

West Plains Schools Board of Education  
Regular Session Meeting  
5:00 P.M. October 15, 2013  
Central Administration Office  
**AGENDA**

- I. OPEN SESSION – for a motion to go into closed session**
- II. CLOSED (EXECUTIVE) SESSION**
  - A. Adjournment to Closed Executive Session 5:00 p.m.**
    - 1. Pursuant to Section 610.021.1 Legal Matters
    - 2. Pursuant to Section 610.021.2 Real Estate Matters
    - 3. Pursuant to Section 610.021.3 Personnel Matters
    - 4. Pursuant to Section 610.021.6 Student Matters
  - B. Adjournment from Closed Executive Session**
- III. CALL TO ORDER – The regular Session of the School Board meeting will be called to order at 5:45 P.M.**
- IV. PLEDGE OF ALLEGIANCE – Jr. Beta Club – Jennie Whisnant sponsor, Faculty/Staff**
- V. ROLL CALL AND ESTABLISHMENT OF QUORUM**
- VI. APPROVAL OF AGENDA**
- VII. CONSENT AGENDA - Items considered routine in nature to be voted on in one motion to conserve time. If discussion is desired, that item will be removed from the Consent Agenda and will become the first item under the Regular Agenda**
  - A. Approval of Minutes From Regular Meeting September 17, 2013**
  - B. Payment of Bills**
  - C. Monthly Finance Report**
  - D. Program Evaluations: 1. Attendance/Retention/Suspension 2. Food Service**
  - E. Approval Request for resignations or terminations:**
  - F. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools: Paraprofessionals, Substitute Teachers, Substitute Drivers**
- VIII. REGULAR AGENDA**
  - A. Previous Business for Approval, Discussion or Information Only**
    - 1. MSBA Conference Summary – Outstanding BOE Award
    - 2. MSBA Region 15 meeting, Oct. 24<sup>th</sup>, 6:30 pm, West Plains
    - 3. SCCC Accreditation Update
    - 4. College and Career Readiness Testing Policy – 2<sup>nd</sup> Read & Approval
  - B. New Business for Approval, Discussion or Information Only**
    - 1. Capital Improvements Update
    - 2. Ag-Science Bid Results – Review & Approve/Reject
    - 3. Academic Update
    - 4. Health Insurance Renewal
    - 5. MSBA Policy Updates – BBBA & JHG
    - 6. Superintendent's Update
- IX. ADJOURNMENT**
- X. ADJOURN TO ADDITIONAL CLOSED (EXECUTIVE) SESSION – this session is reserved to complete any unfinished business from the closed (executive) session from the beginning of the meeting.**
- XI. ADJOURNMENT**

**\*Next Board Meeting Scheduled for November 19, 2013, at 5:00 P.M.**

## **West Plains R-7 Board of Education**

**Regular Session Meeting**

**5:00 P.M. September 17, 2013**

**Board of Education Building**

**Minutes**

- I. CALL TO ORDER:** Jim Thompson called the meeting to order at 6:00 p.m.
- II. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by 2013 High School Senior, Sydney Sanders. Following the pledge, President Jim Thompson presented Sydney with her high school diploma.
- III. ROLL CALL:** Board members present: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Brian Mitchell Lee Freeman and Elizabeth Grisham. Absent: Sam Riggs. Also in attendance: Superintendent Dr. John Mulford, Assistant Superintendents Dr. Scott Smith, Dr. Luke Boyer, Dr. Julie Thompson and Board Secretary Linda Y. Collins.
- IV. APPROVAL OF AGENDA:** Mrs. Tyree made a motion to approve the agenda as published. The motion was seconded by Ms. Grisham and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.
- V. CONSENT AGENDA -** (Items considered routine in nature to be voted on in one motion to conserve time. If discussion is desired, that item will be removed from the Consent Agenda and will become the first item under the Regular Agenda
  - A. Approval of Regular Board Meeting Minutes from August 20, 2013**
  - B. Payment of Bills**
  - C. Monthly Finance Report**
  - D. Program Evaluations**
    - i. Transportation**
    - ii. Communications**
    - iii. Health and Wellness**
  - E. Approval Request for Resignations or Termination**
    - Debra Hayes
  - F. Approval Request for Resignations or Termination-approval will be requested for the employment of individuals as recommended by the Superintendent of Schools:**
    - Paraprofessional
    - Substitute Teachers
    - Substitute Drivers

Mr. Pace made a motion to approve the Consent Agenda The motion was seconded by Mr. Freeman and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None
- VI. REGULAR AGENDA**
  - A. Previous Business for Approval , Discussion or Information Only**

1. **MSBA Conference (Oct 3-Oct 6)**
2. **SCCC Accreditation Update.** Jim Laughary reported the onsite visit should occur sometime in October 2014 with candidacy status following in November 2014.
3. **Standards-Based Grade Card (Elementary) - Approval.** Mrs. Tyree made a motion to approve the new Standards-Based Grade Card for grades K-4. The motion was seconded by Ms. Grisham and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.
4. **Mission, Vision, Goals – Final Approval.**  
**MISSION:** Excellence in Education, Service, Life.  
**VISION:** The West Plains R-7 Board of Education is committed to ensuring that the West Plains R-7 School system considers the best interest of our students as the guiding principle in the decision making process for the Board of Education and all administrators, faculty, and staff. Our district will exhibit superior performance in all facets of educational programming including faculty development, student achievement, and community participation when compared to state and national benchmarks. We will employ both world-class strategies and local values to provide a safe, enriching environment for faculty, staff, and students of all ages. We will provide students with opportunities for a variety of experiences that will assist them in the discovery and development of their strengths for a lifetime of success and service to the community.  
**GOALS:** 1. Improve academic achievement in at least one core area for each student on an annual basis.  
2. Provide opportunities and incentives for each student to participate in community service.  
3. Ensure a safe environment that promotes excellence for students, faculty and staff.  
4. Communicate effectively on all levels.  
5. Attract, retain and continually develop a highly qualified and professional administration, faculty and staff.  
6. Operate in a fiscally responsible manner by being good stewards of patron resources.  
Mrs. Tyree made a motion to adopt the new mission, vision and goals developed summer 2013. The motion was seconded by Ms. Grisham and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.

**B. New Business for Approval, Discussion or Information Only**

1. **Bridges Program Presentation.** Retired teacher, Cyndi Wright, gave information regarding the Bridges Program designed to help students with food, clothing and other items as needed.
2. **Gifted Handbook Approval.** Ms. Grisham made a motion to approve the Gifted Handbook for 2013-2014. The motion was seconded by Mrs. Tyree and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.
3. **Request to bid Food Service - Approval.** Mr. Pace made a motion to approve the right to bid food services for the next five years. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.
4. **MSBA Region 15 meeting, October 24<sup>th</sup>, 6:30 p.m., West Plains**
5. **2013-14 Bus Route Approval.** Mrs. Tyree made a motion to approve the 2013-14 bus routes. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.
6. **Academic Update - College and Career Readiness Policy (1<sup>st</sup> Read).** New MSIP standards require all HS students to be rated on how well prepared they are for college.
7. **Annual Audit Update.** Dr. Boyer reported the audit report should be presented in November/December 2013.
8. **Capital Improvements Update.** Dr. Boyer reported that Phase II is in process at Thornburg campus by Adams Construction. Bid opening for the AG building is October 3<sup>rd</sup>.
9. **The Superintendent Report provides an opportunity for the Board of Education to be updated on various educational topics and items of interest to the District.**
  - **Zizzer Trademark Presentation.**

**VII. ADJOURNMENT:** At 7:20 p.m. Mr. Mitchell made a motion to adjourn from Open Session. The motion was seconded by Mr. Freeman and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Freeman, Mr. Mitchell and Ms. Grisham. NAY: None. ABSTAIN: None.

