absences, as opposed to giving lower grades for failure to complete assigned work or for lack of class participation. However, a student's misconduct that is directly related to his/her academic performance (e.g., plagiarism, cheating on a test, avoiding an exam to secure more time to study), may be reflected in the student's grade.
5. In determining a student's grade, a teacher should evaluate the student's performance on all aspects of the course, including but not limited to tests, quizzes, laboratory work, research papers, long-range assignments, homework, and class participation. Rules for timeliness to class could incorporate a point reduction on class participation for the day.

The professional judgment of the teacher should be respected. 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.

HOMEWORK GUIDELINES:

1. Time--10 to 45 minutes per night in grades K-3: 45 to 75 minutes per night in grades 4-6: one to two hours per night for grades 7-9 :(up to 20 minutes per subject) 1 1/2 to 2 1/2 hours per night for grades 10-12: (up to 30 minutes per subject).

2. Grade Level

Types of homework assigned should be challenging activities, as children grow older. It should go from practice at the lowest level to creative at the highest. The proportion of higher-level homework should increase with grade level. There is to be an integration of higher-level critical thinking and problem solving skills. It is essential that we are adequately preparing our students for work requirements after high school, whether it be college or work.

3. Quality

The purposes of the assignment should be clear, to the teacher and to the student, as should the notion of how the students should profit and what they should learn from the assignment. The tasks assigned should be relevant to what the students are learning, and the assignment type should be appropriate for purposes, the grade, and the subject matter. There should also be some review or reinforcement of assignments so that homework is not a dead end. If the tasks assigned as homework have a worthwhile purpose in the first place, they should certainly be worth following up in class.

It is often wise to start a homework assignment in class in order to check for understanding and make sure students are getting off on the right foot. This practice will be especially important for less able students or when students in the class are completing different assignments.

4. Feedback

Once students have completed homework, their work is to be evaluated in some way. This generally means collecting, evaluating, and returning their assignments. Every assignment should have comments made on it. It is good to remember that homework that is commented on and/or graded is proven to produce higher achievement than homework that is ungraded. Comments, particularly positive comments, on students' papers will also produce better learning, as well as demonstrating that you think homework is important.

Teachers –

1. **DO** comment on homework
2. **DO** explain the specific purpose of every homework assignment. Have assignment written on board or on handout.
3. **DO** listen to what students say about their experiences in completing your homework assignments.

4. **DO** acknowledge and be thankful for effort students make to complete their homework.
5. **DO** understand that not all types of homework assignments are equally valuable for all types of students.
6. **DO NOT** ever give homework as punishment.
7. **DO NOT** make up spur-of-the-moment homework assignments.
8. **DO NOT** assume that because there are no questions asked about homework assignment students don't have any questions about it.

SENIORS:

Seniors who are in jeopardy of not graduating due to failing courses as reported on the 4th quarter progress report will be encouraged to carry a weekly progress report of the remainder of the 4th quarter to be completed by staff on the last day of each week. This will be taken home by the student, reviewed by the parent, signed, and returned to the Guidance Counselor on the following Monday. Communication with the guidance counselor and the building principal should be on-going all year for seniors 'at risk' in required courses for graduation.

FIRE DRILLS - RULES AND REGULATIONS

Emphasize that fire drills are important and should not be taken lightly. Make sure that every student is informed of the proper procedures. Learn the locations of all fire extinguishers and alarms. Go over exit plan for your classroom location with the class during the class orientation.

Quickness and quietness are the key words at all times--No talking or fooling around. Teachers need to check their classrooms so that no one is left behind.

Close windows, turn off lights, shut door and take your grade book.

Some of the procedures for fire drills:

1. All drills should be treated as real emergencies.
2. Anyone discovering a fire should report it to the school office. (When, where)
3. Emergency numbers will be distributed.
4. At least one blocked exit drill will be held during the year.
5. Students and staff should be at least 300 feet from the building.
6. The nurse and teachers, not specifically assigned should be ready to give assistance where needed.
7. Take roll call of the students under your supervision.

If a fire is detected anywhere in the building, **RING THE ALARM**, report to the office the location of the fire and leave the building. By law, fire drills must be held 12 times a year. Fire drill signs are posted in every room and it is imperative that the building be quickly, quietly and safely vacated. The first two will be held within the first week of school.

EMERGENCY CODES

We will be using the following code announcements to designate specific emergency situations:

1. **LOCK DOWN** – Locks doors, turn off lights, have students sit on floor out of site of windows/doors and OPEN SHADES.
2. **LOCK OUT** – Lock doors, turn off lights, have students sit on floor out of site of windows/doors and CLOSE SHADES.

Please refer to your QuickLOOK book for specifics

BUILDING SAFETY

We strive to provide a safe and non-threatening environment for the purpose of learning.

1. All teachers are to be in the hallways prior to the beginning of homeroom, between classes and at the conclusion of the school day.
2. All rooms are to be locked whenever the room is not in use. *Lock your personal belongings.*
3. Doors may be left open or closed during class. However, if doors are closed, they must be unlocked with clear visibility from the hallways.
4. Students are never to be left unattended in a classroom. Teachers are to be in their rooms before students arrive and remain until they have all been dismissed. Students who are tardy ARE NOT to be locked out of the rooms and expected to wait in the hallways.
5. All students are to be issued a pass from their passbook when they leave your classroom. For example, students going to the library, bathroom, locker or guidance office.
6. Students are not allowed to share lockers.

CHILD ABUSE

The Child Protective Act of 1973 made it mandatory that **all school personnel** be responsible for reporting any suspected abuse, neglect or maltreatment when they have "reasonable cause to suspect" that a child coming before them in their professional capacity is an abused or mistreated child. Any persons suspecting child abuse should report the incident immediately to the school nurse. The nurse will investigate the situation and inform an administrator, who then also becomes responsible to report or cause a report to be made. Any person, official or institution making such a report is by law exempt from any liability, civil or criminal.

VISITORS TO THE SCHOOLS

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the Principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return to the office and sign out the identification badge to the Principal's office before leaving the building.
3. Visitors attending school functions that are open to the public during non-school hours, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.

7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Use tobacco products on school property or at a school function.
11. Possess or use weapons on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

Enforcement

The Principal or his/her designee shall be responsible for enforcing the conduct required by this code.

When the Principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the Principal or designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The Principal or designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the Principal or designee shall have the individual removed immediately from school property or the school function. If necessary,

local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.

DISSEMINATION AND REVIEW

A. Dissemination of Code of Conduct

The Board of Education shall ensure community awareness of these provisions and of the Code of Conduct by:

1. Posting the complete Code of Conduct, respectively, on the District's Internet Web site, including any annual updates or amendments thereto.
2. Provide copies of a summary of the Code of Conduct to all students, in an age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year.
3. Provide a plain language summary of the Code of Conduct to all persons in a parental relation to the students before the beginning of each school year and making the summary available thereafter upon request.
4. Provide each existing teacher with a copy of the complete Code of Conduct and a copy of any amendments to the Code as soon as practicable following initial adoption or amendment of the Code of Conduct, and providing new teachers with a complete copy of the current Code of Conduct upon their employment.
5. Make complete copies of the Code of Conduct available for review by students, parents or persons in parental relation to students, other school staff, and community members.
6. Provide training to teachers, administrators, and staff designed to address the concepts and issues incorporated in the Dignity Act, including, but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination or harassment against students and/or school employees.
7. Provide "safe and supportive school climate concepts" in the District curriculum.

The District shall develop and implement a program of instruction in grades Kindergarten through Grade 12 to include a component on civility, citizenship and character education in accordance with Education Law. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community.

No student shall be subjected to harassment (as defined below) by employees or students on school property or at a school function. No student shall be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by another student or a school employee on school property or at a school function. This Policy does not prohibit a denial of admission into, or an exclusion from, a course of instruction that is permissible under the New York State Education Law and Federal Title IX of the Education Amendments of 1972; nor does it prohibit actions that are permissible under Section 504 of the Rehabilitation Act of 1973.

This goal of this Policy is to create a school environment that is free from discrimination and harassment.

HARASSMENT PROHIBITED

A. General Standard of Conduct

No one who is receiving an education from the District, or who is employed by the District, or who is present on school property or at a school event, should experience harassment. The District's Code of Conduct (Policy 0040) prohibits harassment, and it applies to conduct by District employees, District students, and anyone else on school property or at a school event.

When determining whether particular conduct or statements are to be classified as prohibited harassment, the District will consider the intent of the person engaging in the conduct or making the statement; however, the determining factor will be whether the person at whom the conduct or statement was directed reasonably experienced the conduct or statement as unwelcome harassment.

A. Conduct Directed at a Student

Conduct (including verbal conduct) directed at a student will be classified as harassment if it either (1) creates a hostile environment that has or would have the effect of unreasonably and substantially interfering with (a) the student's educational performance, opportunities, or benefits, or (b) the student's physical, emotional, or mental well-being, or (2) that reasonably causes or would reasonably be expected to cause the student to fear for their physical safety. This includes, but is not limited to, conduct based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

C. Conduct Directed at Someone Other than a Student

Conduct (including verbal conduct) directed at someone other than a student will be classified as harassment if it is motivated by that person's race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, military or veteran status, disability, predisposing genetic characteristics, arrest record, or prior criminal convictions, and

1. It has the purpose or the effect of substantially interfering with the person's work performance or

2. The person is explicitly or implicitly told that they must submit to that treatment in order to receive or continue to receive employment opportunities; or
3. A decision by the District about that person's employment is influenced by whether that person has submitted to the treatment or objected to it.

D. Also prohibited, as sexual harassment, is the making of unwanted sexual advances, the making of any requests for sexual favors, and subjecting another person to any touching, teasing or other verbal communication of a sexual nature.

E. Anyone who feels that they have experienced prohibited harassment should bring this to the District's attention by using the Complaint Procedure described below.

RETALIATION PROHIBITED

A person who experiences conduct that they feel is harassment or who participates in an investigation of possible harassment is entitled to express their objection to that conduct in a reasonable manner, and is entitled to use the Complaint Procedure described below to put an end to that conduct and correct the effects of that conduct. Any retaliation against a person who objects in a reasonable manner to conduct they perceive as harassment, or who utilizes the Complaint Procedure in good faith, is itself a violation of this Policy.

CLUBS AND ORGANIZATIONS

The following are some of the clubs that are open for student participation:

National Honor Society	Jazz Band	FFA
Drama Club	Student Council	SADD
Senior Chorus/Band	Junior Chorus/Band	MADKA

REIMBURSEMENT FOR LOST OR DAMAGED TEXTBOOKS

School policy states textbooks are to be adopted for use in the school for a period of at least five (5) years. In order to provide the district is reimbursed for damage or loss of such books, the schedule for replacement costs, based on current textbook prices, shall be followed:

First year of use	100% of initial cost
Second year of use	70% of initial cost
Third year of use	50% of initial cost
Fourth year of use	30% of initial cost
and every year after	
Replace Agenda Book	\$5.00

Identification of the appropriate parent to whom the bill shall be sent and the amount of charges shall be determined by the principal. Notification to parent of lost textbooks should be sent as soon as possible during the school year. **TEACHERS MUST KEEP ACCURATE RECORDS REGARDING TEXTBOOKS.**

1. Teachers will be responsible for their own textbooks and textbook inventory.
2. Teachers are to make sure that all textbooks are stamped with the school stamp and have a number. (A school stamp for textbook use is available in the office.)
3. Teachers should note and students initial the condition of the book when it is

distributed.

4. Students who have lost textbooks or assigned calculators will be issued a bill, according to the above chart. If a student returns a book and/or calculator that has been damaged, he/she must also pay a fee. Any questions on lost or damaged books and/or calculators should be handled through the appropriate office.

REGULATIONS FOR HOME ATHLETIC EVENTS

1. There will be no loitering in the halls or foyer while an athletic event is in progress. Those students violating this rule may be asked to leave the school property. Students coming into the building are expected to watch the game from inside the gymnasium.
2. Once a game begins all students are expected to remain seated until halftime or to the end of the game.
3. Any student leaving the building after they have been admitted for the first time will not be allowed to re-enter.
4. All students below the seventh grade should be accompanied by an adult.
5. Spectators are not allowed to have tobacco, possess or drink any alcoholic beverages on school property at anytime - violators will be asked to leave the school property pending further action.
6. All food and beverages will be bought and consumed outside the gym – no food or drink will be allowed in the gym at any time.
7. All monies collected during the event will be counted and handled by the club advisor and the administrator for the event. Money should not be left in your classroom. It should be turned into an administrator to be locked up.

DANCE REGULATIONS

1. School dances will be held from 7:00 p.m. to 10:00 p.m. The two exceptions will be the winter ball (semi-formal) which ends at 11 pm. and the Junior Prom which may end at midnight.
2. Dances will be only for Madison Central School students Grades 7-12 and their dates or guests. The semi-formal is open to students in grades 9-12, or guests in grades 7 and 8, or out of school for no more than 3 years. Guest passes are available in the high school office and must be approved 2 days before the event.
3. All students attending dances will be signed in upon entering the dance and sign out if they leave before the ending time. No one will be admitted beyond the half-way point of the dance. (Exceptions will be made if a sporting event runs late)
4. Students who come to any school activity will not be permitted to leave the school building unless they leave the school grounds immediately. Upon leaving they will not be allowed to return.
5. Dances will be chaperoned by two members of the faculty or staff, in addition to the advisor(s).
6. Unruly students may be ejected from the dance and they will automatically forfeit their admission, plus receive disciplinary action when school resumes.
7. Students who exhibit behavior not acceptable to the chaperones, advisors, or administrative staff can be removed or barred from future dances.
8. Proper policy protection will be maintained.
9. All costs of sponsoring the dances will be borne by the groups benefiting from the

function.

10. Class or club sponsors will be held responsible for the enforcement of the above regulations.

11. Any student who has received Out of School Suspension for the date of the dance is not eligible to attend.

12. Any student who has student obligations (owes money) will not be allowed to attend any dances.

13. The club advisor and the designated administrator will handle all monies.

14. All monies should be submitted to administrator for lockup.

15. Dress Codes that are set forth during the school day will also be followed at any school event. Students/Guests that fail to follow such dress codes will be asked to leave the event.

Extra-Curricular Activities are: All activities that are not credit bearing and are outside the regular academic program.

1. All athletic teams
2. Jazz Band
3. Cheerleaders
4. Managers, Scorekeepers, etc.
5. Drama Club sponsored plays
6. School Dances
7. Other School sponsored activities

I. School Citizenship

A. Breaking the Athlete's or Extra-Curricular Contract will automatically make a student ineligible for the prescribed time of the contract.

Serious violations of the code of conduct may result in:

B. Out-of-school suspension will cause a two (2) week ineligibility.

Academic ineligibility or ineligibility because of out-of-school suspension will last (2) weeks from the day report cards are issued, or the date of the citizenship infraction. The students will be notified of their ineligibility, and the parents will also be notified.

During the time of ineligibility, the student is not to be present in the building during practice time.

C. After two (2) weeks, a student may have his/her case reviewed by the eligibility committee. The committee shall consist of the Principal, the A.D. and one teacher appointed by the Superintendent. If any of the committee members are absent, the Superintendent will appoint a substitute.

SPECIAL ITEMS:

- A. All students involved in extra-curricular activities must be in school by 9:00 a.m. in order to participate that day, with a legal excuse submitted for the tardiness. Students who have a late arrival in effect must be here by the specified time on the form.
- B. Athletes (players and cheerleaders) must be in school at the regular arrival time the day after an away event to be eligible to participate in that day's

event or practice.

- C. In addition to marking periods during the year, eligibility rules will be in effect from the last marking period of one year until the first marking period of the next year. In these cases, the student will be ineligible for two (2) weeks based upon the previous year's final marking period grades. The class average of the new courses will determine eligibility after the first two (2) weeks of ineligibility will begin with the first full day of school.
- D. Madison students attending out of building education programs are eligible to participate in extra – curricular activities, but are subject to the same eligibility requirements.

POLICY MANUAL - Madison Central School District

The Madison Central School Board has formulated a series of policies for the operation of the School District. Policies covering the following areas are contained in the Policy Manual and are accessible on-line:

1. Board of Education Organization, operation and by-laws
2. School-Community Relations
3. School Administration
4. Business Operation of School District
5. Personnel
6. Students
7. Instruction

Teachers-and/or Staff desiring to acquaint themselves with specific policies may do so by looking at a copy of the Policy Manual in the Superintendent's Office. There are two policies of special importance that you should review yearly. They are the Title IX Nine and Sexual Harassment Policies.

The Student Handbook is a valuable source of information concerning student rights and responsibilities.

REOUEST FOR ATTENDANCE AT CONFERENCE

Forms are available in the Main/District Office. These must be filled out and given to your Principal and then approved by the Superintendent.

REPORTING OF ACCIDENTS OR INJURY

Should a student have an accident or be injured while under your supervision, you are required to complete the necessary accident report forms within 24 hours, and turn them into the nurse's office.

Every accident in the school, on the school grounds, at practice sessions or any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse's office.

Never underestimate the seriousness of an injury and documentation is essential for our insurance carriers.

SAFETY DEVICE

All employees, students, and visitors are required to wear eye safety devices in shops and laboratories--whenever such a person is in a hazardous activity involving the safety of their eyes.

All employees, students, and visitors are required to have protective shoes in shops and laboratories.

AUDIO VISUAL EQUIPMENT

All audio-visual equipment and procedures will be handled through the media center. Direct any questions, concerns, etc. to the Technology Coordinator.

BORROWING EQUIPMENT

No equipment and/or office materials may be borrowed or taken from the building without permission of the principal.

No equipment assigned to your classroom should be moved to another site without documentation.

BUILDING MAINTENANCE

Any breakage or needed repairs should be reported on a maintenance request form. These forms are located on the school web page. Teachers should help students to be aware of the appearance of the building and to take pride in keeping it clean. Teachers and pupils can help the custodians immeasurably by taking care of small things such as paper on the floor, arrangement of chairs, etc. Organize to do a certain amount of housekeeping which should include keeping floors clean of paper, care of chalkboards, arranging desk and chairs at dismissals, etc. Only as pupils participate in the care of the building, will they take pride in it and responsibility for it. Teachers will please see that rooms are locked, windows closed, and lights extinguished when they leave a room, which is not to have immediate occupancy, by another teacher.

ACADEMIC ELIGIBILITY

Probation:

The purpose of academic probation is to encourage academic success.

1. Teachers should notify a student and his/her parents when the academic performance in their class is failing. The notification should be based on more than a couple of grades. During the first weeks of a new marking period, the quarterly grade will continue to be factored into the student's standing grade. The notification should

include the reason for failure and what must be done to return to good academic standing.