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**Jimmy E. Thompson, President**

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**Linda Y. Collins, Secretary**

**Next Board Meeting Scheduled for October 15, 2013 At 5:00 P.M.**

West Plains R-VII School District  
 ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING  
 Accounts Payable COMPUTER Check Register

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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	2117	10/11/13	003349 ALMOST FAMOUS BBQ	137.28
CC	2118	10/11/13	000008 AMAZON	665.00
CC	2119	10/11/13	000008 AMAZON.COM BOOKS	1,453.14
CC	2120	10/11/13	000008 GE MONEY BANK/AMAZON	4,518.47
CC	2121	10/11/13	000255 BOOK SYSTEMS INC	100.00
CC	2122	10/11/13	000004 BRAINPOP.COM	1,175.00
CC	2123	10/11/13	002465 FASTSPRING ORDERS	414.00
CC	2124	10/11/13	003838 BRODER BROTHERS	1,776.65
CC	2125	10/11/13	003456 BUFFALO WILD WINGS	28.47
CC	2126	10/11/13	004088 CAMDEN ON THE LAKE	216.30
CC	2127	10/11/13	004098 CARLOS O'KELLYS	12.00
CC	2128	10/11/13	003101 CASEY'S GENERAL STORE #1715	80.00
CC	2129	10/11/13	003101 CASEY'S GENERAL STORE #1382	12.60
CC	2130	10/11/13	003101 CASEY'S GENERAL STORE #3011	41.45
CC	2131	10/11/13	000318 CHAMBER OF COMMERCE	178.00
CC	2132	10/11/13	004106 CHAMPION BRIEFS, LLC	249.99
CC	2133	10/11/13	002469 CHEN'S GARDEN	31.22
CC	2134	10/11/13	003023 COLTON'S STEAK HOUSE & GRILL	86.12
CC	2135	10/11/13	001603 CONSTANT CONTACT, INC.	360.00
CC	2136	10/11/13	000373 COUNTRY MART	378.04
CC	2137	10/11/13	003883 COUNTRY MART EXPRESS	46.10
CC	2138	10/11/13	004031 COUNTRY MEATS.COM	2,403.00
CC	2139	10/11/13	003125 DENNIS' SPECIALTY CUTS	66.26
CC	2140	10/11/13	004089 DIAMOND HEAD RESTAURANT	42.31
CC	2141	10/11/13	000437 DOLLAR GENERAL STORE #07371	9.90
CC	2142	10/11/13	003917 DOVER PUBLICATIONS	337.04
CC	2143	10/11/13	003014 EL CHARRO WEST PLAINS	55.74
CC	2144	10/11/13	004073 EL IMPERIAL	10.13
CC	2145	10/11/13	003618 ENTERPRISE RENT-A-CAR	970.00
CC	2146	10/11/13	002308 FAMILY CAREER & COMMUNITY LEAD	450.00
CC	2147	10/11/13	004055 FUTURE CURE	795.00
CC	2148	10/11/13	001654 GOLF TEAM PRODUCTS, INC.	478.50
CC	2149	10/11/13	003012 GOOGLE.COM	275.00
CC	2150	10/11/13	003866 GREAT WESTERN DINING SERVICES,	44.93
CC	2151	10/11/13	003545 JOHN R GREEN COMPANY	713.00
CC	2152	10/11/13	004071 GROUPON	524.91
CC	2153	10/11/13	002236 H.O.M.E. MEDICAL SUPPLY	26.24
CC	2154	10/11/13	000620 HARBOR FREIGHT TOOLS	20.97
CC	2155	10/11/13	003070 HIBBETT SPORTS	49.98
CC	2156	10/11/13	000664 HIRSCH FEED & FARM SUPPLY	27.95
CC	2157	10/11/13	003592 HOBBY LOBBY	182.70
CC	2158	10/11/13	004097 HOLIDAY INN EXPRESS & SUITES	740.48
CC	2159	10/11/13	003291 HOWELL COUNTY OUTPOST LLC	25.50
CC	2160	10/11/13	000719 HOWELL OREGON ELECTRIC	1,194.20
CC	2161	10/11/13	004090 JOES ROUTE 66 DINER	10.38
CC	2162	10/11/13	003352 KUM & GO	28.50
CC	2163	10/11/13	000887 LIBRARY VIDEO COMPANY	31.90
CC	2164	10/11/13	002450 LITTLE CAESAR'S PIZZA	56.80
CC	2165	10/11/13	004081 LOCKMASTERS INC	188.94
CC	2166	10/11/13	000936 MASSP	229.00
CC	2167	10/11/13	000051 MCGRAW HILL	993.89
CC	2168	10/11/13	003517 MF ATHLETIC & PERFORMANCE	80.35
CC	2169	10/11/13	004093 MIDWEST CLINIC	198.00

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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	2170	10/11/13	004082 MISSOURI ASCD	45.00
CC	2171	10/11/13	000986 CSI MISSOURI DEPARTMENT OF REV	28.75
CC	2172	10/11/13	001001 MISSOURI SCHOOL BOARD AS	425.00
CC	2173	10/11/13	001011 MISSOURI TRAPSHOOTERS	528.39
CC	2174	10/11/13	001028 MOASBO	140.00
CC	2175	10/11/13	003660 MURPHY USA	25.00
CC	2176	10/11/13	001073 MUSIC THEATRE INTERNA.	400.00
CC	2177	10/11/13	001098 NFL	255.00
CC	2178	10/11/13	004040 NOTARY SERVICE & BONDING AGENC	68.80
CC	2179	10/11/13	001119 OLD KINDERHOOK	156.75
CC	2180	10/11/13	001132 ORIENTAL TRADING CO.	171.01
CC	2181	10/11/13	002992 OUTBACK STEAKHOUSE	30.41
CC	2182	10/11/13	001694 OZARK CAFE	107.49
CC	2183	10/11/13	000055 PEARSON EDUCATION	1,581.39
CC	2184	10/11/13	001171 PERMA BOUND	85.54
CC	2185	10/11/13	004059 PINEY VALLEY GOLF COURSE	13.00
CC	2186	10/11/13	003104 PIZZA HUT	25.00
CC	2187	10/11/13	003370 PIZZA SHACK	110.58
CC	2188	10/11/13	001750 PLANK ROAD PUBLISHING	89.49
CC	2189	10/11/13	001189 POSITIVE PROMOTIONS	150.45
CC	2190	10/11/13	001743 POSTMASTER	12.42
CC	2191	10/11/13	001197 PRO-ED	1,328.58
CC	2192	10/11/13	001227 RAMEYS SUPERMARKET	34.47
CC	2193	10/11/13	001234 REALLY GOOD STUFF INC.	120.65
CC	2194	10/11/13	000058 RENAISSANCE LEARNING	6,179.91
CC	2195	10/11/13	000736 RICOH USA, INC.	151.68
CC	2196	10/11/13	004074 ROY'S STORE	10.31
CC	2197	10/11/13	003494 RUBY TUESDAY	92.00
CC	2198	10/11/13	000063 SCHOOL SPECIALTY	1,471.45
CC	2199	10/11/13	001309 SCHWEGMAN OFFICE SUPPLY	275.54
CC	2200	10/11/13	003748 SHELL	140.50
CC	2201	10/11/13	001360 SOCIAL STUDIES SCHOOL	67.19
CC	2202	10/11/13	001372 SPEECH & THEATER ASSOC.	128.00
CC	2203	10/11/13	003556 SPIRIT AND PRIDE	43.80
CC	2204	10/11/13	002991 STEAK 'N SHAKE	15.92
CC	2205	10/11/13	000129 SUBWAY	67.50
CC	2206	10/11/13	000129 SUBWAY #21272	7.93
CC	2207	10/11/13	000129 SUBWAY	7.27
CC	2208	10/11/13	003495 TACO BELL	13.71
CC	2209	10/11/13	000155 TAN TAR A RESORT	508.96
CC	2210	10/11/13	000025 TEACHER DIRECT	423.92
CC	2211	10/11/13	003681 THE DONUT PALACE	121.12
CC	2212	10/11/13	001432 THE RESORT	430.66
CC	2213	10/11/13	004070 TOPAZ LABS	379.99
CC	2214	10/11/13	001455 TREASURER, STATE OF MO	42.00
CC	2215	10/11/13	001462 UNIFORM SHOPPE	295.69
CC	2216	10/11/13	001467 UNIVERSITY OF MISSOURI	125.00
CC	2217	10/11/13	001474 UNIVERSITY OF MO COL AR	22,933.41
CC	2218	10/11/13	002845 VERIZON WIRELESS	2,474.25
CC	2219	10/11/13	003010 VISTA GRANDE MEXICAN REST	24.90
CC	2220	10/11/13	001502 WALMART COMMUNITY	3,678.20
CC	2221	10/11/13	002720 WATCH D.O.G.S.	43.08
CC	2222	10/11/13	003177 WENDY'S	11.76

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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	2223	10/11/13	001516 WEST PLAINS FLORAL	53.58
CC	2224	10/11/13	001520 WEST PLAINS MUSIC STORE	5,420.92
CC	2225	10/11/13	004069 WESTLAKE ACE HARDWARE	31.29
CC	2226	10/11/13	004087 WILDVINE RESTAURANT	29.49
CC	2227	10/11/13	004042 WOLVERINE SPORTS	1,194.80

\*\*\*\*\* GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE CC \*\*\*\*\*

76,050.23\*

WEST PLAINS R-VII SCHOOL DISTRICT  
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

**\*\*\*AFTER SEPTEMBER BOARD CHECKS FOR APPROVAL #52643 - #52771\*\*\***

CK CD	CHK NUM	CK DATE	VENDOR	NAME	AMOUNT
10	52643	09/13/13	4054	ELIJAH CEMETERY	\$50.00
10	52644	09/17/13	4047	TERRI J TOMLINSON	\$67.20
10	52645	09/17/13	4046	TODD A WORKMAN	\$345.42
10	52646	09/19/13	2563	CUSTOMER SERVICES DIVISION	\$129.36
10	52647	09/19/13	438	DOMINOS PIZZA	\$179.70
10	52648	09/19/13	3323	HILAND DAIRY	\$140.00
10	52649	09/19/13	4057	LAURA KERSCHEN	\$1,000.00
10	52650	09/19/13	51	MCGRAW HILL	\$62,190.27
10	52651	09/19/13	952	MEEKS	\$292.49
10	52652	09/19/13	1104	NORMAN ORR OFFICE SUPPLY	\$2,259.66
10	52653	09/19/13	1140	OZARK HORSETRADER INC.	\$40.80
10	52654	09/19/13	1327	SHERWIN WILLIAMS	\$60.55
AD	52655	09/19/13	3691	BRIAN REESE	\$85.00
AD	52656	09/19/13	401	DAVID BUSH	\$85.00
AD	52657	09/19/13	2855	EMILY PETTY	\$105.00
AD	52658	09/19/13	2855	EMILY PETTY	\$105.00
AD	52659	09/19/13	2855	EMILY PETTY	\$30.00
AD	52660	09/19/13	1676	GARY BARTON	\$60.00
AD	52661	09/19/13	1676	GARY BARTON	\$60.00
AD	52662	09/19/13	557	GARY MCELYEA	\$78.40
AD	52663	09/19/13	557	GARY MCELYEA	\$60.00
AD	52664	09/19/13	564	GAYLORD GREGORY	\$60.00
AD	52665	09/19/13	564	GAYLORD GREGORY	\$58.00
AD	52666	09/19/13	564	GAYLORD GREGORY	\$60.00
AD	52667	09/19/13	564	GAYLORD GREGORY	\$60.00
AD	52668	09/19/13	598	GREG ALFORD	\$125.00
AD	52669	09/19/13	598	GREG ALFORD	\$125.00
AD	52670	09/19/13	3596	JACOB REESE	\$75.60
AD	52671	09/19/13	3596	JACOB REESE	\$77.60
AD	52672	09/19/13	3596	JACOB REESE	\$85.00
AD	52673	09/19/13	773	JIM HUDDLESTON	\$131.40
AD	52674	09/19/13	773	JIM HUDDLESTON	\$131.40
AD	52675	09/19/13	2390	MISSY LEE	\$135.00
AD	52676	09/19/13	2390	MISSY LEE	\$135.00
AD	52677	09/19/13	1687	NATHAN WAGNER	\$120.80
AD	52678	09/19/13	1231	RANDY WARD	\$80.00
AD	52679	09/19/13	1231	RANDY WARD	\$80.00
AD	52680	09/19/13	3595	RAYMOND EDDING	\$60.00
AD	52681	09/19/13	2979	SCOTT WILLIAMSON	\$78.40
AD	52682	09/19/13	3597	STEVE MARUSZAK	\$188.00
AD	52683	09/19/13	4017	TERRY MCELYEA	\$100.00