2. The teacher should also fill out **an Academic Eligibility Form** that indicates that the notification of failure has taken place. This form is handed into the Secondary Office.
3. The Secondary Office will inform the appropriate coaches and advisors of the student's academic status. It will also provide all study hall teachers with a list of students who are on probation, the class they are failing, and their teacher.
4. **Probation shall last two weeks.** If, at the end of that period, the student is still failing the teacher should notify the student and Secondary Office that the student is still failing. The student shall be placed on Level 1 of academic eligibility on the succeeding Monday.
5. **Students who return to good academic standing must take an eligibility sheet around to the appropriate teacher to be removed from probation. This should be done during the school day (NOT during class time) and well in advance of an event or game that the student wishes to attend.** Even if a five-week mark indicates a student is passing, it is that student's responsibility to get the eligibility sheet signed so that all appropriate people are notified. Students have only one other opportunity, in any class, to be placed on probation before being placed on Level 1 of academic eligibility. Under no circumstances will students be given two probationary periods during a ten-week marking period.

Level 1: Ineligibility

The purpose of Level 1 ineligibility is to provide consequences, and avenues for success to students who have failed to return to academic success under probation, or have reached the maximum number of probationary warnings.

1. Level 1 commences on the Monday after a student and the Secondary Office has been informed that the student continues to have a failing average in a class, after probation.
2. Students who are on Level 1 will be placed on restrictive study hall monitoring. This means that until they return to passing in these classes, any pass, not directly linked to the failing course may be denied.
3. Students who are members of teams or clubs are expected to attend practices or meetings, but may not participate in games or events. (Students may be required to report for after school help during this time.)
4. Students who are not members of teams or clubs are prohibited from attending any permissible extra curricular event. (This includes all dances.)
5. **Students who wish to be removed from the ineligibility list must take an eligibility sheet around to the appropriate teacher to be removed from probation. Again, this**

should be done during the school day (NOT during class time) and well in advance of an event or game that the student wishes to attend. The sheet must be signed by the principal or guidance counselor.

6. Students may re-gain eligibility when they the Secondary Office determines that they are in good academic standing in each of their courses.

Level 2: Intensive Academic Intervention and Ineligibility

The purpose of Level 2 is to impose strict restrictions on extra-curricular participation, and to provide intensive assistance to students who are failing two or more classes.

1. Level 2 commences on the Monday after a student, parent, and the Secondary Office have been informed that a student is failing two or more classes after probation. These students will be immediately ineligible to attend or participate in any extra-curricular events.
2. Whenever possible, students at this level will be moved to a more structured study hall or appropriate AIS course. Study Hall teachers should attempt to communicate with the appropriate teachers during congruent planning time, in a mutual effort to help the student succeed.
3. Students wish to be removed from the level 2 ineligible list must take an eligibility sheet around to the appropriate teacher to be removed from probation. This should be done during the school day (NOT during class time) and well in advance of an event or game that the student wishes to attend.

A student will regain eligibility only when he/she is passing all courses. The student may be moved to Level 1 if he/she is failing no more than one course.

Cell Phone Policy for Students: (Revised 4/6/10)

- C. The use of cell phones, ipods, beepers, electronic video or audio games, and other electronic communication devices is prohibited during the school day. The school day includes bus transportation to and from the school for regular school day academics.
- D. If the School confiscates a cell phone, ipod, beeper, electronic video or audio games or other electronic communication device, the principal/designee shall contact the student's parent and arrange for the parent to appear in person to pick up the device. The principal/designee may establish any reasonable procedure regarding the time, place and manner of delivery.
- E. If a student violates this policy more than once in a school year, the cell phone, ipod, beeper, electronic video or audio game and/or other electronic communication device will be returned only after a period of thirty (30) days pursuant to the procedure established in paragraph "B" of this policy.
- F. The cell phone, ipod, beeper, electronic video or audio games or other electronic communication device should be maintained and secured by the school until it is claimed by the parent. If the

parent fails to pick up such property, it shall be deemed abandoned and the school shall dispose of the item.

- G. Violation of this policy shall be considered an act of insubordination and may result in student discipline consistent with the provision of the Student Code of Conduct.

Extra-Classroom Activity Overnight Trip Approval Form

MUST BE APPROVED BY THE BOARD OF EDUCATION

Activity: _____

Date of Trip: _____

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

Trip Description and Events Attending While on Trip: _____

Number of Students Attending: _____

Expected Cost Per Student: _____

Chaperones: _____

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:

Board of Education Approval Date: _____

Superintendent: _____

**Extra-Classroom Activity Day Trip
Approval Form
(Use Carbon Copy set in Office)**

SUBSTITUTE TEACHER LIST

Classroom Teacher's Name:

Room No.: _____

Teacher: Please note the location where the following can be found by a substitute:

1. Seating Chart –
2. Attendance –
3. Schedule –
4. Substitute Lesson Plans –
5. Person to ask for help –
6. Textbooks –
7. Supervision Duties / Location –
8. Special Notes or Instructions –

VOICE MAIL

TO SET UP YOUR MAILBOX

PRESS 77 (WAIT FOR VM TO ANSWER)

PRESS (#) AND YOUR TELEPHONE EXTENSION NUMBER

SYSTEM WILL PROMPT YOU TO:

- 1) RECORD YOUR NAME
- 2) SPELL THE 1ST 3 DIGITS OF YOUR FIRST NAME, USING THE DIAL PAD – THEN PRESS #
- 3) SPELL THE 1ST 3 DIGITS OF YOUR LAST NAME, USING THE DIAL PAD – THEN PRESS #
- 4) RECORD YOUR GREETING – PRESS # WHEN FINISHED
- 5) ENTER A PASSCODE (MUST BE 3-5 DIGITS)

TO CHECK MESSAGES:

PRESS 77

WAIT FOR VM TO ANSWER

PRESS (#) AND YOUR TELEPHONE EXTENSION NUMBER

ENTER PASSCODE

AFTER HEARING YOUR NAME – PRESS THE (*) KEY

WHILE LISTENING TO THE MESSAGE

PRESS 2 – TO DELETE THE MESSAGE

PRESS 3 – TO SAVE THE MESSAGE

PRESS 4 – TO SEND A COPY TO ANOTHER USER

(*) – TO REWIND MESSAGE BACK A FEW SECONDS

Library Rules

Students should **ALWAYS** arrive with their planner signed. If more than one student is visiting the library from your study hall please also send them with a group library pass so that we can verify that everyone sent to us has arrived! Attached is a sample library pass for your use....please feel free to use your own if you prefer!

If students do not have either a pass or a planner with your signature, then they will be sent back to their study hall to get their planner signed.

Students may come to the library:

1) with computer work to do (hopefully NOT MyBigCampus because that has become a time-consuming, annoying monitoring issue!)

2) research needs for a class

However, to limit hall traffic.....students shouldn't come to library just for a different place to sit and do their regular homework that can easily be completed in your study hall.

3) Students are also welcome, of course, to visit for 10 or 15 minutes to borrow books!

Students may return to your study hall before the end of the period if their work here is finished. However we won't send students back if there are less than five minutes until the end of the period.

When they are ready to return, we will: sign their planner, make sure they have signed out on our sheet, and we will notify you, their study hall teacher by phone that they are returning to your study hall.

Library Pass

Room:

Teacher:

Date:

Period:

Time:

1.

2.

3.

4.

5.

6.

Madison Central School

Animal Care Form

Staff Member Name: _____ Phone Number: _____
Alternate Number: _____

Type of Animal(s): _____

Duration Animal(s) will be on the Madison Central School Campus:

Start date: _____ End date: _____

Emergency Contact (person who will follow the Care Protocol if primary care giver cannot):

Name: _____ Phone Number: _____

Email Address: _____ Alternate Number: _____

Name: _____ Phone Number: _____

Email Address: _____ Alternate Number: _____

***It is the responsibility of the care giver to contact emergency contact(s) to provide care to the animal(s).**

***Administration is to be notified as well.**

Care Protocol – this includes days school is not in session (e.g., weekends, vacations and emergency closings):

Please list and attach the program researched that the care protocol is based on (e.g. University/College, Animal Welfare/Control, or other Government Agencies):

Feeding Practices: Type of Food: _____

Days per week: _____

Hydration: Days per week _____

Describe the location and dimensions of the cage/housing (list and attach the research program referenced if different from above): [Note: this must be appropriate for the size and number of animals using it]

Please describe the plan and frequency of Cage/Housing Cleaning (list and attach research program referenced if different from above) use reverse side if necessary:

Animal Care Log: this is to be incorporated into the Care Protocol and is required to be filled out.

Animals that are housed in your classroom are your responsibility to take care of.

Animal Care Forms are to be turned into the Secondary Office.

It is the responsibility of the care-giver to make sure the animal(s) has the required vaccinations/shots (e.g. Rabies)

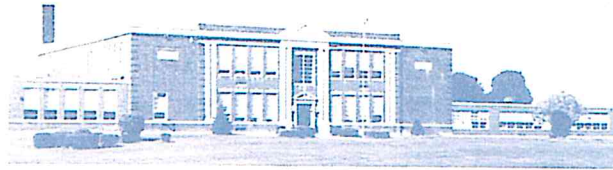
Cc. Mr. Dewey, Mr. Post, Mr. DeAngelo, Animal Care Binder

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

Madison Central School District

Mr. Perry Dewey, Superintendent of Schools

Mr. Larry Nichols, Principal

Mr. Jeffrey DeAngelo, Education Coordinator

**Faculty & Staff Confidentiality Agreement: Students with Disabilities
2013 – 2014**

I hereby acknowledge that the Individuals with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973 ("504") and the Family and Educational Rights and Privacy Act ("FERPA") prohibit the disclosure of student education records, including personally identifiable information regarding students, without the prior written consent of the student's parents, except in a very few, limited situations.

I acknowledge that the Madison Central School District must ensure that personnel responsible for implementing or assisting in the implementation of an IEP/504 understand their responsibilities and receive a copy of the IEP/504 or are provided an opportunity to review it prior to implementation, and that all school personnel having access to a student's IEP/504 may not disclose the plan; or the information contained within it, to individuals not also working to implement the IEP/504 and without a legitimate educational reason to have such information.

Having read the above, I agree and accept the responsibility to maintain the confidentiality of student IEPs/504s and other student records in accordance with the IDEA, Section 504 and the FERPA for each student with an IEP/504 who has been enrolled or potentially will be enrolled in the district. This responsibility includes all verbal, written, and electronic correspondence.

Print Name: _____

Signature: _____

Date: _____



Madison Central School District

7303 Route 20 Madison, NY 13402

We ask that everyone review the teacher handbook prior to the start of the new school year. Each year brings challenges that can be handled by following the guidelines presented in this book. By signing below, you are acknowledging that you read and understand the handbook, board and administrative policies of this district. If you have any questions, please feel free to ask an administrator within our building.

Staff Signature

Date

Administrative Signature

Date

Madison Central School District

Substitute Handbook



Revised 8/2013

Table of Contents

Section A:	Welcome
Section B:	Emergency Procedures
Section C:	Resources
Section D:	Forms

Welcome

- ❖ Introduction
- ❖ Special Instructions by Grade Level:
 - Elementary
 - Junior and Senior High
- ❖ Map of Classroom Locations
- ❖ Bell Schedule

Emergency Procedures

- ❖ “Quick Looks” for reference to emergency procedures
- ❖ Map of Fire Escape Routes
- ❖ School Protective Actions (as issued by the National Homeland Security)

Resources

- ❖ School Telephone Extensions
- ❖ MCS Student Program Calendar
- ❖ Payroll Schedule
- ❖ Map of Special Interest Locations
- ❖ Synopsis of MCS Code of Conduct

Forms

- ❖ Substitute Teacher Information for Payroll
- ❖ Classroom Daily Sign Out Sheet
- ❖ Student Discipline Report

Madison Central School District

Madison, NY

A Brief History

The Madison Central school District, which includes parts of six towns, is located in the approximate geographic center of New York State. Included in the district are parts of the towns of Madison, Augusta, Vernon, Eaton, Marshall and Stockbridge. The school buildings are located in the Village of Madison, a small hamlet centered on Route 20. The village is approximately 40 miles from the city of Syracuse to the west and approximately 30 miles from the city of Utica on the east. Access to the NYS thruway is about 25 minutes by car in Vernon, New York.

The school district, which was centralized in the mid 1930's, is composed of approximately 500 students which are housed in the Pre-k – 12 building in the Village of Madison. The original building has been improved, expanded and enhanced by a series of additions. An 8.5 million dollar addition and renovation project was completed in September of 2003.

Madison is basically a rural area with many large dairy farms dotting the countryside. The beautiful rolling hills make the area, one of the most scenic in the State. The area abounds with excellent hunting and fishing as well as golf, skiing and camping close by. Health care facilities can be found in hospitals in Hamilton and Oneida as well as Syracuse and Utica. Shopping is also located in Oneida, Utica and Syracuse. Churches of most denominations are readily available.

Area institutions of higher education include Colgate University in Hamilton, Morrisville State, Hamilton College in Clinton as well as Syracuse University and LeMoyne College in Syracuse.

The district employs 46 teachers and 3 administrators as well as approximately 34 non-instructional employees. The district is a component of the Madison-Oneida BOCES. The school district sends 75 percent of the graduates to colleges and universities in an average year. Area residents have had a long history of supporting education with the approval of budgets at voting time in May.

Substitute Teacher Handbook

Welcome to the Madison Central School District. This school is a centralized district that includes students in pre-kindergarten through the twelfth grade. All students attend school in one combined building.

The Board of Education, the staff, and community are committed to an educational program of excellence. District philosophy points to schools that provide a learning environment with a social structure focusing on mutual respect, cooperation, and regard for the rights of others.

Your services are an important component to the Madison educational program. The district is relying on your commitment on behalf of our students.

Please take time to familiarize yourself with the procedures of our school district by carefully reading through the provided handbook. It contains pertinent information along with forms that may be used to help your day run smoothly.

Administrators at Madison are:

Mr. Perry Dewey – Superintendent

Mr. Larry Nichols – Building Principal

Mr. Jeff DeAngelo – CSE Chairperson

Substitute Teacher List

Only those persons whose name appears on the official Substitute Teacher List may be assigned to work as a substitute in the Madison Central School District. Applicants seeking to be included on this list must submit the following materials to the Main Office:

- ✓ Completed application form (completed online with www.mvrapply.org)
- ✓ A completed resume'
- ✓ A copy of current New York State certification, if applicable
- ✓ Complete the I-9 form and W-4 and submit to the business office
- ✓ Complete fingerprinting information

Calling Procedure

Substitute teachers at Madison are called by Mrs. Wendy Ponton. Wendy will try to notify you in advance if possible.

You will be given the following information:

- ✓ Name of Teacher you will be substituting for
- ✓ Grade level and time you are expected to report to work

If you are not going to be available for particular days and do not wish to be called, please notify Mrs. Ponton. This will not impact you being called in the future, however it will help us eliminate unnecessary calls on those days you are not available.

Substitute Compensation For Services

Rate of Pay:

The Madison Central School Board of Education has set the following rates of pay for substitute teachers:

CERTIFIED SUBSTITUTE: \$75.00 per day

UNCERTIFIED SUBSTITUTE: \$70.00 per day

Process for payment:

Upon entering the building at the main office to sign in, you will be asked to complete a 'substitute' sheet. Turn this completed form into the secretary in the main office, which should include your signature.

Payroll is processed every two weeks. Depending upon the week(s) that you worked will determine the timing of your paycheck. Your check will be mailed to you. You should consult the Main Office Secretary for more specific information.

Parking

Substitute teachers are asked to park their cars in front of the flagpole entrance or at the end of the school near senior parking. You can then make your way to the main entrance by the main office. This will help to alleviate heavy traffic at the main entrance for buses and guest throughout the day.

Special Instructions by GRADE Level

Elementary:

Upon arrival in the building, please sign in at the Main Office, obtain a key to unlock the classroom. You will need to fill out a substitute time sheet and turn it into the office so that the Business Office can process your payroll. This form is available at the office as well as in this handbook. If this is your first time at Madison Central, you will also need to fill out a W-4 form and an I-9 form.

As a substitute, you are required to be in the classroom or at your duty station at 7:40 am.

Start of Day Preparations:

Upon arrival in the classroom, locate the following, which should be found in or on the teacher's desk:

- ✓ Lesson Plans
- ✓ Pink Attendance and Lunch Count Sheets
- ✓ Substitute Folder containing the following:
 - General instructions from the specific teacher to substitutes
 - Class Lists
 - Schedule of library, music, art, p.e., plus any pull-out students for speech, resource, ect.
 - Location of instructional materials
 - Names of students who take medicine in school, or have health problems.
 - Names of dependable students who can help you
 - Name of nearby teacher to confer with if necessary

Check the daily program carefully. Check to see what specials (music, art, library or p.e.) and which children attending remedial classes are scheduled for that day. Are there other daily assignments? Is there any money to collect?

Lunchtime procedure – see teacher' substitute folder

Dismissal – Students who walk or are picked up by parents may be released at the time specified by the teacher. All students who ride the bus are to be walked to the main lobby entrance where they will board their appropriate bus.

If the lesson plans are not left available, please contact the Main office to obtain a set of the teacher's emergency plans.

Start of Day:

Student will be escorted to the classroom by a designated staff member at 8:05. Morning announcements begin over the intercom at 8:05 with the Pledge to the Flag.

Attendance and Lunch Count:

Elementary attendance should be sent to the Main Office. Secondary attendance to the Secondary Office. Lunch counts should be given to the kitchen staff.

Special Subjects:

Classroom teachers are to escort their class to the special teachers on time and to remain with the children until the class is invited into the room.

At the end of the period, special teacher will dismiss the entire class as one group to the classroom teacher. Please be on time to pick your class up.

Calling the Office Via the Telephone:

Classroom telephones do not have an outside connection. They are for communication within the building only. If you wish any information, to report an emergency, or to request help if a serious problem arises, the telephone may be used to contact the office. A telephone is located by the door in each classroom. It may be used by dialing extension 201. A list of telephone extensions for other teachers in the building is provided in the handbook.

Emergencies:

Fire: Near all classroom doors are directions to be followed in the event of an emergency. Please familiarize yourself with these at the onset of the day. Locate the nearest exit and the fire alarm nearest to your room.

A diagram of the fire exit routes is also provided within this binder.

The fire alarm is a series of high pitched tones with flashing white lights in the hallways.

In the event of a fire, have the children line up immediately and lead the line out of the nearest exit. The last pupil to leave the room should be instructed to close the door. **DO NOT ATTEMPT TO CONTAIN A FIRE BY YOURSELF. NEVER LEAVE THE CHILDREN UNATTENDED.**

Once outside, the class must be taken at least 200 feet away from the building. Turn children around facing the building. Now is the time to take attendance – each child must be accounted for. A child may be with the nurse, the librarian, a remedial teacher or absent. This must be noted.

Designated staff are equipped with walkie-talkies to relay attendance of classes to the main post. Report any missing children to your designee.

Needless to say, children are expected to remain silent during emergency drills and to cooperate fully. If this is not the case, take appropriate action by having the class practice after a drill until it is done correctly.

If you suspect a fire, report it and the location to the school office.