WEST PLAINS R-VII SCHOOL DISTRICT  
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AD	52684	09/19/13	762	JAY TOWELL	\$60.00
AD	52685	09/19/13	762	JAY TOWELL	\$60.00
AD	52686	09/24/13	2911	BOB FLOREZ	\$188.00
AD	52687	09/24/13	2875	DAN TAYLOR	\$124.00
AD	52688	09/24/13	400	DAVID ARTHUR	\$300.00
AD	52689	09/24/13	401	DAVID BUSH	\$91.00
AD	52690	09/24/13	419	DENVER BATES	\$296.80
AD	52691	09/24/13	2855	EMILY PETTY	\$205.00
AD	52692	09/24/13	516	FERNIECE SMITH	\$194.40
AD	52693	09/24/13	1676	GARY BARTON	\$78.00
AD	52694	09/24/13	557	GARY MCELYEA	\$80.00
AD	52695	09/24/13	557	GARY MCELYEA	\$76.40
AD	52696	09/24/13	557	GARY MCELYEA	\$55.00
AD	52697	09/24/13	564	GAYLORD GREGORY	\$58.00
AD	52698	09/24/13	1831	GREG JACKSON	\$310.00
AD	52699	09/24/13	3596	JACOB REESE	\$55.00
10	52701	09/24/13	4063	CHRYSTAL SIKES	\$255.00
10	52702	09/24/13	4066	DYLAN GILBREATH	\$255.00
10	52703	09/24/13	4061	ELIZABETH CAUTHEN	\$146.00
10	52704	09/24/13	4067	HOLLY HAMBY	\$255.00
10	52705	09/24/13	4065	MARIETTA KARGEL	\$255.00
10	52706	09/24/13	986	MISSOURI DEPT OF REVENUE	\$94.25
10	52707	09/24/13	4058	MO-DEC	\$110.00
10	52708	09/24/13	3784	REINA ETTINGER	\$255.00
10	52709	09/24/13	4064	SARAH NASH	\$255.00
10	52710	09/24/13	3189	SOUTHERN HILLS AUTO PLAZA	\$12,700.00
AD	52711	09/24/13	1684	JEFF HOLLIS	\$246.40
AD	52712	09/24/13	1684	JEFF HOLLIS	\$126.40
AD	52713	09/24/13	773	JIM HUDDLESTON	\$206.40
AD	52714	09/24/13	3521	JOANN CARTER	\$180.00
AD	52715	09/24/13	787	JOHN TOLLENAAR	\$240.00
AD	52716	09/24/13	1651	TINA I JOLLIFF	\$220.00
AD	52717	09/24/13	3516	JOSHUA STANLEY	\$240.80
AD	52718	09/24/13	830	KEVIN WRAY	\$244.00
AD	52719	09/24/13	3828	LEE BRAZEAL	\$234.40
AD	52720	09/24/13	2390	MISSY LEE	\$255.00
AD	52721	09/24/13	1687	NATHAN WAGNER	\$120.80
AD	52722	09/24/13	4056	PATRICIA KISSIAR-KNIGHT	\$310.00
AD	52723	09/24/13	4059	PINEY VALLEY GOLF COURSE	\$125.00
AD	52724	09/24/13	1231	RANDY WARD	\$100.00
AD	52725	09/24/13	1231	RANDY WARD	\$58.00
AD	52726	09/24/13	1688	RAY MURPHY	\$80.00
AD	52727	09/24/13	3595	RAYMOND EDDING	\$80.00
AD	52728	09/24/13	1252	RICHARD JOHNSTON	\$264.00
AD	52729	09/24/13	1262	ROBERT BROWN	\$240.00

WEST PLAINS R-VII SCHOOL DISTRICT  
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AD	52730	09/24/13	2979	SCOTT WILLIAMSON	\$55.00
AD	52731	09/24/13	2979	SCOTT WILLIAMSON	\$238.40
AD	52732	09/24/13	1701	SOUTHWEST MISSOURI FOOTBALL OF	\$75.00
AD	52733	09/24/13	1434	THERESA ARTHUR	\$220.00
AD	52747	10/02/13	4077	AUSTIN SANDERS	\$188.00
AD	52748	10/02/13	4079	ERIC TRIPP	\$120.80
AD	52749	10/02/13	557	GARY MCELYEA	\$85.00
AD	52750	10/02/13	575	GINA RICKMAN	\$211.20
AD	52751	10/02/13	2856	GREAT LIFE GOLF & FITNESS	\$160.00
AD	52752	10/02/13	3804	HENRY ENLOW	\$100.00
AD	52753	10/02/13	3828	LEE BRAZEAL	\$114.40
AD	52754	10/02/13	4078	MARK LASSMAN-EUL	\$188.00
AD	52755	10/02/13	2241	MOUNT VERNON HIGH SCHOOL	\$300.00
AD	52756	10/02/13	1389	SPS KRAFT ADMIN. CENTER	\$275.00
AD	52757	10/02/13	4017	TERRY MCELYEA	\$72.20
10	52758	10/02/13	4086	AMORIE CARUTHERS	\$4,148.00
10	52759	10/02/13	4083	BRIAWNA WILSON	\$1,352.00
10	52760	10/02/13	4084	KATELYNN ROE	\$3,012.00
10	52761	10/02/13	4085	MIKAYLA ODOM	\$1,332.00
10	52762	10/02/13	1060	MSU-W. PLAINS	\$20.00
AD	52763	10/03/13	2856	GREAT LIFE GOLF & FITNESS	\$50.00
AD	52764	10/10/13	2911	BOB FLOREZ	\$100.00
AD	52765	10/10/13	4096	ELIZABETH UNRUH	\$188.00
AD	52766	10/10/13	598	GREG ALFORD	\$125.00
AD	52767	10/10/13	871	LARRY SILVEY	\$160.00
AD	52768	10/10/13	928	MARSHFIELD COUNTRY CLUB	\$64.00
AD	52769	10/10/13	928	MARSHFIELD COUNTRY CLUB	\$125.00
AD	52770	10/10/13	2326	MORRISVILLE HIGH SCHOOL	\$150.00
AD	52771	10/10/13	1040	MOUNTAIN GROVE R-III	\$50.00

Total Amount Reported Before OCTOBER Board For Approval:

\$103,052.10

**\*\*\*OCTOBER BOARD CHECKS FOR APPROVAL #52815 - #53031\*\*\***

10	52815	10/15/13	3757	5 STAR CLEANERS	\$236.25
10	52816	10/15/13	3095	AIRE-MASTER OF AMERICA, INC.	\$84.00
10	52817	10/15/13	160	ALLIED BUS SALES INC.	\$4,413.68
10	52818	10/15/13	186	APPLE COMPUTER INC.	\$4,424.00
10	52819	10/15/13	1865	HENRY A ASBERRY	\$34.00
10	52820	10/15/13	202	HOUNDSTOOTH & POLKA DOTS	\$424.00
10	52821	10/15/13	204	AUTO ZONE	\$44.45
10	52822	10/15/13	1867	STEVE M BALOUGH	\$74.40
10	52823	10/15/13	2072	BARBARA NIX	\$174.00
10	52824	10/15/13	770	JERRY C. BEAN	\$100.00