Lockdown Procedures: Please refer to Quick Looks

Evacuation Procedures: Please refer to Quick Looks

Discipline:

Our goal should always be the development of discipline from within. Control of the behavior of our pupils must be a cooperative enterprise in which every member of our faculty participates. In order that the ultimate object might be

achieved, the following procedure for gaining and maintaining that control within the total school is recommended:

- ✓ Every member of our faculty should correct misbehavior regardless of the place in which it may be encountered; in the classroom, in the corridors, in the cafeteria, playground, etc. This includes children of other classes if they are unruly.
- ✓ The responsibility for maintaining order in the classroom rests with the classroom teacher.
- ✓ Insubordination, rudeness, or disrespect for authority is not to be tolerated at any time. After dealing with the situation, such cases should be documented on a STUDENT DISCIPLINE REPORT available at the office, or in this handbook. If necessary, call the office and have the child removed from the room. Discipline will be entered into the school tools system by the teacher upon their return if not done so already by the secretary.
- ✓ Teachers are not permitted to exclude students from classes even for brief periods of time without permission of the principal. Placing a student in the corridor for punishment is not an acceptable punishment.
- ✓ Corporal punishment is not permitted.

Auxiliary Personnel:

We have student teacher, teacher aids, and school volunteers working in many of our classrooms. If any of these personnel come in to your classroom, first, have them identify themselves. You should contact the secretary if you have any concerns regarding this person.

If they are school district personnel who are there to assist you, discuss what they have been doing and permit them to function if they know specifically what they are to do. You may use them to assist you in appropriate ways.

Faculty Lounge:

The faculty lounge is available for your use during preparation periods or lunch time. Our faculty welcomes you and we hope that you will join your colleagues for lunch and conversation. The school has a breakfast and lunch program. You can locate the faculty lounge on the resource map provided. (Room code is available from either offices – please DO NOT SHARE this with students).

General Expectations

We expect that proper decorum will be maintained in the classroom and that the day will be educationally profitable for the students.

Children shall always be supervised.

The halls are sometimes used as an extension of the classroom. They should be supervised accordingly

Every teacher should devise a method whereby they know where each child is at all times.

Teachers are not to dispense any medication, aspirin or other medications to children. Please refer any problems of this nature to the school nurse.

No visitors may visit a classroom at any time without a visitor's pass. All visitors must register in the office.

If you have any problems or questions, please feel free to call the office at any time.

At the end of each day leave a note or the regular teacher telling what work was covered and any other pertinent information such as special problems, messages, etc. Any paper work done by the pupils should be graded, whenever possible, and left in an orderly fashion on the teacher's desk or table.

You should also obtain a sheet to evaluate the quality of the preparation done by the teacher for whom you are subbing. This is available in the office or in this handbook. It should be turned into the office at the time of your signing out.

The room should be left neat and orderly.

Before leaving the room, lock all windows, turn off computers and lights, lock the door and turn in the keys to the main office. Be sure to remember to sign out as well.

Junior and Senior High

Upon arrival in the building, please sign in at the District Office, and obtain a key to unlock the classroom. You will need to fill out a time sheet and turn it into the office so that the Business Office can process your payroll. This form is available at the office as well as in this handbook. If this is your first time at Madison Central, you will also need to fill out a W-4 form and an I-9 form.

As a substitute, you are required to be in the classroom or at your duty station at 7:40 am.

Start of Day Preparations:

Upon arrival in the classroom, locate the following, which should be found in or on the teacher's desk:

- ✓ Lesson Plans
- ✓ Attendance Sheets
- ✓ Substitute Folder containing the following:
 - General instructions from the specific teacher to substitutes
 - Class Lists
 - Location of instructional materials
 - Names of students who take medicine in school or have health problems.
 - Seating Chart for the students
 - Name of nearby teacher to confer with if necessary.
 - Quick Look book – located by the door
 - Fire Drill Procedures – located by the door

Classes are 44 minutes long. Each student and teacher has a 30 minute lunch period. A copy of the bell schedule is available in your handbook.

New York State requires a period by period attendance report from each teacher in grades 7-12. If a copy is not left by the teacher, there is one available in this handbook. It is extremely important that 1st period attendance is taken by 8:20 am. If you do not have access to school tools, please call your attendance to the secondary office by 8:20 am at extension 202.

Grades 7-12 teachers have a daily sign out sheet for students who are leaving the classroom or study hall for any reason. Please leave this form on the teacher's desk at the end of the day. If a copy is not left by the teacher, there is one available in this handbook.

Along with signing out on the sign out sheet, students must also have their agenda book signed by the teacher along with time and destination. Students may not leave the classroom without their signed agenda books.

If the lesson plans are not left available; please contact the Main Office to obtain a set of the teacher's emergency plans.

Start of Day:

All students must be in their homerooms by 8:05 am. Morning announcements begin over the intercom at 8:05 am with the Pledge to the Flag.

Attendance:

Record your attendance and report it to the secondary office no later than 8:20 am. If a student arrives late to your class, please note the time they entered.

Calling the Office via the Telephone:

Classroom telephones do not have an outside connection. They are for communication within the building only. If you wish any information, to report an emergency, or to request help if a serious problem arises, the telephone may be used to contact the office. A telephone is located by the door in each classroom. It may be used by dialing extension 201 or "0". A list of telephone extensions for other teachers in the building is provided in the handbook.

Emergencies:

Fire: Near all classroom doors are directions to be followed in the event of an emergency. Please familiarize yourself with these at the onset of the day. Locate the nearest exit and the fire alarm nearest to your room.

A diagram of the fire exit routes is also provided within this binder.

The fire alarm is a series of tones with a pause after every third tone.

In the event of a fire, have the children line up immediately and lead the line out of the nearest exit. The last pupil to leave the room should be instructed to close the door. **DO NOT ATTEMPT TO CONTAIN A FIRE BY YOURSELF. NEVER LEAVE THE CHILDREN UNATTENDED.**

Once outside, the class must be taken at least 200 feet away from the building. Turn children around facing the building. Now is the time to take attendance – each child must be accounted for. A child may be with the nurse, the librarian, a remedial teacher or absent. This must be noted.

Needless to say, children are expected to remain silent during emergency drills and to cooperate fully. If this is not the case, take appropriate action by having the class practice after a drill until it is done correctly.

If you suspect a fire, report it and the location to the school office.

Lockdown Procedure: Please view the Quick Look Book for protocol.

Evacuation Procedure: Please view the Quick Look Book for protocol.

Discipline:

Our goal should always be the development of discipline from within. Control of the behavior of our pupils must be cooperative enterprise in which every member of our faculty participates. In order that the ultimate object might be achieved, the following procedure for gaining and maintaining that control within the total school is recommended.

Every member of our faculty should correct misbehavior regardless of the place in which it may be encountered; in the classroom, in the corridors, in

the cafeteria, playground, etc. This includes children of other classes if they are unruly.

The responsibility for maintaining order in the classroom rests with the classroom teacher.

Insubordination, rudeness, or disrespect for authority is not to be tolerated at any time. After dealing with the situation, such cases should be documented on a STUDENT DISCIPLINE report available at the office, or in this handbook. If necessary, call the office and have the child removed from the room.

Teachers are not permitted to exclude students from classes even for brief periods of time without permission of the principal. Placing a student in the corridor for punishment is not an acceptable for punishment.

Corporal punishment is not permitted.

Auxiliary Personnel:

We have student teachers, teacher aids, and school volunteers working in many of our classrooms. If any of these personnel come into your classroom, first, have them identify themselves. You should contact the secretary if you have any concerns regarding this person.

If they are school district personnel who are there to assist you, discuss what they have been doing and permit them to function if they know specifically what they are to do. You may use them to assist you in appropriate ways.

Faculty Lounge:

The faculty lounge is available for your use during preparation periods or lunch time. Our faculty welcomes you and we hope that you will join your colleagues for lunch and conversation. The school has a breakfast and lunch program. You can locate the faculty lounge on the resources map provided. There is a code on the outside of the door to prevent students from entering and/or using the soda machine in this room. Please do NOT share this code with students.

General Expectations:

We expect that proper decorum will be maintained in the classroom and that the day will be educationally profitable for the students.

Children shall always be supervised.

The halls are sometimes used as an extension of the classroom. They should be supervised accordingly.

Every teacher should devise a method whereby they know where each child is at all times.

Teachers are not to dispense any medication, aspirin or other medications to children. Please refer any problems of this nature to the school nurse.

No visitors may visit a classroom at any time without a visitor's pass. All visitors must register in the office.

If you have any problems or questions, please feel free to call the office at any time.

At the end of each day, leave a note for the regular teacher telling what work was covered and any other pertinent information such as special problems, message, etc. Any paper should be left in an orderly fashion on the teacher's desk or table.

You should also obtain a sheet to evaluate the quality of the preparation done by the teacher for whom you are subbing. This is available in the office or in this handbook. It should be turned into the office at the time of your signing out.

The room should be left neat and orderly.

Before leaving the room, lock all windows, turn off computers and lights, lock the door and turn in the keys to the main office. Be sure to remember to sign out as well.

Madison Daily Bell Schedule

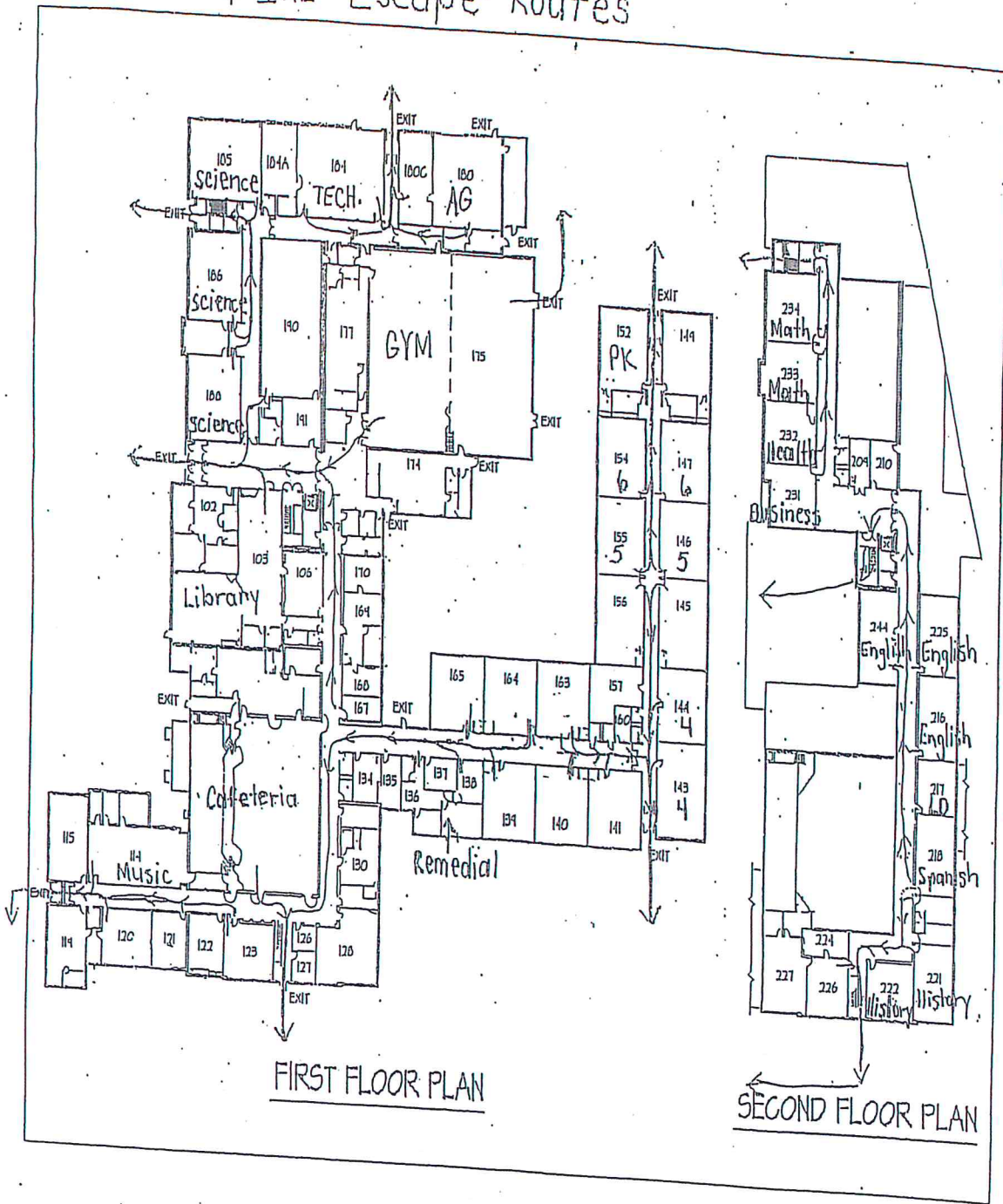
PERIOD	START TIME	END TIME
Breakfast	7:55	8:05
Homeroom	8:05	8:10
Period 1	8:10	8:55
Period 2	8:58	9:40
Period 3	9:43	10:25
Period 4	10:28	11:10
Lunch 9-12	11:10	11:40
6-8 Band/Choir	11:10	11:50
6-8 Non Music Period 5	11:10	11:40
HS Band/Choir	11:30	12:10
HS Non-Music Period 5	11:40	12:10
6-8 Lunch	11:40	12:10
Period 6	12:13	12:55
Period 7	12:58	1:40
Period 8	1:43	2:25
Period 9	2:28	2:58

Emergency Procedures

- ✓ “What to do in an Emergency” Quick Look Book
- ✓ Map of Fire Escape Routes
- ✓ Lock DOWN Procedure
- ✓ Lock OUT procedure
- ✓ Emergency Evacuation Procedure
- ✓ School Protective Actions (as issued by the National Homeland Security)

Copy of Fire Escape Routes

FIRE Escape Routes



SCHOOL PROTECTIVE ACTIONS

General School Actions based upon the homeland security advisory system unless specific actions are directed by an agency with authority over schools.

RED: (Severe Risk)

- ✓ District Superintendent and building principal to review Emergency Response Plans for potential activation of:
 - Evacuation/Emergency “Go Home”
 - Lockdown / Shelter in Place (also considered food, water etc.)
 - Hazardous Materials Response (e.g. Close all windows and doors, turn off Uni-Vents, Air conditioners etc.)
 - Crisis Management Team(s), if needed.
- ✓ District Superintendent and building principals to consider canceling off-site field trips and activities.
- ✓ Building principal to review security and surveillance especially in parking areas.
- ✓ Building principal to review building use and limit building access, as appropriate.
- ✓ District Superintendent to advise staff of District position on monitoring (TV, radio, Internet) live terrorist attack coverage during school hours.
- ✓ District Superintendent and/or building principal to decide if staff attending off-site meetings or activities should be recalled to the district.
- ✓ All administrative and supervisory staff will have a high level of visibility. Staff will be on the alert for unfamiliar faces in the building.

ORANGE: (High Risk)

- ✓ District Superintendent and building principals to review all off-site field trips and activities especially at highly populated locations and attractions.
- ✓ Building principal to review ratio of staff to student supervision for off-site activities and events.
- ✓ Building principal to review lines of communication and capabilities (e.g. cell phones) with all off-site field trip/activity supervising staff.

- ✓ Building principal to review building use.
- ✓ Building principal to review emergency preparedness crisis management plans.
- ✓ All administrative and supervisory staff will have a high level of visibility. Staff will be on the alert for unfamiliar faces in the building.

YELLOW: (Elevated Risk)

- ✓ Building Principal to evaluate field trips and off-site activities.

BLUE: (Guarded / General Risk)

- ✓ Building principal to review building use requests.

GREEN: (Low Risk)

- ✓ Normal Operations

*In the event the terror risk goes from green, blue or yellow to red; all steps in green, blue, yellow and orange will be taken in addition to the procedures for Red (Severe Risk).

Resources

- ✓ School Telephone Extensions
- ✓ MCS Student Program Calendar
- ✓ Map of special Interest Locations
- ✓ Synopsis of MCS Code of Conduct
- ✓ Student Handbook
- ✓ Substitute Teacher Handbook
- ✓ Quick Looks

Substitute Checklist

- 1st period attendance is MANDATORY by 8:25 am. Please call your attendance to the secondary office at ext. 202 and report anyone who is absent.
- NO hats; NO cell phones; NO ipods or electrical devices in class or study hall
- No games or cards are to be played during study halls
- Pre-signed passes are REQUIRED for students to leave a study hall
- Bathroom departures from class and study halls are 1 at a time.
- Do not leave your room unattended or unlocked if you leave.
- If you remove a student from your classroom, please contact the secondary office immediately at ext. 202 to ensure they arrive to the office.
- Know fire drill procedures—your teacher should have left it with you (QUICKBOOKS is also available to review)

MADISON CENTRAL SCHOOL 2014-15 CALENDAR

July 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
S	M	T	W	T	F	S
	1	(2)	(3)	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	(13)	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	(29)	30	31	

November 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	(11)	12	13	14	15
16	17	18	19	20	21	22
23	24	(25)	(26)	(27)	(28)	29
30						

December 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	(22)	(23)	(24)	(25)	(26)	27
28	(29)	(30)	(31)			

January 2015						
S	M	T	W	T	F	S
				(1)	(2)	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	(19)	20	21	22	23	24
25	(26)	(27)	(28)	(29)	(30)	31

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	(16)	(17)	(18)	(19)	(20)	21
22	23	24	25	26	27	28

March 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	(20)	21
22	23	24	25	26	27	28
29	(30)	(31)				

April 2015						
S	M	T	W	T	F	S
			(1)	(2)	(3)	4
5	(6)	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	(24)	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	(8)	9
10	11	12	13	(14)	15	16
17	18	19	20	21	22	23
24	(25)	26	27	28	29	30
31						

June 2015						
S	M	T	W	T	F	S
	1	2	(3)	4	5	6
7	8	9	10	11	12	13
14	15	(16)	(17)	(18)	(19)	20
21	(22)	(23)	(24)	25	(26)	27
28	29	30				

Classes start on—Sept. 4
 Classes end on—June 25
 Supt. Conf. Days ()
 Vacation Days – boxed
 Regents Test Days – bold underlined

Student Vacation Days

Sept. 2-3	Full Day Supt. Conf.	Dec. 22-Jan 2	Winter Recess	Mar. 30-Apr. 6	Spring Recess
Oct. 13	Columbus Day	Jan. 19	M.L. King Jr. Day	Apr. 24	1/2 Day –Supt. Conf. Day
Oct. 29	Full Day Supt. Conf.	Jan. 26-29	Regents Days	May 8 & 14	1/2 Day –Supt. Conf. Day
Nov. 11	Veteran's Day	Jan. 30	1/2 Day Supt. Conf.	May 25	Memorial Day
Nov. 25	1/2 Day -PreK-6 Conf.	Feb. 16-20	Mid Winter Recess	June 3, 16-24	Regents Days
Nov. 26-28	Thanksgiving Recess	Mar. 20	Full Day Supt. Conf.	June 26	Commencement

TELEPHONE EXTENSIONS

137	Bailey, Lindsey	204	Nichols, Larry	Tom Peckham
188	Barnes, Megan	149	Ogden, Cindy	Bonnie Wratten
163	Bergeron, Tina	126	Owens, Buddy	
110	Boehlert, Missy	183	Owens, Travis	<u>Kitchen Staff</u>
138	Bogan, Brittany	139	Pascarella, Tanna	Michelle Boehlert
209	Brouillette, Melanie	285	Peavey, Kurt	Lorrie Gridley
231	Brown, Kay	233	Planck, Jessica	Agnes Lollman
186	Burdick, Joe	103	Ponton, Wendy	
207	Clark, Jessica	211	Post, Chris	<u>Custodial Staff</u>
149	Cleary, Carol	227	Reese, Chad	Clarissa Hyde
202	Coon, Tricia	144	Ruane, Melissa	Pam Hynes
232	Cotter, Michele	106	Sanderson, Mike	Kevin Raymond
143	Crosby, Jill	152	Sanzone, Kelley	Patricia Talbot
265	DeAngelo, Jeffrey	185	Science / Bio.	
203	Dewey, Perry	217	Silkowski, Jonathan	<u>Miscellaneous</u>
218	Dodge, Jennifer	165	Spooner, Jaime	400 Boiler Room
115	Dodge, Steve	225	Suba, Nikki	215 Bus Garage
119	Flint, Mike	234	Tackabury, Melissa	184 Bus Driver's Lounge
110	Gridley, Lorrie	164	Thurston, Maxine	180 Bus Garage Maintenance Room
123	Heim, Courtney	149	Tomaino, Amanda	226 Business Classroom
155	Hill, Pat	114	Umstead, Maveret	108 Cafeteria
174	Howard, Seth	147	Willsey, Duane	110 Kitchen Staff
181	Hudyncia, Julia	104	Winchester, Laura	205 Computer Lab - Downstairs
141	Jecko, Jonielle	(Library)		228 Computer Lab - Upstairs
222	Kemp, Shannon	154	Winfield, Clarissa	160 Copy Room - Elem. Wing
216	Kimpton, Cathy	115	Winegard, Nicole	321 CSE Conference Room
206	Lee, Mike	201	Wood, Linda	212 District Conference Room
219	Lewis, Tracey			TBD Fitness Room
214	Lindberg, Paula- Nurse	<u>Teacher Assistants</u>		107 Gym
110	Lollman, Agnes	Buschor, Christine		105 Janitor's Room
127	Matteson, Christina	Masca, Marlene		121 LGI Room
140	Matteson, Jordan	Matteson, Hannah		103 Library
221	Merkt, Brian	Smith, Kristin		213 Secondary Conference Room
222	Meyer, Jessica	Staring, Kristina		191 Teachers Room
145	Millson, Brenda			
244	Mortensen, Jessica	<u>Bus Drivers</u>		
215	Neff, Rick	Jud Chandler		State Police Non-Emergency
146	Neiss, Amber	Sam Dapson		684-9550 or 366-2311
156	Nelson, Melissa	Karen Brouillette		
149	Newman, Sue	Kit Hall		Madison Fire Dept-Non Emergency
				893-1893

Forms Included

- ✓ Attendance Form / Class Rosters
- ✓ Classroom Daily Sign Out Sheet
- ✓ Student Discipline Report

EMERGENCY FORM

NAME _____

MAILING ADDRESS _____

RESIDENCE (If different from mailing address) _____

PHONE: Home: _____ Cell: _____

SPECIAL CONDITIONS _____

MEDICATIONS _____

EMERGENCY CONTACT NAME AND PHONE #

Insurance information _____

DOCTOR'S NAME AND PHONE # _____

HOSPITAL PREFERENCE _____

Madison Central School District

Sign Out / In Sheet

Date: _____ / Teacher: _____

<u>Period</u>	<u>Name</u>	<u>Out</u>	<u>Destination</u>	<u>In</u>

Student Discipline Report

Madison Central School District

Student's Name: _____ Grade: _____

Date of Incident: _____ Time: _____

Location: _____

Offense: _____

Referring Teacher: _____

Referring Teacher Signature: _____

Explanation of Incident / Reason for Referral: Please use facts resulting in this write-up.

Please forward this form to either the principal or the teacher that you are subbing for. Please place in a safe place and do not allow other students to comment on this form. Use other paper if necessary.

If this is an emergency, please contact the principal's office immediately.

Office Use Only:		
Teacher Initial _____	Principal Initial: _____	Date Student Seen: _____

Madison Co-Curricular Handbook 2014-15



Table of Contents

1. Co-curricular Advisor Responsibilities – p. 3
2. Co-curricular Officers Duties and Responsibilities – p. 4-5
3. Co-curricular Annual Activities Packet Requirements– p. 6
4. Co-curricular Minutes and Records – p. 7
5. Co-curricular Activities and Fundraisers– p. 8
6. Co-curricular Raising and Expending of Funds – p. 9
7. Co-Curricular Prohibited Expenditures and Activities – p. 9
8. Expenditure and Deposit Procedures – p. 10
9. Class Expectations – p.11
10. Co-Curricular State Auditing Procedures – P. 12
11. Board Policies for Co-curricular Activities – p. 12
12. Co-Curricular Forms Appendix – p. 13

Co-curricular constitutions and budgets are due annually by October 1st.

Function of a School Sponsored Co-curricular Activity

- Gives students practice in democratic self-government
- Extends and reinforces the instructional program
- Promotes outstanding student achievement
- Builds student morale and positive support for the school

Co-curricular Advisor Responsibilities:

As a Club or Class advisor, your responsibilities are as follows:

1. Submit your intention to serve as a club advisor in writing each year to the superintendent by end of May.
2. Assist in appropriate record-keeping methods.
3. Familiarize yourself with all policies and procedures related to fundraising activities and financial responsibilities as attached.
4. Ensure that the club constitution, list of officers, minutes of meetings, Building Use Request Form (available in the office), budget, financial statements, profit/loss statement, etc., are submitted in a timely manner.
5. Ensure that a ticket system is used for activities for which an admission price is charged.
6. Ensure that emergency contact information for all school activities and trips, especially those which are off-campus events deemed a school activity, is on file for every participating student. When a student will miss other non-related class time for an activity, teacher permission slips must be completed. It is the advisor's responsibility to ensure that all students have met the school eligibility requirements and that a list of the students involved in the school activity is submitted to the principal's office for proper clearance. Remember to submit a list of students who actually went on the trip, not those who were cleared to participate but did not attend, to the main office.
7. Ensure that any borrowed equipment is returned immediately and that proper cleanup has always occurred after any activity.
8. Ensure that approval for all school activities has come from the principal.
9. Ensure that all announcements are signed by you and posters are approved and signed by the principal. Ensure that all posters related to your event are removed at its conclusion.
10. Ensure that all expenditures of funds have been approved by principal **prior** to disbursement.
11. Administrators are the only personnel that are allowed to talk with the news media.
12. The principal/advisor and student officer must sign contracts with vendors. All services provided to clubs must have written contracts.
13. **YOU MAY NOT REIMBURSE YOURSELF DIRECTLY FROM STUDENT PROFITS OR CASH ON HAND!**
14. Advisor may not accept personal gifts of more than \$75.00 in value and moneys must not come from student activity accounts.
15. An advisor must be present at every class event (dances, concessions, bake sales, etc.)

Co-curricular Officers Duties and Responsibilities:

Club President

The president is the leader of the club. The president presides over and conducts meetings according to parliamentary procedures. The president is also responsible for developing agendas, scheduling fundraisers, creating a budget, and working with the club's advisor. The club president must also attend or designate someone to attend the club Meetings.

Duties

1. Before the meetings:
 - Prepare an agenda with other club officers
 - Meet with club advisor to review agenda
 - Ensure all club members are notified about the time and location of the meeting
 - Ensure meeting location is reserved and all appropriate paperwork has been submitted
2. During the meetings:
 - Conduct the meeting
 - Follow the agenda
 - Encourage participation by all club members and visitors
 - Help clarify activities and recommend a plan of attack
 - Summarize action items and ask for volunteers to chair necessary sub-committees, as needed
 - Conclude the meeting and set next club meeting date
3. After the meetings:
 - Review the meeting with other club officers and advisors and address ways of possible improvement
 - Plan next meeting's agenda

Club Vice President

The vice president assists the president in carrying out his/her duties. In the absence of the president, the vice-president presides at club meetings and carries out all additional responsibilities normally done by the president. The most important role of the vice president is the overseeing of all committee work.

Duties

1. Before the meetings:
 - Meet with any outstanding committees prior to the club meeting and review progress
 - Prepares a report on committee works and progress
 - Help prepare agenda with other club officers
2. During the meetings:
 - Assist committee chairperson in making committee reports
 - Collect and maintain all committee work assignments
4. After the meetings:
 - Carry out any tasks delegated by the President
 - Follow up on committee work or assignments
 - Help plan next meeting with other club officers

Club Secretary

The Secretary must take accurate notes at all meetings and prepare minutes (See 'Meeting Minutes' section). In addition, the Secretary prepares correspondence on behalf of the club. The Secretary assists the President in keeping permanent records for the club and copies of all minutes and committees reports. The Secretary maintains a copy of the club constitution and the club handbook for reference when needed.

Duties

1. Before the meetings:
 - Help prepare agenda and other forms as assigned by the President and Vice President
 - Ensure that the minutes from the previous meeting are done and copies are ready to be shared (please refer to the example minutes)
 - Assist Vice-President in having all necessary items such as paper, pencils, and master calendar for meeting
2. During the meetings:
 - Take attendance (all members' name must be recorded)
 - Read last meetings minutes
 - Record the actual working of any motion
 - Take careful notes to create minutes
3. After the meetings:
 - Prepare minutes in concise, clear language
 - File copies of minutes for future reference and post on the School website which will be maintained and overseen by the club advisor.
 - Complete any required club correspondence

Club Treasurer

The club treasurer is responsible for maintaining accurate financial records for all income and expenditures. It is recommended that each club have two treasurers; one primary and one secondary for authorizing purposes.

Duties

1. Before the meetings:
 - Prepare financial reports
 - Help prepare agenda with other club officers
2. During the meetings:
 - Make a report of money spent, collected, and current balance
 - Issue receipts when required
 - Make a year-end report and maintain accurate accounting of books at all times
3. After the meetings:
 - Handle any club financial business and ensure all funds are turned over to the school central treasurer in a timely manner. Your signature and the signature of your advisor must be on all financial request forms. You must also attach a copy of the meeting minutes with any and all financial requests.

Co-curricular Annual Activities Packet Requirements:

1. The club packet must be submitted annually to the principal's office to remain a valid school club by October 1st of each year.
 - a. Club Application
 - b. Membership List
 - c. Club Constitution
 - d. Club Budget
 - e. Fundraising Requests
 - f. Club Calendar of Events
 - g. Apparel Orders
 - h. Building Use Forms
2. Club application must be on file with the principal.
3. Club membership list must be on file with the principal.
4. Packet must include club constitution.
5. Packet must include budget for the year.
6. Co-curricular activity fundraiser request must be completed PRIOR to any fundraising. If possible, all requests should be included in this packet due on October 1st.
7. The club calendar dates form must be included.
8. Apparel order must follow the guidelines listed in this manual.
9. Building use forms should be included for any events and/or facilities usage requested.
10. Any purchases that would require reimbursement must be approved by the principal PRIOR to purchase.

Co-curricular Minutes and Records:

The club advisor must be present at all meetings of the organization. Minutes need to be kept and should record all matters of business discussed and approved. This is important and establishes a record that can be used as an audit trail for financial transactions of the organization. Therefore, a copy of the minutes, including notes authorizing club expenditures must be submitted to the school principal attached to a request for disbursement of funds.

The minutes should include details of proceedings; including financial matters pertaining to the budget, approval of fundraising ventures, and expenditure authorizations.

At a minimum, the following information should be documented in the meeting minutes:

1. Name of the club holding the meeting
2. Date, time and place of the meeting
3. Presiding officer
4. Number of members present
5. Advisor(s) present
6. Guests present

Report of Business

- a) Minutes of previous meeting
- b) Financial report
- c) Activities of standing committees or special committees
- d) Communications
- e) Old business
- f) New business
- g) Adjournment

Each motion must be reported. In the report, the motion must be stated; the name of the person who made the motion, the name of the person who seconded the motion, and the result of the voting must be given. You may use the club meeting minutes form if you wish.

It is crucial that the minutes document any action taken regarding student funds. The records of each club must be accurate and ready for audit upon request. It is the law that student generated money has to have student input on the spending of said moneys. The record of all expenditures must be in the minutes of meetings. In regards to motions, the minutes must include:

- All students present at the meeting (names)
- A motion to spend money, including the item(s) to be purchased and the amount
- The name of the student who made the motion
- The name of the student who seconded the motion
- How many votes were for the motion, how many votes were against the motion, how many abstentions, and whether the motion was carried/approved (a majority vote is necessary for a motion to be carried)

Co-curricular Activities and Fundraisers:

Clubs and organizations may plan special activities with the approval of the advisor and principal.

When requesting a fundraiser for approval, the following forms must be filled out completely or your fundraiser will not be approved:

1. Fundraiser Request – must be completed.
2. Building Use Form – must be completed if use of any facilities is needed. Building use forms should be completed two weeks prior to event.
3. Fundraiser Revenue Projection – must be completed and signed. This is a document that the activity will generate for each fundraising activity which will detail the items you intend to sell or need for your fundraiser (paper plates, napkins, etc.)
4. Payment Order – for creation of a check for any purchase
5. Minutes of Club/Class Meeting – showing the fundraiser approved by club student body.
6. Profit Loss Form – must be turned in to the central treasurer no later than two weeks after the completion of sale
7. Cash Box Request – If applicable.

For all activities, it is the responsibility of the advisor to make sure all forms are submitted to the principal.

Sometimes a custodian is required for an activity and will require special planning and/or approval. Approval of the school board is also necessary for such things as overnight trips. Please make sure adequate planning is done well in advance for these approvals.

Approved student organizations may advertise their club meetings in the daily announcements. Posters may be used but must be approved by the principal before being posted.

After approval of your fundraiser, all club members who will participate in the fundraiser must have a signed agreement to sell merchandise/food form on file with the club advisor or the principal.

Again, your fundraiser will not be considered for approval until the above requirements are met.

Co-Curricular Raising and Expending of Funds:

Purpose

The basic purpose of raising and expending money by a student body organization is to promote the general welfare, morale and educational experiences of the students within the organization. With that said, monies raised by any co-curricular group are to be considered group funds, **not funds for individuals** within the co-curricular group. However, co-curricular programs can and are encouraged to keep track of individual's efforts to raise funds in order to award individuals within the group funds towards co-curricular trips, activities, purchases of apparel, or other appropriately approved expenditures. **A clear explanation of this process must be set forth within the organizations constitution.**

Two important things to remember about expenditures are:

1. All expenditures must be approved in writing before they are paid.
2. All expenditures must have appropriate backup documentation.

All fundraising projects and expenditures must have the approval of the organization, the advisor, and the principal.

Procedures for Advisors

1. Money should be deposited to the central treasurer daily and not be held by students or advisors for one big deposit.
2. Two party checks should never be accepted.
3. NEVER take cash received from a fundraiser and spend it for something else needed. All funds must be deposited into the club's account and accounted for as income.
4. All types of expenditures must be turned in and approved by the principal before anything is ever ordered or purchased. To do otherwise risks the possibility of being held personally responsible for the purchase. This includes small amounts requiring reimbursement as well as large amounts that don't have to be paid for until later. If you do not know how to handle a financial transaction, please see the principal or central treasurer for assistance.
5. To ensure rapid handling, all expenditure requests should be filled out completely with as much information as possible, including advisor's signature and the signature of the club's treasurer or president. Any lack of signature or information could cause the requisition to be returned to you.
6. All paperwork (shipping receipts, acknowledgment forms, invoices, etc.) must be kept on file. The original invoice must be given to the central treasurer for payment. The advisor should make a copy to retain in the club files. If a receipt/invoice is required and lost, the advisor is responsible to ensure another copy is obtained.
7. If your club receives a donation from any source, it will be recorded as "a donation".
8. Tickets are available with the central treasurer as needed by a club selling tickets. All moneys and ticket sales must be recorded on the ticket sales accountability form.
9. Advisors are required to be present at all times when students are collecting money (this excludes individual sales such as catalog sales).

Co-Curricular Prohibited Expenditures and Activities:

In addition to Education Code Section 48934, which deals with the use of student body organization funds, it should be noted that certain expenditures are prohibited, namely:

1. Equipment, supplies, forms, and postage for curricular or classroom use, or for district business.
2. Repairs and maintenance of district-owned equipment.
3. Salaries or supplies which are the responsibility of the district.
4. Articles for the personal use of district employees.
5. Personal use or expenses of school staff and students.
6. Raffles, games of chance, and bingo are illegal fundraisers as stated in Penal Code 319 and 326.5.

Expenditure and Deposit Procedures

Expenditures - Disbursement Procedures

For check requests, the following must be completed:

- All disbursements are made through the central treasurer via check. **NO DISBURSEMENTS SHOULD BE MADE VIA CASH – EVER!!**
- Disbursements are made upon presentation of a payment order to the central treasurer along with all supporting documentation. Payments will not be made without the following:
 - Completed payment order (these are found in the central treasurer's office)
 - Two signatures on the payment order: Advisor and club treasurer
 - Supporting documentation: invoice, receipt, pre-authorization if necessary – including minutes authorizing any purchase including vendor name, address with zip code, and phone number (If the check request is for entry fees, a copy of the entry form must be completed and attached)
 - Payments will not be made until the packing slip and invoice are received. Packing slips must be signed and dated after items are received and verified by the advisor for accuracy and turned in to the central treasurer. Items are not to be ordered without prior approval and proper paperwork or you can be held personally responsible for payment. All payments must also have club/class minutes showing approval for expenditures. Any check requests that do not have the necessary information completed will be returned to the advisor
- Upon receipt of completed documentation the central treasurer will process a check, get appropriate signatures, and mail the check to the appropriate recipient.
- The central treasurer will then post the payment to the primary ledger and provide a copy of the transaction with the latest account balance to the advisor in the advisor's mailbox.
- Advisor should then provide this copy to student treasurer for posting in activity ledger which should be maintained up to date by the student treasurer. Questions or discrepancies in balances should be reviewed immediately with the central treasurer.

Deposit Procedures

- **Deposits should be made DAILY** – no cash or checks should ever be left in a classroom overnight - All funds should be delivered to the central treasurer DAILY.
- All deposits must include a detail of the deposit and/or ticket sale accountability form (ex. Deposit of \$100 is from the admission of 25 people at \$4.00 each)
- A deposit slip must be included with and attached to every deposit given to the central treasurer. (Deposit slips can be found in the Central Treasurer's office)
- All deposits must include the signature of the **activity advisor AND the club treasurer PRIOR** to delivery to central treasurer.
- Every deposit will be reviewed by the central treasurer for content: two signatures, accuracy of amount, and inclusion of detail of deposit. If all requirements are met the central treasurer will proceed with duties.
- Central treasurer will take deposit to bank, log deposit into primary ledgers, post accounts, and provide copy of transaction with latest account balance to the advisor in advisor's mailbox.
- Advisor should then provide this copy to student treasurer for posting in activity ledger which should be maintained up to date by the student treasurer. Questions or discrepancies in balances should be reviewed immediately with the central treasurer.