WEST PLAINS R-VII SCHOOL DISTRICT  
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	52825	10/15/13	2214	SUSAN M BOWLES	\$26.48
10	52826	10/15/13	1607	LUKE A BOYER	\$400.00
10	52827	10/15/13	272	BROCAW BEARING	\$7.06
10	52828	10/15/13	273	BROCAW BEARING & DRIVE	\$233.15
10	52829	10/15/13	276	BROTHERTON PROPANE INC	\$60.00
10	52830	10/15/13	1255	BROWN'S LAWN & GARDEN,LLC	\$82.55
10	52831	10/15/13	1844	KAROL BROWN	\$76.80
10	52832	10/15/13	1730	PATRICIA BROWN	\$37.00
10	52833	10/15/13	3302	BRYAN'S FOUR SEASONS	\$1,889.86
10	52834	10/15/13	3879	MATTHEW C BRYANT	\$29.00
10	52835	10/15/13	279	BSN SPORTS INC	\$3,046.98
10	52836	10/15/13	1849	SUSAN CARTER	\$100.00
10	52837	10/15/13	309	CAWVEYS ELECTRIC MOTOR	\$54.08
10	52838	10/15/13	311	CDW GOVERNMENT, INC.	\$1,720.90
10	52839	10/15/13	314	CENTRAL STATES BUS	\$402.60
10	52840	10/15/13	316	CENTURYLINK	\$3,053.48
10	52841	10/15/13	1213	CENTURYLINK	\$5.28
10	52842	10/15/13	1213	CENTURYLINK	\$187.82
10	52843	10/15/13	317	CEV MULTIMEDIA,LTD.	\$1,250.00
10	52844	10/15/13	3701	CHARLES FARLEY	\$104.11
10	52845	10/15/13	2607	CINTAS #569	\$1,839.28
10	52846	10/15/13	333	CITY UTILITIES	\$33,036.85
10	52847	10/15/13	3702	JESSICA COLLINS	\$73.73
10	52848	10/15/13	347	COLORVISION CORPORATION	\$1,115.74
10	52849	10/15/13	1602	COMMERCIAL KITCHEN SERVICES, I	\$866.16
10	52850	10/15/13	60	CONTRACT PAPER GROUP, INC.	\$19,059.60
10	52851	10/15/13	1617	JOSHUA C COTTER	\$80.00
10	52852	10/15/13	4031	COUNTRY MEATS.COM	\$89.00
10	52853	10/15/13	3680	DASH MEDICAL GLOVES,INC.	\$593.10
10	52854	10/15/13	3085	DAWN SANDER	\$26.88
10	52855	10/15/13	2982	DELL MARKETING LP	\$19,459.92
10	52856	10/15/13	415	DEMCO INC	\$57.98
10	52857	10/15/13	418	DENNIS CRIDER	\$552.00
10	52858	10/15/13	4100	DEPT OF SOCIAL SERVICES	\$48.57
10	52859	10/15/13	427	DIAMOND INTERNATIONAL	\$430.39
10	52860	10/15/13	2126	DIANE SLAVINGS	\$39.60
10	52861	10/15/13	438	DOMINOS PIZZA	\$586.28
10	52862	10/15/13	1685	DONNIE LUNA	\$80.00
10	52863	10/15/13	446	DOSS & HARPER	\$525.31
10	52864	10/15/13	1621	LENNY R EAGLEMAN	\$204.00
10	52865	10/15/13	467	EBSCO	\$1,002.78
10	52866	10/15/13	474	EDGELLER & HARPER	\$22.50
10	52867	10/15/13	4099	BILLY M ESKEW	\$51.50
10	52868	10/15/13	2935	F.LOWER'S GREENHOUSE,LLC	\$717.50
10	52869	10/15/13	508	FARONICS TECHNOLOGIES	\$1,370.29

WEST PLAINS R-VII SCHOOL DISTRICT  
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	52870	10/15/13	509	FASTENAL COMPANY	\$82.29
10	52871	10/15/13	515	FELLERS FIXTURES INC.	\$1,194.49
10	52872	10/15/13	524	FISHLAND	\$125.39
10	52873	10/15/13	531	FOLLETT LIBRARY RESOURCE	\$90.72
10	52874	10/15/13	1622	LISA J FOX	\$194.00
10	52875	10/15/13	3773	GLORIA ELLISON	\$83.86
10	52876	10/15/13	1949	ROGER GOOD	\$28.80
10	52877	10/15/13	588	GORDON BERNARD CO LLC	\$3,928.30
10	52878	10/15/13	593	GRAPHIC EDGE	\$1,851.25
10	52879	10/15/13	1776	KIMBERLY GREEN	\$33.60
10	52880	10/15/13	601	GRELLNER SALES & SERVICE	\$20.80
10	52881	10/15/13	602	GRENNAN COMMUNICATIONS	\$923.00
10	52882	10/15/13	1953	ALICIA GUNTER	\$200.00
10	52883	10/15/13	3564	HANEYS TIRE,MUFFLER,& BRAKE SE	\$617.95
10	52884	10/15/13	46	HARCOURT OUTLINES,INC.	\$711.20
10	52885	10/15/13	4101	MELISSA M HARPER	\$139.00
10	52886	10/15/13	1968	RONALD HAYES	\$48.00
10	52887	10/15/13	4075	HEATHER PEUGH	\$24.96
10	52888	10/15/13	1625	KEVIN M HEDDEN	\$200.00
10	52889	10/15/13	3323	HILAND DAIRY	\$358.80
10	52890	10/15/13	3579	SANDRA L HILL	\$180.00
10	52891	10/15/13	660	HILLYARD/SPRINGFIELD	\$9,186.96
10	52892	10/15/13	664	HIRSCH FEED & FARM SUPPLY	\$42.02
10	52893	10/15/13	706	HORN PLUMBING	\$348.75
10	52894	10/15/13	10	HOUGHTON MIFFLIN CO.	\$115.08
10	52895	10/15/13	1626	SETH A HUDDLESTON	\$410.00
10	52896	10/15/13	748	IPA EDUCATIONAL SUPPLY	\$31.01
10	52897	10/15/13	754	J.W. PEPPER & SON INC.	\$25.98
10	52898	10/15/13	757	JACKSON TERMITE CO INC	\$335.00
10	52899	10/15/13	1938	JEANETTE FREY	\$88.00
10	52900	10/15/13	1780	TONYA M JEDLICKA	\$70.00
10	52901	10/15/13	1847	LARRY JEWELL	\$24.00
10	52902	10/15/13	779	JMARK BUSINESS SOLUTIONS	\$255.42
10	52903	10/15/13	3273	JOHNATHAN L JOHNSON	\$37.00
10	52904	10/15/13	1651	TINA I JOLLIFF	\$52.00
10	52905	10/15/13	2012	DUANE JONES	\$100.00
10	52906	10/15/13	1628	KELLY L JONES	\$57.12
10	52907	10/15/13	3647	JULIE DRUMRIGHT	\$21.12
10	52908	10/15/13	2731	MARCIA L KANTOLA	\$52.40
10	52909	10/15/13	3703	KELLY HOLLAND	\$16.00
10	52910	10/15/13	938	KENT YARBER CANDY CO	\$2,033.80
10	52911	10/15/13	833	KEY SPORT SHOP INC.	\$1,058.25
10	52912	10/15/13	845	KONE INC.	\$1,775.46
10	52913	10/15/13	859	LAKELAND REGIONAL HOSP.	\$280.00
10	52914	10/15/13	2957	LARRY RUSSELL	\$112.32