High School Grade Level Expectation/Fundraising/Expense Guidelines

Freshman

The freshman and sophomore years should be heavily focused on fundraising. A point system must also be developed that will be used to keep track of individual student earnings from fundraiser sales and track points earned for helping with class activities during 9th - 12th grade. This point system will help determine senior trip balances due and how funds will be divided between class members. The advisor(s) and class officers will determine the point values; whether the "event" is based on sales, participation, etc. and how those points are distributed.

The class will need to be creative to come up with some new fundraisers, but should plan on doing a catalog sale and possibly a dance. Fundraising during the freshmen year is in preparation for the expenses incurred in your junior and senior year (prom, senior trip, graduation).

Sophomore

Again, the class will need to be creative to come up with some new fundraisers, but should plan on doing a catalog sale and possibly a dance. The sophomores will host the traditional Kickball Tournament in the spring. At this point, there should be enough funds in your class account to prepare for next year's junior prom. Fundraising during the sophomore year is in preparation for the expenses incurred in your junior and senior year (prom, senior trip, graduation).

It is also customary for the sophomore class to contact Jostens (or another company) to order class rings.

Junior

The junior prom is the biggest event for the junior year with a total cost of around \$2,500 to \$3,000. You will need to book the venues in the fall and don't forget about the coronation in the cafetorium. Remember to get **written contracts** from caterers, DJ's, venues, and any other planned junior prom expenses. You are also responsible for the cake and punch at graduation for the senior class in the cafetorium.

Fundraising during the junior year is for expenses incurred for junior prom and in anticipation of senior trip and graduation. Some fundraising reserved for the junior class include girls' basketball concessions, open house bake sale, and a junior class dance.

Senior

The senior trip and graduation are the final events for your high school career. Senior class should plan on having \$500 per student available to use towards the senior trip. This trip should be fun but educational as well. All previous fundraising should have prepared this class for the expense of senior trip and graduation. Senior also customarily order senior shirts which are generally paid for out of pocket.

Graduation, Senior Awards Night, and Baccalaureate are the last expenses the senior class will incur. The class should plan on having \$500 to \$1,000 for this week. All seniors should plan on attending these three events. Expenses associated with graduation week include corsages, flowers, decorations, and senior breakfast.

Fundraising activities reserved for the senior class include boys' basketball concessions, holiday plant sale, smartshopper books, open house dinner, the Christmas basketball tournament concessions, and a senior class dance.

Additional fundraisers for all grade levels are encouraged, agreed upon at the fall club advisors meeting, and should be presented to the administration for approval.

Co-Curricular State Auditing Procedures:

Co-Curricular activity funds must follow certain procedures as determined by the state and our auditors.

- Two separate sets of records of receipts and disbursements must be maintained: one by the central treasurer and one by the club Treasurer of the activity.
- All financial activity of the co-curricular activity accounts are subject to review by the board of education.
- Profit/Loss Statements should be filled out **immediately** after the completion of each fundraiser.
- **NO MONEY SHOULD EVER BE TAKEN HOME OR LEFT UNSECURED!!** All funds collected should be turned over to an administrator and locked in a safe until the deposit can be completed.
- Start Up Cash – if you need funds on hand for a fundraiser (ex. school dance) a payment order should be completed at least 5 days in advance to allow time to process check, get signatures, and to get to the bank for completion.
- Pre-Authorization Forms are required for any expense that requires reimbursement. Minutes from meetings which authorize the purchase must also be attached to request for reimbursement. If you fail to complete the pre-authorization and/or do not have meeting minutes authorizing the purchase PRIOR to your purchase you WILL NOT be reimbursed.
- Trips – all Student Activity trips must be pre-approved by the Board of Education and adhere to Board policy.
- Payment order forms and deposit slips are available at the central treasurer's office. Procedures for each are listed on the following pages. Examples of each of these forms are enclosed.
- Interest is posted to each student activity on June 30th and December 31st of each year. Please open books on July 1st with correct balance and don't forget to post the interest. Interest notifications will be delivered to the advisor's mailbox as soon as available.
- SENIOR CLASS – Written notification and signatures of class officers are required to determine where any remaining funds should be directed after all senior expenses are paid. This must be done PRIOR to graduation and departure from school.

Board Policies for Co-curricular Activities:

4034 SALE OF MERCHANDISE FISCAL MANAGEMENT
4063 EXTRACLASSROOM ACTIVITIES FUNDS MANAGEMENT
7043 CO-CURRICULAR AND INTERSCHOLASTIC ATHLETICS STUDENT ACTIVITY
ELIGIBILITY – CODE OF CONDUCT
5014 LOSS OR DESRUCTION OF DISTRICT PROPERTY
1401 PUBLIC SOLICITATIONS AND ADVERTISING
8043 FIELD TRIPS

Policies can be found on the Madison website.

Co-Curricular Forms Appendix:

Club Application.....	page 14
Membership List.....	page 15
Sample Constitution.....	page 16
Sample Club Minutes.....	page 17
Sample Budget.....	page 18
Fundraiser Request Form.....	page 19
Club Calendar Dates.....	page 20
Extra Apparel Order Guidelines.....	page 21
Profit/Loss Statement.....	page 22
Deposit Slip and Payment Order.....	page 23
Ticket Sales Accountability Form.....	page 24
Reimbursement Request Form.....	page 25
Co-Curricular Activity Trip Approval Form.....	page 26

Madison Central School Club Application

Official Name of Club _____

School Year _____

1. Purpose

2. Meeting Information: Day _____ Time _____ Place _____

3. Name of Student Initiator _____
Phone Number _____ Email _____

4. Name of Advisor/Supervisor _____

5. Requirements for Membership (scholastic, citizenship, dues, etc.)

6. Planned Projects for the Year (Please include date, time, and place if possible)

7. Benefit to School (describe how your club will benefit the school)

8. Approximate Number of Members _____

We promise to follow the rules and guidelines as established for Clubs.

Signature of President

Signature of Advisor

Required Signatures

Principal: _____

Superintendent _____

MEMBERSHIP LIST

Club Name _____

Advisor _____

STUDENTS NAMES THAT ARE INTERESTED IN BEING MEMBERS OF THIS CLUB

NAME and PHONE NUMBER

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Additional copies may be made for more than 12 names

Sample Club Constitution

Article 1 – Name and Purpose

The Name will be the Class of 2000

This club will have as its purpose, to raise funds to support class activities including, but not limited to, Junior prom and Senior class trip, as directly approved by the school Principal and the governing board of the Madison Central School District.

Article 2 - Membership

All students enrolled in the graduating class of 2000 of the Madison Central School District are eligible for membership.

Article 3 - Meetings

Meetings will be held on the first Monday of each month after school, unless a special meeting is called.

Article 4 - Club Officers and Duties

The club officers shall consist of the following:

1. President
 - To preside over meetings
 - To call special meetings
 - To plan and prepare an agenda for meetings
2. Vice-President
 - To serve as club President when needed
 - To support the club president
3. Treasurer
 - To maintain complete and accurate record of all club receipts and disbursements
 - To oversee club fundraising efforts
 - To supervise the preparation of club budget
4. Secretary
 - To maintain accurate minutes of each club meeting
 - To carry out correspondence for the club

Article 6 - Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot and follow Roberts Rules of Order.

Article 7 - Amendment to the constitution:

A two thirds majority vote of the members in attendance is required to amend this club constitution.

Article 8 – Activities and Projects

The Class of 2000 shall have as its activities/projects during the school year: (must list at least 2-additional space is available on back of this form)

1. _____
2. _____

Sample Minutes

Madison _____ (insert club name here) _____ Minutes

Meeting Date: _____ Meeting Time: _____ Meeting Location: _____

The meeting was called to order by (President): _____

Meeting Attendees: List below or attach a separate listing or sign in sheet to the minutes

Minutes of last meeting read by Secretary: _____

Changes to minutes: _____

Approved by: (Motion by) _____

(Second by) _____

Vote Count _____ Number for _____ Number opposed _____

The following invoices were submitted for payment: List below or attach a separate listing – Payable to, Amount, and Purpose

Motion by: _____

Second by: _____

Vote Count: _____ Number for: _____ Number opposed: _____

Reports of Officers: _____

Committee Reports: _____

Unfinished Business: _____

New Business: _____

Communication/Announcements: _____

Adjournment Time: _____

Submitted by: _____

Secretary: (Signature) _____ Date: _____

Advisor: (Signature) _____ Date: _____

SAMPLE BUDGET

(Name of Club)

School Year: _____

Closing Balance June 30, 2000 \$ _____

Opening Balance July 1, 2000 \$ _____

(these amounts should be the same)

Part I: Revenues

Prior Year Actual Revenue: _____

Current Year estimated Revenue: _____

Part II Expenses

Prior Year Actual Expense: _____

Current Year Estimated Expense: _____

Part III: Ending Balance and Carryover

Estimated revenues minus estimated expenses \$ _____ (line A)

Closing balance from prior year \$ _____

Closing balance +/- line A (Projected ending balance for current year)

\$ _____

Report prepared by club representative: _____

Signature and Date _____

Report reviewed by advisor: _____

Signature and Date _____

Presented and approved by Principal: _____

Signature and Date _____

Madison Central School Co-Curricular Activity Fundraiser Request

CLUB/ ORGANIZATION _____

PROPOSED ACTIVITY/SALE _____

DATE(S) OF ACTIVITY/SALE _____

ACTIVITY/ SALE LOCATION _____

THIS REQUEST AND AN EXPENDITURE REQUEST MUST BE APPROVED BEFORE YOU PLACE YOUR ORDER!!!

DESCRIPTION OF ITEMS TO BE SOLD _____

ESTIMATED AMOUNT OF ITEMS TO BE SOLD _____

WHOLESALE COST OF ITEM _____

RETAIL COST OF ITEM (SELLING PRICE) _____

ANTICIPATED % OF PROFIT _____

VENDOR NAME _____

VENDOR ADDRESS _____

VENDOR PHONE _____

REASON FOR ACTIVITY _____

CLUB PRESIDENT SIGNATURE _____

CLUB ADVISOR SIGNATURE _____

• Please fill out the "Estimate" section before fundraiser begins. Complete the "Profit/Loss Statement" after the fundraiser is complete.

-----OFFICE USE ONLY-----

APPROVED _____ DENIED _____

REASON ACTIVITY HAS BEEN DENIED _____

PRINCIPAL SIGNATURE _____

SUPERINTENDENT SIGNATURE _____

Extra Apparel Orders from Co-curricular Accounts

If co-curricular activities wish to purchase "extra" apparel the Advisor/Coach will use the following protocol:

- At the beginning of each school year the Principal/Athletic Director will provide all advisors/coaches with a suggested approved vendor list for "extra" apparel purchases
- Suggested best practices for Advisors/Coaches to use when purchasing "extra" apparel:
 - a. Secure three vendor bids for apparel
 - b. Avoid dealing with vendors who are close friends or family
 - c. Gain approval from the Principal/Athletic Director at least two weeks in advance or before the beginning of the sports season
 - d. Deposit money in the co-curricular account in a timely fashion
 - e. Keep up-to-date and accurate records of student's share of funds and submit to the Principal/Athletic Director and Central treasurer for their records at the end of the project
 - f. If purchase is for a sports team, all apparel should be provided to the players before the first game of the season
- Gain apparel approval from the Principal/Athletic Director prior to any fundraising activities.
- Notify, in writing, the parents of all students/players who will be getting/purchasing the apparel
- In the written notification it will be explained to the parent that their child will receive credit for their portion of the profit from any and all fundraising activity for their student's apparel. If the total cost of the apparel is not covered by fundraising the parent will be responsible for the difference of the money gained through fundraising and the total cost of the student's apparel. Parent will sign off on the "extra" apparel purchase, indicating their approval and financial commitment to the project. The parent, student, and advisors/coaches understand that students may choose to share their proceeds with other students who are in need of offsetting their apparel cost.
- Have sufficient funds in the account before any orders will be completed.
- The Advisor/Coach is responsible for filling out the order forms and making purchasing arrangements and filing them with the Central Treasurer. **Orders will only be placed when sufficient funds exist in the account to cover the cost of the order.**

MADISON CENTRAL SCHOOL STUDENT ACTIVITY REPORT OF PROFIT OR LOSS

NAME OF ORGANIZATION

DATE OF FUNCTION: _____ **FUNCTION:** _____

=====

RECEIPT#	AMOUNT	RECEIPT #	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL RECEIPTS: \$ _____

CHECK #	AMOUNT	CHECK #	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL DISBURSEMENTS: \$ _____

LESS SALES TAX \$ _____

TOTAL PROFIT OR (LOSS) \$ _____

Date: _____

Activity Treasurer: _____

Date: _____

Faculty Advisor: _____

DEPOSIT SLIP

Date

Activity

Source of Money

	Dollars	Cents
Bills		
Coins		
Checks (list)		
Total \$		

Advisor

Activity Treasurer

Posted by

Date

\$ _____
Available Balance

Receipt #

153051 Madison Deposit Slip 3-09

Payment order to the Central Treasurer

MADISON CENTRAL SCHOOL DISTRICT • STUDENT ACTIVITY FUND

DATE

You are authorized to issue a check paid to the order of:

for: _____ in the amount of \$ _____ as per ATTACHED

invoice and charge to: _____
Activity

Activity Treasurer

Faculty Advisor

Posted by

Date

Check #

\$ _____

Available Balance

153054 Madison Student Activity Fund Payment Order 9-09

Ticket Sales Accountability Form For Ticket Sales and Concessions

Date: _____

Event: _____

Activity: _____

Ticket Price: \$_____ each

Starting Ticket _____ Ending Ticket _____

Total Tickets Sold: _____ X \$_____ per ticket = \$_____

Alternate Price Ticket: \$_____ each

Starting Ticket _____ Ending Ticket _____

Total Tickets Sold: _____ X \$_____ per ticket = \$_____

Total Ticket Sales: _____

Concessions Sold: Tally each sale

Soda \$_____ each	Water \$_____ each	Candy \$_____ each	Chips \$_____ each	Hotdogs \$_____ Each	\$_____ each	\$_____ each

Signatures:

Student Treasurer: _____

Activity Advisor: _____

Reimbursement Request Form

As an advisor to _____ I would like to request pre-authorization to purchase supplies on behalf of this organization with the intent that I am reimbursed by this activity upon completion of a payment voucher with attached valid receipts. The amount shall not exceed \$_____. The purpose of these purchases is _____
_____.

**APPROPRIATE MEETING MINUTES AUTHORIZING PURCHASE
MUST BE ATTACHED**

Advisor Making Request _____

Date of Request _____

Activity Treasurer _____

Principal _____

Co-Curricular Activity Trip Approval Form

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

Activity: _____

Date of Trip: _____

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

Trip Description and Events Attending While on Trip: _____

Number of Students Attending: _____

Expected Cost per Student: _____

Chaperones: _____

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:

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 CENTRAL SCHOOL

INTERSCHOLASTIC ATHLETICS

HANDBOOK FOR COACHES



Created by Mike Lee, Athletic Director
September 2013

Dear Colleagues:

The athletic program is an integral part of the Madison Central School educational program and is organized to meet the needs and interests of our students. The program has as its major goal the total development of the individual through wholesome competition.

This handbook has been prepared for use by all coaches in the Madison Central School Athletic Department. It clearly defines all policies and procedures of Madison Central School as well as those of Section III and the New York State Public High School Athletic Association (NYSPHSAA) relating to the interscholastic athletic program. It has been written to ensure uniformity in the conduct of all sports and to serve as a basis for periodic re-evaluation of the total program.

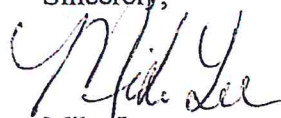
By agreeing to coach, you have accepted the responsibility to familiarize yourself with the contents of this manual and to comply with all policies and procedures of the Madison Central School District, the Madison Athletic Department, as well as the Section III Athletic Council and the New York State Public High School Athletic Association. You are obligated to uphold them, regardless of personal feelings or differences of opinion. In the event that a policy proves undesirable or outmoded, it can be revisited, revised or eliminated through careful review and shared dialogue.

The Athletic Director shall distribute this handbook as well as make available the New York State Public High School Athletic Association Handbook to all coaches. The coaches, in turn, will be expected to know all of the duties, responsibilities, rules and regulations pertaining to their sport and to conduct their programs accordingly.

It is my desire, as I am sure it is yours, to do the very best job possible for our students, school, and community. Toward this end, your continued input is vital and encouraged. If you have any suggestions as to how we can improve our program, please feel free to discuss your concerns with me at your convenience. I will do everything in my power to make your job as a coach more enjoyable and rewarding.

Thank you for agreeing to become a valued member of the Madison Central Athletic Department. I wish you much continued success.

Sincerely,



Mike Lee

PART I

PHILOSOPHY OF THE MADSON CENTRAL INTERSCHOLASTIC ATHLETIC PROGRAM

Athletics have had a significant influence on American culture and society and enjoy unique status in the American value system. We believe that participation on an interscholastic athletic team is a worthwhile experience, which all students should have the opportunity to pursue. The Madison Central School District affirms the right of every student to participate in the interscholastic athletic program without regard to gender, race or creed. We support the regulations and spirit of Title IX legislation and do not limit one sex in the enjoyment of any right, privilege, advantage or opportunity.

Since interscholastic athletics are philosophical extensions of the physical education program and classified as co-curricular activities, the goals and objectives of athletics should be supportive of and consistent with the goals and objectives of the total educational program. When conducted properly, athletics can positively contribute to intellectual, physical, social and emotional development. Growth is accomplished when an athletic program, conducted by educationally oriented coaches, provides the means to achieving these ends.

Students who choose to participate in our athletic program will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline and self-sacrifice for the welfare of their team. Athletes will also be expected to demonstrate respect for the dignity and rights of others, good sportsmanship, and respect for authority.

In order to more fully realize the educational value of athletics, the athletic program should:

- * Emphasize the 3 "C"s: Character, Citizenship and Civility
- * promote the physical and emotional well-being of all participants,
- * be an integral part of the total education program,
- * have the same administrative governance as the total education program,
- * be conducted by certified coaches with training in First Aid/CPR/AED, and concussions
- * supplement, not supplant, the district's physical education program, and,
- * be conducted within the letter and spirit of all applicable rules and regulations.

MODIFIED SPORTS

The modified interscholastic athletic program addresses the physical, social, and emotional needs of early adolescence. The approach to athletics is less competitive, with opportunities to participate expanded in recognition of the physical, mental, and social changes middle school students are experiencing. Participation is not based on athletic ability; students are encouraged to participate in a program that includes:

- * “no cut” policy unless the number exceeds the NYSPHSAA guidelines for health and safety,
- * coaches who value playing all team members in each contest,
- * extended time contests (5 period format) to allow for more individual participation, when possible,
- * voluntary participation in practices during vacation periods, and,
- * a policy where no team championship or individual interscholastic honors are awarded.

HIGH SCHOOL

Athletic participation at the Varsity level is more competitive than the modified program, and the junior varsity (JV) program functions as a transition between the two. Varsity competition is based on ability and participation in this program requires a significant commitment of time as well as adherence to more stringent team and Athletic Department rules. Parents and athletes are advised to take this into consideration when deciding whether or not to participate at the JV or Varsity level. In order to fully appreciate a family’s commitment to JV/Varsity competition and to avoid miscommunication and unrealistic expectations, parents and students must understand that:

- * Practices/contests are often scheduled on Saturdays and during vacation periods. Athletes are required to participate in all practices/contests unless excused by the coach. Excessive unexcused absences will result in disciplinary action, which might include dismissal from the team.
- * Squad selection is based on ability and “cuts”, when needed, are made at the discretion of the coach.
- * “Playing time” is based on ability and substitutions are made at the discretion of the coach.

MIDDLE SCHOOL / HIGH SCHOOL ACADEMIC RESPONSIBILITIES

The Madison Central School recognizes that a student's first priority must be to the academic program. Since participation in the athletic program requires a significant commitment of time, parents are encouraged to monitor their child's academic progress. When required to do so, student athletes must attend after school make-up classes or extra help sessions prior to practicing or competing with their team.

PRINCIPLES OF COACHING

The coach of an interscholastic athletic team assumes a very responsible position in education. He/she has the unique opportunity to work with the students in an activity that many times has a profound and lasting impact on the lives of the athletes. Coaches are viewed as role models and can directly influence the decisions made by athletes, and personal rapport can be quickly established. Through this close association, coaches, if they choose, can achieve a unique and seldom attained relationship in education – a personal involvement in the lives of students who willingly and eagerly seek guidance, advice and counsel. The sport serves as the vehicle for creating this climate. Therefore, coaches should be ever mindful of this role and conduct themselves accordingly. No other teachers enjoy so rich an opportunity for molding the character of our youth.

Coaches are also official representatives of the Madison Central School District. It is their personal and professional obligation to have a thorough knowledge of the policies and procedures of the Athletic Department and to vigorously enforce them.

CODE OF BEHAVIOR FOR COACHES

1. Set an example both on and off the playing area. Be a living example of sound personal values and good sportsmanship.
2. Recognize that athletic competition is a means toward an end, not an end in itself. Specifically, athletics should lead to the development of healthy, well-adjusted young men and women.
3. Approach competition as a healthy and constructive exercise, not as a life and death struggle that requires victory at any price. It should be fun and enjoyable.
4. Recognize that the participants in individual or team sports are young men and women with human frailties and limitations who are capable of making mistakes.

5. Be modest in victory and gracious in defeat and instruct your players accordingly.
6. Be sensitive to the feelings and needs of your players, and use good judgment when addressing them, avoiding offensive or sexist comments.
7. Be positive and nurturing.
8. By personal attitude and behavior, command the respect of the players.
9. Be well groomed. Personal appearance is an indication of self-respect and helps set the tone for the individual or team performance.
10. Do not use, or allow the use by others, of profanity, crude or abusive language with players, opponents, officials or spectators.
11. Respect the judgment of the officials. Although it is reasonable for the coach to question an official's decisions or even disagree with decisions, the official's decision must be accepted graciously.
12. Instruct the players to respect the officials and not to argue, demonstrate or be abusive. Any questions with officials concerning rules interpretation should be made by the captain or coach.
13. Do not bait or harass officials by word or action. If unhappy with an official, use the rating system to register your dissatisfaction.
14. Avoid behavior in game situations that will incite players, opponents or spectators.
15. Instruct players in the elements of good sportsmanship and remove players from competition who demonstrate un-sportsmanlike behavior.
16. Implement the rule of no cell phone use during practices and games by example.
17. No coach should use alcohol, tobacco, or other drugs before, during or immediately after any interscholastic contest until his/her supervisory duties are completed for that contest.
18. Emphasize the 3 "C"s: Character, Citizenship and Civility.
19. Communicate often. Remember, communication is a two way street. Be willing to listen to players and parents for the sole purpose of creating an educational environment of growth and development and team play.

*(Numbers 1-17 excerpted from NYSPHSAA Guidelines and Recommendations for Codes of Behavior for Coaches, Participants, Spectators and Administrators in Inter-Scholastic Competition)

INTERSCHOLASTIC ATHLETIC COACH

Job Description

In fulfilling their duties and responsibilities, all interscholastic coaches are expected to:

1. Assume complete responsibility for the conduct of their team.
2. Establish positive relationships with coaches, athletes, parents and community members.
3. Supervise the use, issuance, return, cleaning, inventory and storage of equipment, uniforms and supplies.
4. Submit equipment and supply requests to the Athletic Director.
5. Attend meetings called by the Athletic Director or Principal. Attend league, section and coaches' association meetings, and end of the season school and district culminating dinners/banquets when required.
6. Support and conform to the Athletic Department policies and decisions (including First Aid, CPR, and concussion requirements), both in fact and spirit.
7. Prior to the start of each season, conduct a mandatory organization meeting with athletes to explain try-outs, method of selection, cutting procedures, Code of Behavior, and other key matters.
8. Submit a team roster to the Athletic Director within one week of the start of the season and update it as necessary.
9. Administer first aid as required and report all serious injuries to the Health Office and Athletic Director.
10. Report scores to news media when required.
11. Report results of contests to the Athletic Director via email or text message at the conclusion of the contest.
12. Avoid cell phone usage while conducting practices except in emergency situations. Require and expect the same from your athletes.
13. Notify the Athletic Director of any canceled games, scrimmages or practices and any unusual events or incidents.
14. Schedule and conduct practices on a regularly scheduled basis.
15. Supervise team members after practices/games until all have left the locker room, picked up by parents or left the parking lot.

2. Fingerprinted
3. Coaching license, as required (see Section 135.4 of the NYS Education Department, Commissioner's Regulations)
4. Completion of Identification and Reporting of Child Abuse Certification
5. Completion of School Violence Prevention and Intervention Certification
6. Completion of mandatory Online Concussion Certification

Preferred:

1. Certified physical education teacher
2. Certified teacher
3. Background and coaching experience in sport

COACHING DUTIES AND RESPONSIBILITIES

I. In -Season Responsibilities

A. Code of Behavior

Each coach is responsible for seeing that the Code of Conduct is fully explained (not just merely distributed) and properly signed by each athlete's parents. Athletes should not be allowed to practice with the team until a signed copy of the Code of Conduct is returned. Signed copies from all squad members should be kept on file with the coach and a copy given to the Athletic Director.

B. Supervision of Squads

1. It is the responsibility of each coach to supervise his/her squad members. This responsibility begins when athletes enter the locker rooms and ends when athletes leave the building following practices/games. Upon being excused from practice and after games, team members should be directed to quickly change, shower, and leave the locker rooms.
2. The coach shall be the last person to leave the locker room. Upon leaving showers should be checked, loose equipment picked up, light put out, and windows and doors secured. All team storage areas should be checked and locked.
3. Coaches should make sure that their athletes have been picked up by their parents or have left the area outside the building if they walk home.

C. Physical Examination (Eligibility)

Before an athlete can participate on an interscholastic athletic team, he/she must have completed an approved medical examination and an updated health history form. It is each coach's responsibility to ensure that the names of all squad members appear on the sports eligibility list distributed by the Health Office. Athletes whose names do not appear on the approved list cannot participate. It will be their responsibility to have a medical examination performed by their private physician and forwarded to the Health Office for approval.

D. Rosters

Completed rosters must be turned in to the Athletic Director one week after the first practice.

E. Public Relations

1. Each coach of a varsity team will be responsible for notifying news media of the results of all contests. Reporting should be made to both the Oneida Daily Dispatch as well as Syracuse.com. Information on the method to report scores will be emailed to each varsity coach prior to their games starting. Coaches are also encouraged to provide public address announcements to report game results, highlight outstanding performances, and publicize future contests. Announcements should be submitted prior to 7:55 am in order to make the morning announcement.

2. Coaches should be prepared for interviews conducted by member of the press. Often times, the press asks for comments regarding opposing teams, coaches, and players following hectic games. Be professional and discreet in your dealings and reporters.

F. General

1. Be present at the time you scheduled squad members to be present.

2. Organize each practice schedule.

3. Keep accurate participation records.

4. In the event of inclement weather, please contact the Athletic Director before noon to notify your intentions for practice and the reserving of an indoor meeting site.

5. Officials - All game officials will be assigned following Section III procedures. Regardless of an official's ability, it shall be the coach's responsibility to treat him/her with respect and to demand similar respect from the players. When coaches confer with Officials, the exchange should be under control and within professional bounds.

Requests to refuse officials will be honored only in extreme circumstances. Such requests must be made in writing to the Athletic Director and must detail the specific shortcomings of the official's performance or fully explain any problems or unusual circumstances that were

encountered. Based on discussion with the official in question and the Section III Assignor, the Athletic Director will decide to accept or deny the request.

Each coach will be responsible for rating officials according to established procedures, if applicable for their sport.

6. Any informational letter that is sent home to squad members should be forwarded to the Athletic Director for approval prior to distribution.

7. Inform the Athletic Director of any fund raising activities or plans to have team members purchase uniforms, jackets, shirts, etc. per Madison Central School policy.

II. Post-Season Responsibilities

1. Equipment Return

Coaches must supervise the return of all issued equipment and uniforms and submit, in writing, the names of those athletes who failed to return one or more equipment items.

Each coach will complete an end of season report and submit it to the Athletic Director within one week of the end of the season. This report should list records, season highlights, captains, squad members, award winners, and any other items of interest or importance.

Final coaching stipend will not be released until the above items have been addressed.

2. Budget / Purchasing

All supplies and equipment for all phases of the interscholastic athletic program will be budgeted and purchased through the Athletic Director in accordance with District policy. No items may be purchased without prior approval of the Athletic Director.

At the conclusion of each season, coaches should submit an equipment needs list to the Athletic Director. The coach and the Athletic Director will discuss equipment needs and prepare budget requests. Items requested will be given priority as they pertain to safety, need and cost.

3. End of Season Review

Within two weeks of the completion of their season, coaches should schedule a meeting with the Athletic Director to review the season, discuss budget requests and plan for changes to the program. At this time, keys and ID tags should be returned as well. If a formal evaluation has been written, it will be discussed with the coach during the end of season review.

COACHES EVALUATION SYSTEM

The sole purpose of the coaches' evaluation system is to improve the quality of our athletic program by recognizing and encouraging the use of successful coaching practices and

techniques. A minimum of one evaluation will be written by the Athletic Director, in conjunction with a certified school administrator, usually the Principal, during the school year for each coach. Information contained in the evaluation will be based upon observations made at practices and contests during the athletic season, the quality of compliance with the Madison Central School District policies and procedures, and personal relations with athletes, professional colleagues and parents.

At the end of season review, the evaluation will be discussed with each coach, and the coach will be given the opportunity to comment or respond to any item in the evaluation. A copy of this form is included at the back of this handbook.

In addition to mandatory coaching evaluations, from time to time, with the discretion of the Athletic Director, coaching questionnaires will be sent home to provide a vehicle for parents and players to assess their child's coaching experience. These questionnaires will remain anonymous and be shared with the coach by the Athletic Director. It is the desire for this feedback to serve as a vehicle of discussion for parents/ students and coach/Athletic Director.

CERTIFICATION OF COACHES

1. Coaches employed by the Madison Central School District must comply with the law regarding first aid (Sec. 3001-B) and CPR/AED as follows:
 - a. completion of a Department approved in-service program for coaches required under the Commissioner's Regulations (Sec. 135.4) which include the Health Service Unit; or
 - b. completion of a Department approved college or university program for coaches under Regulations as stated in (A) above; or
 - c. a college or university first aid and safety course; or
 - d. a first aid and safety course approved for in-service credit by a college, school, BOCES/Section III and/or other agency; or
 - e. college university courses in such areas as athletic training and sports medicine, which include first aid and safety.
 - f. complete the mandatory online training course for concussions.
2. N.Y.S. Education Department requirements for coaching certification for all non-physical Education certified teachers.

Coaches – All non-physical education certified teachers who start coaching inter-school athletic teams in any capacity at any level in New York State Schools on or after September 1, 1974

must satisfactorily complete an approved pre-service or in-service education program for coaches within three years of appointment as a coach but must begin the program by taking at least one course or credit experience by the second year. Persons who were legally coaching inter-school athletic teams in New York State prior to September 1, 1974 may continue to coach any sport.

Please refer to the current NYSPHSAA Handbook for specific guidance on certification.

TEMPORARY COACHING LICENSE/ PROFESSIONAL COACHING CERTIFICATE PROCEDURES

Requirements for first-time coaching applicants (initial application)

- First Aid (must be updated every three years)
- CPR (must be updated every two years)
- Completion of Identification and Reporting of Child Abuse Certification
- Completion of School Violence Prevention and Intervention (SAVE) Certification
- Fingerprint clearance

For approved providers of First Aid and CPR,
visit <http://www.emsc.nysed.gov/ciai/pe/firstaidcpr.htm>.

Requirements for second-year coaches (first renewal)

- Valid First Aid and CPR
- Completion of OR proof of enrollment in Philosophy, Principles and Organization of Athletics in Education Course

Requirements for third-year coaches (second renewal)

- Valid First Aid and CPR
- Completion of Philosophy, Principles and Organizations of Athletics in Education Course

Requirements for fourth-year coaches (third renewal)

- Valid First Aid and CPR

Required before the fifth year of coaching--can be taken anytime within the coaching process.

- Completion of Health Sciences Applied to Coaching,

- Completion of Theory and Techniques (of specific sport)

Requirements for fifth-year (and subsequent) coaches (fourth renewal)

Professional Coaching Certificate (good for three years; sport-specific)

- Valid First Aid and CPR
- Completion of all required coursework
- A minimum of three years coaching experience in a specific sport in a NYS athletic program

For more information:

- The New York State Education Departments' Coaching Requirements Guidelines can be viewed or saved as a .pdf at <http://www.emsc.nysed.gov/ciai/pe/toolkit.html>.

PART II

ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

ATHLETIC CODE OF BEHAVIOR

All Madison student-athletes are expected to behave responsibly while in school and while participating in team practices and contests. During the season, student-athletes must conform to several Madison policies as outlined in the Athletes Code of Conduct contract that athletes and parents are asked to sign. Signed copies of the contract are forwarded to the Athletic Director and kept on file.

Each coach is responsible for ensuring that the Code of Conduct is fully explained (not just merely distributed) and properly signed by each athlete and his/her parents. Copies of the Code of Conduct can be obtained from the Athletic Director's office. Athletes must not be allowed to practice with a team unless a signed copy of the Code of Conduct is returned.

Coaches are encouraged to add your own comments on team rules that are unique to your sport and as an attachment to the Athletic Department's Code of Conduct letter.

If a coach feels a student-athlete has violated the code of conduct, a team rule, or has accumulated an excessive number of unexcused absences that would result in a suspension or dismissal from a team, the coach must contact the Athletic Director and submit his/her recommendation for disciplinary action. The Athletic Director, after consultation with the Principal, and after discussing the circumstances with parents, shall render a decision.

ELIGIBILITY RULES

In order to participate on an interscholastic athletic team, a student must satisfy the following eligibility rules. These standards are established by the New York State Public High School Athletic Association (NYSPHSAA).

1. Bona Fide Student: An athlete must be a bona fide Madison Central School student and must be taking at least four subjects plus physical education. A student attending an alternative education program may represent only his/her home school. Students who have completed graduation requirements are not permitted to participate in an interscholastic athletic program.

2. Registration: A student must have enrolled during the first fifteen school days of a semester and must have been in regular attendance 80 percent of the school time.

3. Age: A student shall be eligible for inter-school competition in grades 9, 10, 11 and 12 until his/her 19th birthday. If the age of 19 years is reached on or after July 1, the student may participate during that school year in all sports.

4. Health Examination: A student who engages in interscholastic competition shall receive an adequate health examination and health history update when required. Students may not practice or participate without the approval of the school medical officer.

5. Duration of Competition: A pupil shall be eligible for senior high athletic competition in each sport for only four consecutive seasons of each sport after entry into the ninth grade and prior to graduation. An appeal for an extension of athletic eligibility can be made if the Superintendent of Schools can show that a student's failure to enter competition during one or more seasons of a sport was caused by illness, accident, or other circumstances beyond the control of the student.

6. Transfer Rules:

A. A student who transfers, with a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) shall become eligible after starting regular attendance in the second school.

B. Students who return from any school to the public school of their residence shall be exempt from the Transfer Rule. Such a transfer without penalty will only be permitted once in a high school career.

C. A student who transfers without a corresponding change in residence of his/her parents (or other persons with whom the student has resided for at least six months) is ineligible to participate in any interscholastic athletic contest in a particular sport for a period of one (1) year if the student participated in that sport during the one (1) year period immediately proceeding his/her transfer.

Exemptions to (C)

1. The student reaches the age of majority and establishes residency in a district.

2. If a private or parochial school ceases to operate, a student may transfer to another private or parochial school of his/her choice. Otherwise, a student must enroll in the public school district of his/her parent's residency.

3. A student who is a ward of the court or state and is placed in a district by court order. Guardianship does not fulfill this requirement.

4. A student from divorced or separated parents who moves into a new school district with one of the aforementioned parents. Such a transfer is allowed once every six months.

Note: It is provided, however, that each student shall have the opportunity to petition Section III to transfer without penalty based on an undue hardship of the student.

D. Transfer students trying out for sports before school opens in the fall shall register and be accepted by the principal of that school before the medical examination and the first practice. This shall constitute the start of regular attendance for fall sports.

Note: After approval by the school medical officer, a student may practice immediately and must satisfy the specific sports standard according to the number of practice sessions required. Practices at the previous school district may be counted toward the minimum number of practices required, provided the principal or athletic director of the previous school submits, in writing, the number and dates of such practices to the principal or athletic director of the new school.

A student who transfers from an out-of-state school to a New York State school for other than residential reasons, and is ineligible to compete in interschool athletic games in the out-of-state school is ineligible to represent a New York State school in interschool athletics.

7. Practice Sessions: All required practice sessions shall be organized and planned for a reasonable length of time and shall include activities specific to the sport. Depending on the sport and level of play (i.e. modified or JV/Varsity), each team and team member is required to participate in a minimum number of practice sessions prior to the first team scrimmage and/or contest. Practice sessions are sport specific so that practices in one sport would not apply to another sport in the event an athlete changes teams. Athletes must have an approved medical examination and health update before being allowed to practice. In the event an athlete is allowed to attend a practice without medical approval, the practices the athlete attended prior to the approval will not count toward the required number of practices.

PHYSICAL EXAMINATIONS AND MEDICAL UPDATE

Approved medical examinations are required for all students before they will be allowed to practice with an interscholastic athletic team. Approved physicals are valid for a period of twelve (12) months, starting from June 1 each year. The physical examination is good until the end of the month in which it is administered. The District will conduct medical examinations in advance of each sports season.