WEST PLAINS R-VII SCHOOL DISTRICT  
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	52915	10/15/13	1630	JAMES W LAUGHARY	\$280.00
10	52916	10/15/13	1604	LAWSON PRODUCTS	\$130.87
10	52917	10/15/13	2313	RACHEL L LIBBY	\$45.00
10	52918	10/15/13	1785	LORI SHANNON	\$168.00
10	52919	10/15/13	4102	MAC INDUSTRIES	\$344.74
10	52920	10/15/13	911	MAILBOX YEARBOOK	\$39.95
10	52921	10/15/13	2063	MARILYN MOMPER	\$25.20
10	52922	10/15/13	2047	JESSICA MARTIN	\$64.96
10	52923	10/15/13	933	MASL	\$74.30
10	52924	10/15/13	1632	JODIE L MCKINNEY	\$35.52
10	52925	10/15/13	952	MEEKS	\$246.25
10	52926	10/15/13	954	MEEKS	\$13.47
10	52927	10/15/13	3227	MELYNNI YARBER	\$99.84
10	52928	10/15/13	962	MERIDIAN STUDENT PLANNRS	\$2,314.71
10	52929	10/15/13	1796	METALWELD, INC.	\$29.40
10	52930	10/15/13	4052	HEATHER N MILLER	\$86.40
10	52931	10/15/13	4051	J DONALD MILLER II	\$120.00
10	52932	10/15/13	4050	BRIAN P MINAHAN	\$21.00
10	52933	10/15/13	995	MISSOURI LEAGUE FOR	\$195.00
10	52934	10/15/13	4105	MISSOURI PROJECT LEARNING TREE	\$15.00
10	52935	10/15/13	1029	MO-CASE	\$275.00
10	52936	10/15/13	3819	MONTY'S OUTDOORS	\$1,421.75
10	52937	10/15/13	2356	MORLAN-SHELL FORD, INC	\$169.54
10	52938	10/15/13	2762	RENTAL CENTERS OF AMERICA INC.	\$77.55
10	52939	10/15/13	1043	MOUNTAIN MEASUREMENT,INC	\$200.00
10	52940	10/15/13	1055	MSU	\$25.00
10	52941	10/15/13	1060	MSU-W. PLAINS	\$4,950.00
10	52942	10/15/13	1587	JONATHAN D MULFORD	\$504.00
10	52943	10/15/13	1086	NATIONAL FFA ORGANIZA.	\$3,284.00
10	52944	10/15/13	1635	ANITA M NELSON	\$124.96
10	52945	10/15/13	2384	NEWBERRY AUTO SALES	\$1,222.75
10	52946	10/15/13	1104	NORMAN ORR OFFICE SUPPLY	\$263.12
10	52947	10/15/13	1111	NURSING EDUCATION CONSORTIUM	\$75.00
10	52948	10/15/13	1580	OPAA FOOD MANAGEMENT INC.	\$93,765.26
10	52949	10/15/13	1128	OREILLY AUTO	\$239.10
10	52950	10/15/13	1129	OREILLY AUTOMOTIVE	\$997.07
10	52951	10/15/13	1130	OREILLY AUTOMOTIVE	\$45.98
10	52952	10/15/13	1131	OREILLY AUTOMOTIVE	\$351.32
10	52953	10/15/13	1136	OZARK AWARDS COMPANY	\$410.45
10	52954	10/15/13	1140	OZARK HORSE TRADER, INC.	\$37.50
10	52955	10/15/13	1140	OZARK HORSETRADER INC.	\$446.10
10	52956	10/15/13	1144	OZARKO TIRE CENTER	\$777.76
10	52957	10/15/13	1141	OZARKS MEDICAL CENTER	\$4,111.25
10	52958	10/15/13	1146	PALEN MUSIC CENTER	\$1,807.00
10	52959	10/15/13	1149	PARCEL EXPRESS	\$28.45

WEST PLAINS R-VII SCHOOL DISTRICT  
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	52960	10/15/13	4032	JERRY M PENDERGRASS	\$42.00
10	52961	10/15/13	1623	PENNY FOX-JONES	\$182.40
10	52962	10/15/13	1168	PEPSI MIDAMERICA	\$7,750.46
10	52963	10/15/13	3641	PERTINENT IDEAS	\$1,490.00
10	52964	10/15/13	1178	PIPE PLUS	\$65.10
10	52965	10/15/13	1179	EASYPERMITS POSTAGE	\$3,011.42
10	52966	10/15/13	1180	PITNEY BOWES	\$948.00
10	52967	10/15/13	1743	POSTMASTER	\$230.00
10	52968	10/15/13	1209	QUILL PRESS COMPANY	\$2,041.20
10	52969	10/15/13	4020	R.P.LUMBER CO.,INC.	\$48.05
10	52970	10/15/13	1214	RADIOSHACK	\$17.97
10	52971	10/15/13	1637	JACK L RANDOLPH	\$401.60
10	52972	10/15/13	1254	RICHARDS BROTHERS	\$11.80
10	52973	10/15/13	736	RICOH USA,INC.	\$1,981.11
10	52974	10/15/13	737	RICOH USA,INC.	\$2,274.21
10	52975	10/15/13	4103	ROBYN MASSEY	\$1,537.50
10	52976	10/15/13	3233	AMY M ROSS	\$200.00
10	52977	10/15/13	1275	ROVER GUN CLUB	\$210.00
10	52978	10/15/13	2109	DENISE ROWLAND	\$93.88
10	52979	10/15/13	100	ROY'S HOME ENTERTAINMENT	\$58.00
10	52980	10/15/13	1282	SAFETY KLEEN CORPORATION	\$275.65
10	52981	10/15/13	1283	SAH PRINTING	\$3,046.75
10	52982	10/15/13	2112	TRINA SANDERS	\$61.00
10	52983	10/15/13	1301	SCHOLASTIC INC	\$1,500.00
10	52984	10/15/13	1302	SCHOLASTIC INC.	\$256.83
10	52985	10/15/13	1309	SCHWEGMAN OFFICE SUPPLY	\$2,778.53
10	52986	10/15/13	2842	SCIENTIFIC LEARNING CORP.	\$5,320.00
10	52987	10/15/13	1316	SEMINOLE RETAIL ENERGY SERVICE	\$630.10
10	52988	10/15/13	1319	SHANNA HEAD	\$52.10
10	52989	10/15/13	1326	SHEPHERD COMMUNICATIONS	\$60.00
10	52990	10/15/13	1327	SHERWIN WILLIAMS	\$558.62
10	52991	10/15/13	1640	GREG SIMPKINS	\$88.26
10	52992	10/15/13	4072	SMALLWOOD LOCK SUPPLY	\$562.79
10	52993	10/15/13	1641	SCOTT A SMITH	\$400.00
10	52994	10/15/13	1643	LANA R SNODGRAS	\$439.00
10	52995	10/15/13	1362	SOFTWARE TECHNOLOGY INC	\$317.50
10	52996	10/15/13	1833	SPRINGFIELD GROCER COMPANY	\$2,097.87
10	52997	10/15/13	1385	SPRINGFIELD NEWS-LEADER #1042	\$14.59
10	52998	10/15/13	1391	SPRINGFIELD STAMP &	\$381.60
10	52999	10/15/13	3123	STERNER TOWING	\$290.00
10	53000	10/15/13	2108	STEVEN ROSEMAN	\$61.49
10	53001	10/15/13	1412	STEWART-MORRISON REDIMIX	\$329.00
10	53002	10/15/13	129	SUBWAY OF WEST PLAINS	\$222.50
10	53003	10/15/13	1723	T&T GLASS, LLC	\$105.00
10	53004	10/15/13	1846	LINDA TAYLOR	\$66.00

WEST PLAINS R-VII SCHOOL DISTRICT  
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING

10	53005	10/15/13	1416	TEACHERS STORE & MORE	\$1,681.42
10	53006	10/15/13	1425	THE BATTERY STATION LLC	\$30.00
10	53007	10/15/13	1405	THE STEEL YARD INC	\$136.98
10	53008	10/15/13	1646	JULIE R THOMPSON	\$400.00
10	53009	10/15/13	2386	TODAY'S CLASS	\$2,950.00
10	53010	10/15/13	4047	TERRI J TOMLINSON	\$86.40
10	53011	10/15/13	1444	TONYS TIRE SERVICE	\$51.00
10	53012	10/15/13	2156	PAMELA TOPLIFF	\$22.00
10	53013	10/15/13	1450	TRASHWAGON EXPRESS	\$268.00
10	53014	10/15/13	1455	TREASURER,STATE OF MO	\$350.00
10	53015	10/15/13	1648	KAREN L VAUGHN	\$137.23
10	53016	10/15/13	1499	W. SCHILLER & CO., INC.	\$502.60
10	53017	10/15/13	2181	ERICA N WALKER	\$90.00
10	53018	10/15/13	3860	WEST PLAINS AMBULATORY SURGERY	\$636.40
10	53019	10/15/13	2306	WEST PLAINS BEVERAGE DIST. CO.	\$110.52
10	53020	10/15/13	1506	WEST PLAINS CHAMBER OF COMMERC	\$63.00
10	53021	10/15/13	1507	WEST PLAINS CIVIC CENTER	\$100.00
10	53022	10/15/13	1508	WEST PLAINS COUNTRY CLUB	\$1,000.00
10	53023	10/15/13	1510	WEST PLAINS DAILY QUILL	\$74.65
10	53024	10/15/13	1512	WEST PLAINS ELECTRIC	\$525.92
10	53025	10/15/13	1520	WEST PLAINS MUSIC STORE	\$3,487.16
10	53026	10/15/13	1528	WEST PLAINS RENTAL &	\$79.80
10	53027	10/15/13	2192	JENNIE L WHISNANT	\$360.00
10	53028	10/15/13	2198	MARTHA A WILLIAMS	\$91.20
10	53029	10/15/13	1545	WOOD MECHANICAL INC.	\$13,724.00
10	53030	10/15/13	95	WORLD WIDE TECHNOLOGY IN	\$5,332.35
10	53031	10/15/13	1551	XEROX CORPORATION	\$778.70