Students who fail to report for a school sponsored medical examination, will have to be examined by their private physician at their families' expense. Results of the examination must be reported on the District's medical form (obtained from the Health Office) and submitted to the school nurse for final approval. Only then may a student engage in an athletic program. To avoid any delay in eligibility, we strongly recommend that students who have a physical examination by their own physician (medical doctor) return the forms at least one week prior to the start of the season.

Prior to each sports season, the school nurse is required to update each athlete's health history on the "Sports Candidate Questionnaire" form. This will be accomplished by having each athlete's parents complete a short questionnaire. This health examination update is required prior to the start of each athletic season unless a medical examination was completed within the past 30 days. The update will become a part of each student-athlete's medical record, and in the event a medical condition may have an effect on a child's performance, the school nurse will share this information with the coach on a confidential basis.

As the health history is actually a part of an athlete's medical examination that is required for participation in interscholastic athletics, it is imperative that coaches ensure that each athlete has submitted an updated health history form before an athlete is allowed to practice with a team.

TRYOUTS AND SQUAD SELECTION

When facilities warrant the limiting of squad size or when an unusually large number of students try out for a team, coaches must establish a plan for selecting those students who will make the greatest contribution to the team. Such plans are discussed with the Athletic Director and include:

- * Equal opportunity for all eligible candidates
- * Methods of selection
- * Procedure for notifying students

Each coach shall be responsible for justifying "selection and cuts" and demonstrating that tryouts were conducted fairly, when requested to do so by the Athletic Director.

SELECTION/CLASSIFICATION PROGRAM OF 7th and 8th Grade STUDENTS

1. The Board of Education has approved the Selection/Classification Program to be used at Madison Central School. This program allows for the selection and classifying of seventh and eighth grade students for interscholastic athletic competition at the JV or Varsity level. Through the use of physical maturation, physical fitness, and skill criteria, those students who demonstrate the highest level of skill in a sport will be considered for this program.

2. Only *the very highly skilled* athletes shall be considered for this program according to one of the following criteria:

- a. the athlete has demonstrated unquestionable superiority in competition at the modified level

or

b. the highly skilled athlete does not have the opportunity available at the modified level

or

c. the athlete's level of skill is so that he/she will start a majority of the games or play for at least one half of a majority of the games at the JV or Varsity level

3. It shall be the responsibility of the coach to initiate the request to move a modified student up to JV or Varsity level of competition. After discussing the relative merits of reclassifying an individual student, it shall then be the Athletic Director's responsibility to determine if testing and screening should proceed. If it is decided that a student should be given the opportunity to be tested, the Athletic Director will seek to obtain parental permission, secure all necessary data, and arrange for fitness testing and a medical examination. Under no circumstances should the suggestion to classify an athlete to a higher level of competition be made to a student or to the student's parents until after the Athletic Director has reviewed the situation.

4. The screening procedure applies only to a student's eligibility for one sport for a specific sports season. The screening procedure must be repeated for each subsequent season.

5. The final evaluation and determination will be made by the Athletic Director after evaluating all pertinent data.

FIRST AID PROCEDURES

1. First aid is the immediate and temporary care given to an injured or ill athlete until the services of a physician or emergency medical technician can be obtained. To this end and in order to protect athletes from further injury, the following steps should be followed:

1. **STOP** play immediately at the first indication of possible injury or illness.

2. **LOOK** for obvious signs of injury or illness.

3. **LISTEN** to the athlete's description of the complaint.

4. **APPLY** appropriate first aid techniques according to your training.

2. Coaches are expected to have a fully stocked first aid kit with them during all practices and games. A first aid kit and supplies for re-stocking should be obtained from the athletic director and should be checked daily to ensure that it is fully stocked.

3. Ice or cold packs are first aid treatments for almost all injuries and should be available at all home and away games. An ice machine is located in a closet located just to the right of the door leading to the girl's locker room.

4. Drinking water should be available at all practices and games. Each coach is responsible for securing a water cooler at the beginning of the season from the athletic director. Coolers should be rinsed out after every use and allowed to dry. Under no circumstances should water be left in coolers overnight or should coolers be used for any other purpose.

Procedures to follow in case of accident or illness

1. Render appropriate first aid.
2. Coaches should have in their possession at all times, a listing of athletes' home and emergency telephone numbers.
3. If, in your judgment, the injury requires immediate medical attention, an ambulance should be called (911).
4. Parent(s)/guardian(s) should be contacted and instructed to either meet their child at school or at the hospital emergency room. Students may only be released to the care of an adult who is listed as an emergency contact or to the care of a responsible adult designated by the parent(s).
5. If a parent/guardian or emergency contact cannot be reached, the coach must accompany the athlete to the hospital and remain with the athlete until a family member arrives.
6. If the injury occurs during an AWAY contest and the coach must accompany the athlete to the hospital, the contest will be stopped at that point, and the team will return to the school under the supervision of the bus driver.
7. PROMPTLY NOTIFY THE HEALTH OFFICE OF THE INJURY. An accident form must be completed immediately.
8. Notify the Athletic Director in the event that a serious injury occurs.

In addition, injured students shall not be allowed to practice or play in a contest following an injury until they have a medical release. If you receive a medical release you are responsible for getting it to the Health Office immediately.

**READMITTANCE TO ATHLETIC ACTIVITY
FOLLOWING AN INJURY OR ILLNESS**

1. In the event an athlete sustains an injury (sprain, concussion, laceration, bruise), serious enough to require a physician's examination and treatment, the athlete must obtain written permission from a physician and his/her parent/guardian before being allowed to resume practice/competition. **All such injuries must be reported to the Health Office by the athlete or coach as soon after the injury as possible.**

2. All doctors' notes regarding an athlete's fitness to resume athletic competition must be submitted to the Health Office to be noted and kept on file on the student's health record. In the event a question arises regarding an injury/illness, the Health Office should be contacted immediately.

3. In the event an athlete sustains a broken bone or an injury which requires the application of a cast or splint, the athlete will be automatically excluded from participation in athletic competition as well as in the physical education program. Once the injury has healed and cast/splint has been removed, the athlete may be readmitted to athletic competition only when the attending physician and parent/guardian provide written permission to do so. NYSPHSAA has new guidelines, which may allow participation under certain conditions and when proper padding is used.

4. In all cases when a question regarding the health, fitness or ability of an athlete to return to athletic participation is raised, the decision of the Chief School Physician will be final.

Concussion

A concussion is a disturbance in brain function that occurs following either a blow to the head or as a result of the violent shaking of the head.

In the United States, the annual incidence of sports-related concussion is estimated at 300,000. Estimates regarding the likelihood of an athlete in a contact sport experiencing a concussion may be as high as 19% per season.

Common Signs and Symptoms of a Concussion

Signs observed:

Appears to be dazed or stunned
Is confused about assignment
Forgets plays
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even temporarily)
Shows behavior or personality change
Forgets events prior to hit (retrograde Amnesia)
Forgets events after hit (anterograde Amnesia)

Signs reported by athlete:

Headache
Nausea
Balance problems or dizziness
Double or fuzzy vision
Sensitivity to light or noise
Feeling sluggish
Feeling "foggy"
Change in sleep pattern
Concentration or memory problems

Post-Concussion Syndrome

Although the majority of athletes who experience a concussion are likely to recover, an unknown number of these individuals may experience chronic cognitive and neurobehavioral difficulties related to recurrent injury. Symptoms may include:

- Chronic headaches
- Fatigue
- Sleep difficulties
- Personality changes (e.g. increased irritability, emotionality)
- Sensitivity to light or noise
- Dizziness when standing quickly
- Deficits in short-term memory, problem solving and general academic functioning

This constellation of symptoms is referred to as “Post-Concussion Syndrome” and can be quite disabling for an athlete. In some cases, such difficulties can be permanent and disabling.

In addition to Post-Concussion Syndrome, suffering a second blow to the head while recovering from an initial concussion can have catastrophic consequences as in the case of “Second Impact Syndrome,” which has led to approximately 30-40 deaths over the past decade.

Concussion Recommendations

According to the Vienna Concussion Conference Recommendations, athletes should complete the following step-wise process prior to return to play following concussion:

- Removal from contest following signs and symptoms of concussion
 - No return to play in current game
 - Medical evaluation following injury
 - Rule out more serious intracranial pathology
- Step-wise return to play:
1. No activity – rest until asymptomatic
 2. Light aerobic exercise
 3. Sport-specific training

4. Non-contact drills
5. Full-contact drills
6. Game play

Concussion Recovery

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussion.

Such difficulties are prevented if the athlete is allowed time to recover from a concussion and return to play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of concussion are present and recovery is ongoing.

In summary, the best way to prevent difficulties with concussion is to manage the injury properly when it does occur.

INFECTION CONTROL

Madison Central School recognizes the importance of providing an environment that enhances the health and safety of coaches and athletes. In order to reduce the risk of exposure to communicable diseases the district has adopted the use of universal precautions. When properly implemented, universal precautions will reduce the risk of transmission of diseases such as colds, flu, hepatitis, and HIV, which are transmitted through contact with the body fluids (blood, mucous, saliva, etc.) of others.

It shall be the coaches' responsibility to become familiar with and use universal precautions when rendering first aid and attending to the needs of their athletes.

Prior to participating in practice/competition, athletes must cover any open wound. In the event a student-athlete begins to bleed during practice/competition, he/she must be removed from play and cannot return until the bleeding is stopped and the wound covered. Section III requires that when blood spills onto a uniform, the athlete must leave the contest and cannot return until the uniform (jersey and/or shorts) is changed. Therefore, coaches must carry an extra uniform with them at all home and away contests.

Universal Precautions – General Procedures

1. Avoid contact with body fluids.
2. Encourage athletes to clean their own injury or secretions whenever possible.
3. Use a protective barrier (e.g. disposable gloves, paper towels, gauze, and tissue) making contact with body fluids during care, treatment, and cleaning procedures.

4. Use disposable items to handle body fluids
5. Dispose of all contaminated materials in plastic bags.
6. Plastic bags should be disposed of in trash containers.

HEAT ALERT

1. During the early fall and late spring, hot and humid weather could create a condition that would subject athletes to heat stress problems. Most times serious problems can be prevented by following simple precautions. Heat related illness includes:
 - a. **Heat Cramps** – cramps or spasms of active muscles caused by intense, prolonged exercise in heat and depletion of water and electrolytes due to sweating.
 - b. **Heat Fatigue** – feelings of weakness and tiredness caused by depletion of water and electrolytes due to sweating.
 - c. **Heat Exhaustion** – extreme weakness, exhaustion, headache, dizziness, profuse sweating, and, sometimes, unconsciousness. This medical emergency is caused by extreme depletion of water and electrolytes.
 - d. **Heat Stroke** – an acute medical emergency caused by a breakdown of the body's temperature regulatory mechanism that blocks one's ability to perspire. If left untreated, this results in a dangerously high body temperature, disorientation, seizures, possible unconsciousness or coma.
2. Practices and precautions should:
 - a. provide for the gradual acclimatization to heat through a graduated conditioning program, which can produce 80-90 percent acclimatization after 7-10 days,
 - b. provide water breaks, scheduled for a minimum of 10 minutes for every half hour of strenuous exercise in heat, during which water, preferably iced water, is available in unlimited quantities. Water should never be withheld from athletes.
 - c. provide for water breaks and rest periods taken in shade areas. Coaches should reduce the amount of required clothing and equipment during hot and humid weather since cooling by the evaporation of perspiration is directly related to the amount of exposed skin,
 - d. schedule practices during the cooler time of day,
 - e. be on the alert for signs of trouble and obvious weight loss, and,

f. encourage athletes to eat a well-balanced diet to ensure that the electrolytes lost through perspiration are replaced.

NYSPPHSAA HEAT INDEX POLICY

The athletic director will be responsible for following the Heat Index Procedures which are included in the back of this handbook.

ELECTRICAL STORMS

In the event we experience thunderstorms, coaches must take immediate action to provide for the safety of their athletes. If lightning is observed anywhere in the sky, or thunder is heard, all activity must stop immediately. All team members must be escorted into the building, or in the event you are away, onto the team bus or into a building. Visiting team members, coaches and officials must also be invited into the school building.

Once the storm has passed the area, activity can resume only if the sky is clear of dark clouds and no lightning has been observed anywhere in the sky or thunder has been heard for a minimum of thirty (30) minutes. Coaches must exercise good judgment; it should be on the conservative side. If your team is engaged in an official contest in which officials have been assigned, the decision as to if and when to resume the contest must conform to the above guidelines. If you feel the thunderstorm has not completely left our area, under no circumstances should you resume the contest. The Athletic Director will make alternative arrangements to continue the contest.

SCHEDULING PRACTICES, SCRIMMAGES AND GAMES

1. Each coach shall be responsible for planning and conducting practices on a regularly scheduled basis. Practices should be limited to a reasonable amount of time each day (generally 1½ to 2 hours). Athletes must be excused from practice with no penalty for religious reasons or for “extra help” sessions with classroom teachers. Coaches have the discretion on whether or not to excuse athletes from practices/games for all other reasons.
2. Sunday Practice – As a general rule, there will be no team practices on Sundays; however, in instances when a practice can be justified, it can be scheduled with the Athletic Director’s prior approval. When a Sunday practice is held, another team practice must be canceled so that athletes are not practicing on more than six consecutive days (NYSPHSAA Seven Day Rule). Varsity teams participating in post-season tournaments are not bound by the Seven Day Rule.

3. The Athletic Director will be responsible for the scheduling of all interscholastic athletic contests. All league contests will be scheduled by the League and all non-league contests and scrimmages will be scheduled by the Athletic Director. If you would like to play a specific team for a non-league contest you should let the Athletic Director know well in advance of the season.
4. All contests rescheduled for weather or other reasons will be done by the Athletic Director after consultation with the coach.
5. Whenever regularly scheduled contests conflict with school or community activities (e.g. class trips, testing dates, religious education, etc.), the Athletic Director will attempt to resolve these conflicts by changing the contest date. Since changes in the schedule affect other schools, officials, and transportation, requests to change a scheduled contest cannot always be fulfilled.
6. The number of required practices and contests in any given sport shall be within the limits established by Section III and the NYSPHSAA. Scrimmages and non-league contests should be scheduled so that the minimum of team and individual practice sessions can be held prior to the first scrimmage or contest. The standards for modified (grades 7 & 8) and high school (grades 9 - 12) sports are attached. These standards indicate the required number of practices, maximum number of contests, minimum time between contests, and individual limits for athletes per day.

CANCELLATIONS

1. All cancellations due to weather or any other unforeseen circumstances will be made by the Athletic Director after consultation with the appropriate parties.
2. After consultation with the coach, the Athletic Director will reschedule all canceled contests.
3. The coach will be responsible for notifying athletes of any changes in the schedule which will also be posted to the District website.
4. Cancellation of contests is usually made by the home team when activities are outdoors and involve the conditions of the playing field. Cancellations made for hazardous road conditions are usually made by the visiting team.
5. Cancellations on school days for whatever reason should be made by 2:00 p.m. There may be exceptions to this timeframe especially during playoffs.
6. When school is closed or closes early due to inclement weather or other emergencies, scheduled contests and practices on that day will be canceled.

PARENT PARTICIPATION

It will be the responsibility of each coach to maintain positive relations with parents, community, organizations and the media. When representing Madison, coaches should use good judgment, refrain from using profanity or abusive language, and should not lose their temper. Parents are entitled to answers to legitimate questions, regarding their child's performance or status; however, coaches should not be subjected to verbal abuse. In the event that hostile feelings or arguments ensue, the meeting should be immediately terminated and another meeting scheduled with the Athletic Director.

TRANSPORTATION

1. All athletes are expected to ride with the team to all away contests.
2. Madison Central strongly encourages all student athletes to ride home from away contests on the team bus. However, it is understood that there may be times that parents wish to transport students home from these contests. These transportation requests should be made by the parent at least 24 hours in advance. Students are only allowed to ride home with their own parent or legal guardian.

School District Student Accident/Incident Report Form

School District:		School Building where student normally attends classes:	
Student Name:	D.O.B	Sex:	Grade:
Address:	City:	State:	Zip Code:
Name of Parent or Guardian:			
School building where accident/incident occurred:		Date of Occurrence:	Time:
Person in charge at the time of accident/incident:		Title:	
Adult Witness Name:		Phone Number:	
Place of accident/incident (Please Circle One)			
Athletic Field Home/Away	Auditorium	Automobile	Cafeteria
Classroom #	Gymnasium	Hallway	Home & Career
Library	Locker room	Office	Off Premises
Restroom	Parking Lot	Playground	Pool
School bus #	Science Lab	Stairway	Technology
Traveling to or from school or school sponsored activity, (please explain)			
Brief Description of accident/incident: (state what individual was doing at the time, what machine, object or substance caused accident/incident)			
Signs and symptoms noted immediately after the accident/incident:			
Description of First Aid given:			
By Whom:			
Were the following called?		Was the injured taken anywhere?	
Parent Yes No		If Yes Where:	
Physician Yes No		By What means:	
Ambulance Yes No			
Person Completing this form	Signature:	Date:	
BUSINESS OFFICE USE ONLY:			
Reviewed by Business Administrator _____			
Date _____			
Date Filed:	Sent to Insurance Company:	Legal Action:	

Please E-Mail Forms to:
 Utica National Insurance Company: School.incidents@Uticanational.com
 cc: Haylor Freyer and Coon, Inc Claims department: claims@haylor.com
 (or) fax to HF&C 315 703 8175

SPORTS CANDIDATES QUESTIONNAIRE

Name _____ Date of Birth _____ Grade _____ Athletic Activity: _____

History since Last Medical Exam

	<u>YES</u>	<u>NO</u>
1. Any injuries requiring medical attention?	_____	_____
2. Any illness lasting more than five (5) days?	_____	_____
3. Taking any medicine or under physician's care at this time?	_____	_____
4. Any feeling of faintness or dizziness during heavy exertion or exercise?	_____	_____
5. Ever had any concussions or head injuries?	_____	_____
6. Wear glasses, contact lenses or braces?	_____	_____
7. A major operation or fracture?	_____	_____
8. Treated in a hospital or Emergency Room?	_____	_____
9. Any reason why this person cannot participate in any sport?	_____	_____
10. Any known allergies?	_____	_____
11. Any chronic disease?	_____	_____

If YES to any of the above, please describe: _____

PERMISSION

We understand clearly that the questions are asked in order to decide if this student is in a proper condition to participate in the athletic activity named at the top of this form. The answers are correct as of the date this form is signed. All answers will be kept confidentially in his/her health record in the school health office.

Signature of Parent/Guardian

Date

Signature of Student

Date

NOTE: "Yes" answers to any of these questions do not mean automatic disqualification from the athletic activity indicated. They will require review and evaluation by the school physician.