Total Amount Reported For OCTOBER Board For Approval: \$327,807.72

**\*\*\*GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODES 10 & AD\*\*\*** **\$430,859.82**

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WEST PLAINS SCHOOL DISTRICT

MONTHLY

FINANCE REPORTS

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*THROUGH THE MONTH OF SEPTEMBER*  
*SCHOOL YEAR 2013-2014*

*PRINTED ON: OCTOBER 10, 2013*



# POINTS OF INTEREST

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PAGE 1

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*This report includes the month of September.*

*Printed On: October 10, 2013*

~ The district has two Summer Projects from the summer of 2013 that have not been finalized or paid. The two projects are cafeteria table replacement at South Fork (\$12,200) and exterior door replacement at Elementary and South Fork for (\$14,000). These expenses have been added to this report.

~ For comparison reasons, this report does not include stadium renovation expenses or revenues. The revenue and expense ultimately cancels out because of the 2012 Stadium Financing. The district received funds equal to the amount spent.

~ In 2011 the district sold bonds worth \$4,070,000 which appears on the ASBR. In order to make this financial report as comparable as possible, this one-time, unique revenue stream has been removed.

# REVENUES & EXPENDITURES

PAGE 1

This report includes the month of September.

Printed On: October 10, 2013

FOR COMPARISON REASONS, THIS PAGE DOES NOT INCLUDE THE STADIUM RENOVATION EXPENSES OR REVENUES.

## Total Revenue

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2014	908,184	1,871,777	2,797,124									
2013	859,336	1,801,046	2,924,735	4,689,032	6,988,206	8,768,314	14,907,307	17,171,164	19,081,041	20,969,854	22,905,196	25,004,776
2012	709,840	1,845,276	2,835,233	4,076,622	6,371,858	8,494,376	14,987,431	17,039,668	19,213,557	21,299,183	22,991,597	25,565,764
2011	772,372	1,682,797	2,845,597	4,036,669	5,217,884	8,252,994	14,421,187	16,378,147	18,488,290	20,242,083	22,550,815	24,998,561

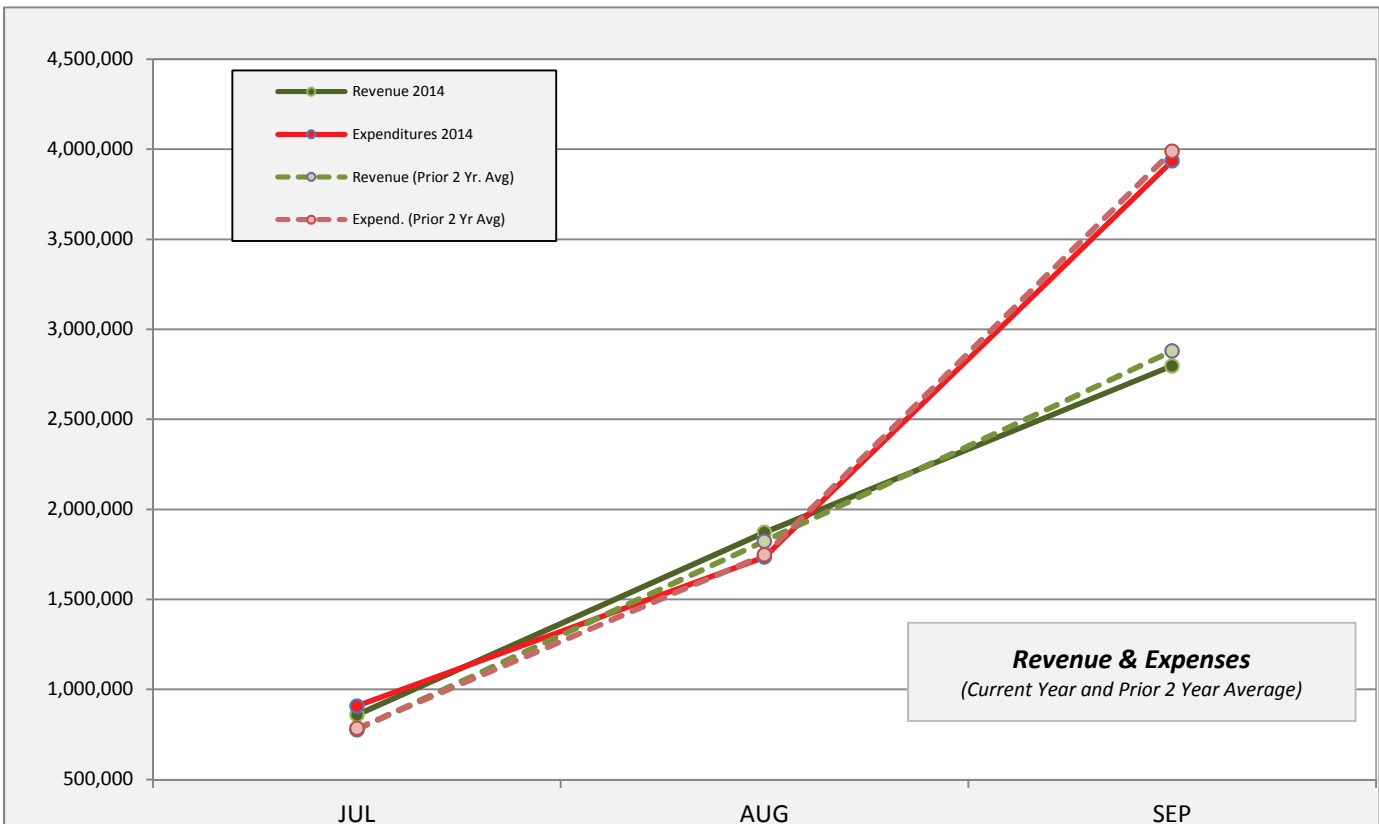
## Total Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2014	990,323	1,735,525	3,935,618									
2013	776,580	2,192,147	4,464,166	6,445,389	8,654,142	10,710,453	12,664,819	14,565,597	16,500,946	18,863,877	20,947,290	25,282,520
2012	613,980	1,303,196	3,515,431	5,561,519	7,576,603	9,547,103	11,895,664	13,859,382	16,397,036	18,415,938	20,262,826	25,234,069
2011	552,113	1,429,373	3,356,441	5,556,335	7,390,174	9,543,852	11,448,988	13,635,476	15,804,712	17,695,559	19,534,175	25,179,463