HEAT INDEX PROCEDURES

Administration of Heat Index Procedures:

- Heat index will be checked 1 hour before the contest/practice by a certified athletic trainer, athletic director, or school designee when the air temperature is 80 degrees (Fahrenheit) or higher.
- The athletic trainer, athletic director, or school designee will use the accuweather.com website to determine the heat index for the area of the contest/practice. The accuweather.com website can be reached through the NYSPHSAA website. Once a person is on the accuweather.com website, they will put in the zip code for the location of the contest/practice and the website will give them the air temperature as well as the RealFeel temperature (heat index).
- If the RealFeel temperature (heat index) is 90 degrees or above, the athletic trainer, athletic director, or school designee must re-check the RealFeel (heat index) at halftime or midway point of the contest. If the RealFeel (heat index) temperature is 96 degrees (Fahrenheit) or more, the contest will be suspended.

Please refer to the following chart to take the appropriate actions:

	RealFeel (Heat Index) under 79 degrees	Full activity. No restrictions
R E C O M M E N D E D	Heat Index Caution: RealFeel (Heat Index) 80 degrees to 85 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider reducing the amount of time for the practice session.
	Heat Index Watch: RealFeel (Heat Index) 86 degrees to 90 degrees	Provide ample water and multiple water breaks. Monitor athletes for heat illness. Consider postponing practice to a time when RealFeel temp is lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time).
	Heat Index Warning: RealFeel (Heat Index) 91 degrees to 95 degrees	Provide ample water and water breaks every 15 minutes. Monitor athletes for heat illness. Consider postponing practice to a time when RealFeel temp is much lower. Consider reducing the amount of time for the practice session. 1 hour of recovery time for every hour of practice (ex. 2hr practice = 2hr recovery time). Light weight and loose fitting clothes should be worn. For Practices only Football Helmets should be worn. No other protective equipment should be worn.
REQUIRED	Heat Index Alert: RealFeel (Heat Index) 96 degrees or greater	No outside activity, practice or contest, should be held. Inside activity should only be held if air conditioned.

Approved May 1, 2010

Section III
Serious Officiating/Coaching Complaint Form
(Not to be Used for Judgment Situations)

Today's Date _____ Date of Contest/Incident _____

Sport _____ Your Name _____

Chapter (Circle one): Syracuse, Utica, Watertown, Other _____

Teams Competing, if any: _____ at _____

Please State the Facts in Writing:

Coach _____ Athletic Director _____

Principal _____ Superintendent _____

Work Official _____ Chapter Officer _____

Schools Need 4 Signatures Above – Officials Need 2 Signatures Above

Attach additional page(s) if more space is needed.

Mail one (1) copy to: Section III Office, 4983 Brittonfield Parkway, Suite 201, East Syracuse, NY 13057

Disqualification Reporting Form

Please check one: _____ Unsportsmanlike _____ Rules Violation

Date of Contest _____ Report Mailed _____

School Reporting _____ AD Reporting _____

Contest (Please check those applicable)

___ Boys ___ Girls ___ Varsity ___ JV ___ 9th ___ Modified

Sport _____

Game Officials _____

Visiting Team _____ Home Team _____

Winning Team _____ Score _____

Site if other than school facility _____

Player Disqualification(s):

Player(s) #	Player(s) Name	Reason for Disqualification

Name of the Coach of Disqualified Athlete _____

Coach Disqualification:

Coach's Name	Reason for Disqualification

School Action Taken Pertaining to this Incident:

Will sit next previously scheduled contest _____

Other: _____

***AD must fax or email this form within 1 working day to Section III Office**

Fax: # 451-4728
Email: jrathbun@section3.org

HIGH SCHOOL SPORTS STANDARDS CHART FOR INTERSCHOOL COMPETITION

SPORT	Number Practices Prior To First Scrimmage		Number Practices Prior To First Contest		Team And Individual Maximum No. Contests *	Min. Time Between Contests or Scrimmages	Individual Contest Limitations Per Day	RULES	Scrimmage Limitations Per Day
	TEAM	IND.	TEAM	IND.					
Badminton	6	4	8	6	---	1 night	3 matches 1 contest	USBA	1
Baseball	10	6	15	8	20	1 night	2 contests	NFHS	2
Battery	10	8	15	13					
Basketball	8	6	10	8	18	1 night	1 contest	NF - BOYS NCAA - GIRLS	1
Bowling	training		training		20	1 night	6 games	USBC	1
Cross Country	10	8	10	10	16	2 nights	5000 meters or 3.1 miles	NFHS	1
Fencing	10	8	15	13	20	1 night	3 contest	USFA	1
Field Hockey	8	6	10	8	16	1 night	1 contest	NFHS	1
Football	11	11	15	15	9	4 nights (1)	1 contest	NFHS	1
Golf	training		training		18	1 night	1 match	USGA & LOCAL COURSE RULES	1
Gymnastics	10	8	15	13	16	1 night	6 events (boys) 4 events (girls) 1 contest	NFHS BOYS USAGJO - GIRLS	1

Ice Hockey	8	6	10	8	20	1 night	1 contest	NFHS	1
Lacrosse	8	6	10	8	16	1 night	1 contest	NFHS- BOYS US Lacrosse - GIRLS	1
Rifle	3	2	5	3	16	1 night	1 contest	NRA	1
Skiing	8	6	10	8	16	1 night	2 events	FIS & USSA	1
Soccer	8	6	10	8	16	1 night	1 contest	NFHS	1
Softball	6	4	8	6	20	1 night	2 contests	ASA	2
Swimming/Diving	12	10	12	10	16	1 night	4 events 1 contest	NFHS	1
Tennis	6	4	8	6	18	1 night	2 matches ++	USTA	1
Outdoor Track	10	8	10	10	16+	1 night	4 events 1 contest	NFHS	1
Winter Track	10	8	10	10	16+	1 night	3 events 1 contest	NFHS	1
Volleyball	6	4	8	6	20	1 night	2 matches/day Tournament: 15 games	NCAA	1
Wrestling	10	8	15	13	20 points +	1 night	4 bouts 5 bouts tournament only	NFHS	1

(1) 2 nights for scrimmage

* indicates maximum plus section, state championships and games necessary to break divisional or league ties

+ indicates maximum number of contests in which an individual competitor may participate

++ modified scoring system must be used (see p. 121)

The maximum number of contests is in effect for the 2012-2013 school year.

MODIFIED SPORTS STANDARDS CHART FOR INTERSCHOOL COMPETITION

SPORT	Number Practices Prior To First Scrimmage Team & Individual	Number Practices Prior To First Contest Team & Individual	Team And Individual Maximum No. Contests	Minimum Time Between Contests*	Individual Limitations per Day	RULES	TIME AND DISTANCE LIMITS
Badminton	6	8	14	1 night	2 matches* 1 contest	USBA	
Baseball	10	15	14	1 night	2 games *	NFHS	7 innings
Pitcher	10	15		2 nights *	1 game		pitchers *
Basketball	9	11	14	2 nights	1 game	NFHS - BOYS NCAA - GIRLS	7 minute quarters
Bowling	3	3	14	1 night	3 games	USBC	
Cross Country	10	13	10	3 nights	1 run	NFHS	
Field Hockey	9	11	12	2 nights	1 game	NFHS	25 min. halves
Football	13	17	7	4 nights **	1 game	NFHS	10 min. quarters
Golf	3	3	14	1 night	1 match	USGA & LOCAL COURSE RULES	
Gymnastics	10	15	10	2 nights	3 events * 1 contest	NFHS- BOYS USAJO - GIRLS	
Ice Hockey	10	15	14	2 nights ***	1 game	NFHS	13 min. periods
Lacrosse -Boys	10	15	12	2 nights	1 game	NFHS	9 min. quarters

Lacrosse - Girls	10	13	12	2 nights	1 game	US Lacrosse	25 min. halves
Skiing	8	10	12	2 nights	2 events	FIS & ESA	
Soccer	9	11	12	2 nights	1 game	NFHS	15 min. quarters
Softball	8	10	14	1 night	2 games *	ASA	7 innings
pitcher				2 nights *	1 game		pitchers (1)
Swimming/ Diving	12	15	14	2 nights	3 events * 1 contest	NFHS	
Tennis	6	8	14	1 night	2 matches *	USTA	
Outdoor Track	10	15	10	2 nights	3 events * 1 contest	NFHS	
Winter Track	10	15	10	2 nights	3 events * 1 contest	NFHS	
Volleyball	8	10	14	2 nights	2 matches *	USAVB- BOYS NCAA - GIRLS	
Wrestling	13	15	12 pts.	2 nights	2 bouts *	NFHS	Max of 8 pts. thru 2 pt. contests

(*) See details in Game Rules Section

*Except in football and cross country, contests may be played with only one night's rest three times per season for rescheduling purposes only.

(**) Three nights/scrimmage

(***)In Ice Hockey, contests may be played with only one nights rest three times per season for scheduling or rescheduling. See details in Game Rules section.

ATHLETE'S CODE OF CONDUCT

As an athlete, you represent the school in a special way. You can either uphold the honor of Madison Central School athletics and the school community or you can bring them into disrepute; therefore, you must maintain a high standard of conduct at all times. This includes your conduct on or off the playing field, in or out of school, as the host or guest of an opponent, and in all your activities in the community. If you bring disrepute to your team or your school you will be suspended from the team for the balance of that season and be on probation for the following sport season.

ATHLETIC PARTICIPATION GUIDELINES

1. Students are responsible for all equipment issued to them.
2. Students are expected to attend all practice sessions unless ineligible. If unable to attend, then they must notify the coach at least one day in advance, except for illness.
3. a. Any use or possession of tobacco will result in a suspension of:
 - 1) first offense-15 days
 - 2) second offense-30 days
 - 3) any further offense-one year from the date of the infraction
- b. Any use, or attendance where there is use, on or off school grounds, of alcoholic beverages by minors or illegal drugs will result in a suspension of:
 - 1) first offense-30 days
 - 2) second offense-60 days
 - 3) any further offense within the school year— one year from the date of infraction
 - 4) Any offense as described above in a + b, will result in loss of any post-season award.
4. Students who quit the team:
 - a. first time—will not be eligible to participate in the next sport season
 - b. second time-not eligible for next two consecutive sports seasons
 - c. third time-not eligible for one calendar year
5. Students who are in danger of being dismissed from the team:
 - a. first offense-written warning/ meeting with athletic director
 - b. second offense-suspension from three games
 - c. third offense-suspension from remainder of season

6. Students dismissed from a team:
 - a. first dismissal-will not be eligible to participate in the next sports season
 - b. second dismissal-will not be eligible to participate in the next two consecutive sports seasons
 - c. third dismissal-will not be eligible for one calendar year.
7. Student athletes not in homeroom by announcements will need to go to the nurse and sign in as tardy. On the first tardy the athlete will receive a verbal warning, and a written notification will be sent home. A second tardy will result in the athlete having to sit out half a practice. If the tardy is on the day of a game or the day immediately following a game, the athlete will have to sit out ½ of the game. A third tardy will result in a one game suspension.
8. Any absences from classes, (i.e. doctor's appointments, dentist appointment, or other excused absences as described in the student handbook) must be approved by an administrator 24 hours in advance, or the student will not be able to participate in that day's activity.

There will be a mandatory preseason meeting for parents, coaches, the Athletic Director, and the Principal. No athlete will be allowed to practice until pre-season meeting requirement is met.

1. Coaches will explain policies, rules and procedures; a copy of which will be given to the parents and students at the meeting.
2. The Principal will explain the Athletic Policy and Procedures
3. An athletic contract will be signed by the athlete and parents for each sports season.

Athletic Policy Procedures

Student Athlete:

For profanity:

1. first offense --verbal warning
2. second offense-suspension from three games & written warning
3. third offense-suspension for remainder of sports season
4. fourth offense-one calendar year suspension

For game ejection:

1. first offense-1 game suspension
2. second offense-suspension from three games
3. third offense-suspension from remainder of season
4. fourth offense-one calendar year suspension.

Appeal Process:

1. After a suspension has been imposed, a person may appeal to a Hearing Committee selected by the Athletic Director. This committee will consist of one Administrator, one Board member, and one coach of another sports season.
2. The appeal must be in writing within fourteen calendar days of the suspension.

3. The hearing must take place within five school days from the date of the receipt of the appeal.
4. A decision must be rendered within seven school days from the Hearing.
All suspensions remain in effect during the appeal process.

Transportation

1. All athletes are expected to ride with the team to all away contests
2. Madison Central School strongly encourages all student athletes to ride home from away contests on the team bus. However, it is understood that there may be times that parents wish to transport students home from these contests. These transportation requests should be made by the parent at least 24 hours in advance. Students are only allowed to ride home with their own parent or legal guardian.

II. SCHOOL CITIZENSHIP

- A. Accumulating more than 3 after school detentions in any marking period will result in a 1-week ineligibility from all sports and extra curricular activities.
- B. Students who have accumulated 3 or more lates in a marking period will be deemed ineligible if late on an event day following the third late offense.
- C. Suspension from classes (in-school suspension) will automatically make a student ineligible for any extra-curricular activity for the date of in-school suspension.
- D. An out-of-school suspension will cause a two-week ineligibility that will last two weeks from the date of the citizenship infraction. The students will be notified of their ineligibility, and their parents will also be notified. During the time of ineligibility, the student is not to be present in the building during practice or activity time.
- E. After two weeks, a student may have his/her case reviewed by the eligibility committee. The committee shall consist of the Principal, the Athletic Director or activity advisor, and one teacher appointed by the Superintendent. If any of the committee members are absent, the Superintendent will appoint a substitute.
- F. In addition to the marking periods during the year, eligibility rules will be in effect from the last marking period of one year until the first marking period of the next year. In these cases, the student will be ineligible for two (2) weeks based upon the previous year's final marking period grades. The class average of the new courses will determine eligibility after the first two (2) weeks of the new school year. Ineligibility for fall sports will begin with the first full day of school.
- G. Madison students with outstanding debts for lost/damaged books, lunch charges, etc. will not be admitted to school dances until debts have been satisfied.

Madison Central School

Parents'/Athlete's Consent Form

Students engage in interscholastic athlete activities on a non-compulsory and volunteer basis. You should be aware that anyone who participates in any type of athletic activity in which the body is in motion or in which there is an object in motion is exposing himself/herself to a risk of a severe injury, paralysis, or even death.

I, _____, have read the rules governing
(Parent or Guardian)
all athletic activities of the Madison Central School District and will cooperate with the school authorities in their enforcement. I give permission for:

STUDENT _____ AGE _____ DATE OF BIRTH _____
GRADE _____ to play _____ this year.
(Sport)

I, _____, have read the athlete code and agree
(Student's Signature)
to abide by such rules during the sport season(s) in which I participate.

HOME ADDRESS _____ PHONE _____

WORK # _____ CELL# _____

HOSPITAL COVERAGE FOR ABOVE NAMED MINOR:

INSURANCE COMPANY or GOVERNMENT PROGRAM ID NUMBER

MEDICAL POWER OF ATTORNEY

The undersigned, being the parent or legal guardian of _____, student athlete of the Madison Central School District, do hereby appoint a member of the Madison school medical or coaching staff as our attorney-in-fact to act on our behalf in authorizing all medical or dental care in the event of injury to said student athlete at a time when we are not present to personally authorize such care. This authorization shall be effective for the following period: from _____ to _____.

In signing this authorization, the undersigned acknowledge that they are aware that it is intended to be presented to a physician, dentist, or the appropriate hospital representative in the event that the student athlete requires unforeseen medical or dental care.

DATE _____, 20 _____ PARENT/GUARDIAN _____

**Madison Central School District
Coaching Evaluation Form**

Name of Coach

Sport Assignment

Level

Date: _____

Rating Scale: 4 – Distinguished
 3 – Proficient
 2 – Basic
 1 – Unsatisfactory

I. Professional and Personal Relationships:

- | | | | | |
|---------------------------------------------------------------------------------------------------------------|---|---|---|---|
| 1. Develops positive relationships with participants. | 1 | 2 | 3 | 4 |
| 2. Rapport with player's parents. | 1 | 2 | 3 | 4 |
| 3. Cooperation with A.D. in regard to all areas relating to the athletic policies of the District. | 1 | 2 | 3 | 4 |
| 4. Appropriate dress at practices and games. | 1 | 2 | 3 | 4 |
| 5. Sideline conduct at games toward players, officials and other workers. | 1 | 2 | 3 | 4 |
| 6. Understanding and cooperation with rules and regulations as set forth by governing agencies of your sport. | 1 | 2 | 3 | 4 |

II. Coaching Performance:

- | | | | | |
|--------------------------------------------------------------------------------------------------------------|---|---|---|---|
| 1. Develops respect by example in appearance, manners, behavior, language, and interest. | 1 | 2 | 3 | 4 |
| 2. Supervision and administration of locker and training room. | 1 | 2 | 3 | 4 |
| 3. Supervises participants and disciplines team appropriately before , during and after practices and games. | 1 | 2 | 3 | 4 |

- | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|
| 4. Prepares for daily practices so maximum instruction is presented utilizing all opportunities for instruction and plans for contests. | 1 | 2 | 3 | 4 |
| 5. Provides for individual as well as group instruction. | 1 | 2 | 3 | 4 |
| 6. Is fair, understanding, tolerant, sympathetic and patient with team members. | 1 | 2 | 3 | 4 |
| 7. Is innovative using new coaching techniques and ideas; in addition to using sound, already proven methods of coaching. | 1 | 2 | 3 | 4 |
| 8. Is prompt in meeting team for practices and games. | 1 | 2 | 3 | 4 |
| 9. Shows an interest in athletes' off-season and classroom efforts. | 1 | 2 | 3 | 4 |

III. Related Coaching Responsibilities

- | | | | | |
|--------------------------------------------------------------------------------------------|---|---|---|---|
| 1. Care of equipment, including issue, inventory, and storage. | 1 | 2 | 3 | 4 |
| 2. Is cooperative in sharing the use of facilities. | 1 | 2 | 3 | 4 |
| 3. Displays enthusiasm and vitality in assignment as coach. | 1 | 2 | 3 | 4 |
| 4. Keeps athletic director informed about unusual events within the sport activity. | 1 | 2 | 3 | 4 |
| 5. Abides by all district regulations and policies. | 1 | 2 | 3 | 4 |
| 5. Maintains all certifications required to coach – CPR, First aid, coaching classes, etc. | 1 | 2 | 3 | 4 |

Summary

Coach

Athletic Director

Principal

Date

PROPOSED

Ordering Procedures for Athletic Team Apparel or Accessories

1. Coach will discuss with team by the first day after tryouts if anything will be ordered for the season.
2. Coach will review any proposed ordering with the Athletic Director and get approval to go forward with the order.
3. Coach will complete the Team Apparel/Accessories order form and give it to the Athletic Director before the end of the second week of practice.
4. Athletic Director will work with the Coach to order the merchandise.
5. Team account will handle the money from the student athletes and take care of paying the final bill out of the money collected.
6. No merchandise will be given to a student athlete until they have taken care of paying for the item.

PROPOSED

MADISON CENTRAL ATHLETIC APPAREL/ACCESSORY ORDER FORM

TEAM: _____

COACH: _____

ITEM DESCRIPTION/USE: _____

VENDOR NAME: _____

PRODUCT NAME/SKU: _____

PRICE: _____

SIZE INFO

QUANTITY

**** COPY OF ORDER FORM/QUOTE MUST BE ATTACHED TO THIS FORM**