## Revenues less Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2014	-82,139	136,252	-1,138,495									
2013	82,757	-391,100	-1,539,431	-1,756,357	-1,665,935	-1,942,138	2,242,488	2,605,566	2,580,095	2,105,977	1,957,906	-277,743
2012	95,860	542,081	-680,198	-1,484,897	-1,204,745	-1,052,726	3,091,768	3,180,286	2,816,520	2,883,245	2,728,772	331,695
2011	220,259	253,424	-510,845	-1,519,666	-2,172,290	-1,290,858	2,972,199	2,742,671	2,683,578	2,546,524	3,016,640	-180,901

	Revenue Budget	Through SEP	Total	% of Actual Through SEP	Estimate based on Prior Year %	Expense Budget	Through SEP	Total	% of Actual Through SEP	Estimate based on Prior Year %
2014	24,082,245	2,797,124	2,801,249			25,568,294	3,935,618	3,942,444		
2013	25,428,180	2,924,735	25,004,776	11.70		26,628,503	4,464,166	25,282,520	17.66	
2012	24,318,640	2,835,233	25,565,764	11.09		24,868,899	3,515,431	25,234,069	13.93	
2011	23,735,379	2,845,597	24,998,562	11.38		23,910,510	3,356,441	25,224,493	13.31	



# GRAPHICAL FINANCIAL DATA

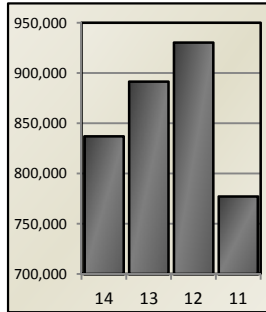
PAGE 1

This report includes the month of September.

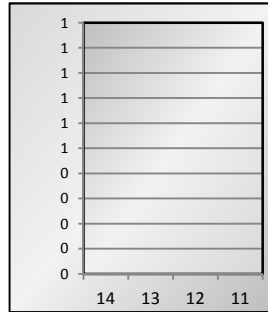
Printed On: October 10, 2013

FOR COMPARISON REASONS, THIS PAGE DOES NOT INCLUDE THE STADIUM RENOVATION EXPENSES OR REVENUES.

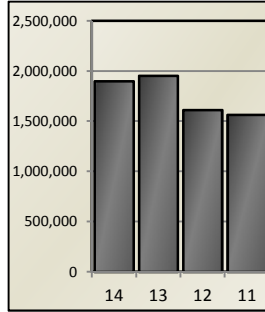
## 4 YEAR REVENUE COMPARISON THROUGH THE MONTH OF SEPTEMBER



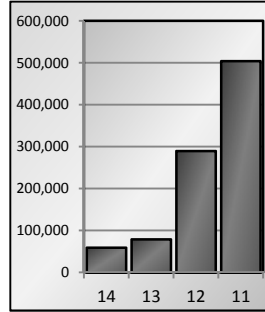
Local Revenue



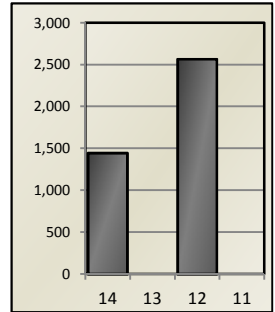
County Revenue



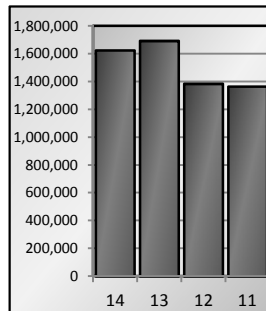
State Revenue



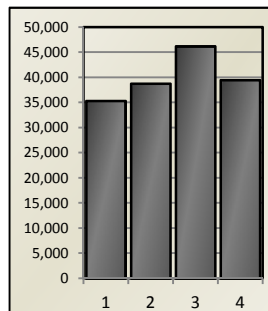
Federal Revenue



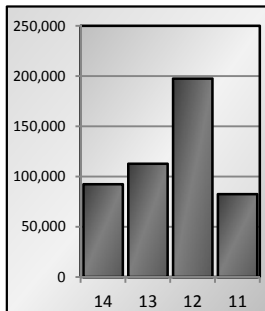
Tuition Revenue



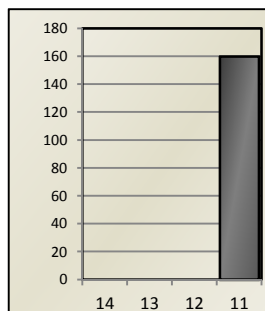
Basic Formula



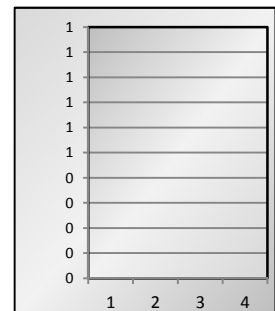
State Transportation



Student Activities (Fund 60)



Fed. School Lunch (5445)



Fed. School Breakfast (5446)

# GRAPHICAL FINANCIAL DATA

PAGE 1

This report includes the month of September.

Printed On: October 10, 2013

FOR COMPARISON REASONS, THIS PAGE DOES NOT INCLUDE THE STADIUM RENOVATION EXPENSES OR REVENUES.

## 4 YEAR REVENUE COMPARISON THROUGH THE MONTH OF

### Revenues By Source (2014)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	244,552	539,266	837,113									
County	0	0	0									
State	591,926	1,231,028	1,899,326									
Federal	57,170	86,226	59,241									
Tuition	14,536	15,258	1,444									
Other	0	0	0									
Total	908,184	1,871,777	2,797,124									

### Revenues By Source (2013)

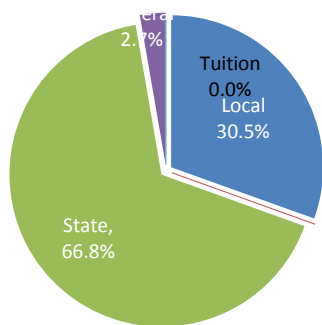
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	225,829	551,517	891,467	1,318,243	2,420,406	2,574,154	7,301,885	7,834,181	8,201,583	8,541,246	8,917,813	9,425,654
County	0	0	0	0	0	0	122,387	122,387	318,153	318,153	318,153	350,780
State	618,331	1,245,921	1,953,804	2,601,689	3,282,871	3,983,708	4,613,746	5,358,892	6,034,783	7,004,043	7,962,801	8,801,999
Federal	15,176	3,608	79,464	157,749	229,571	806,690	953,530	1,365,353	1,549,473	1,915,484	2,102,838	2,540,576
Tuition	0	0	0	611,351	1,055,358	1,403,761	1,915,759	2,490,351	2,977,050	3,190,929	3,603,591	3,885,767
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	859,336	1,801,046	2,924,735	4,689,032	6,988,206	8,768,314	14,907,307	17,171,164	19,081,041	20,969,854	22,905,196	25,004,776

### Revenues By Source (2012)

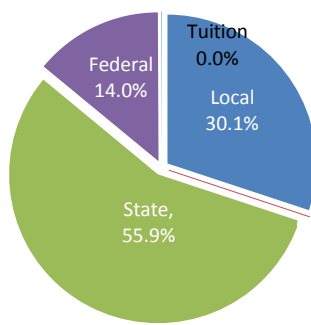
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	164,352	598,796	930,412	1,341,567	1,603,122	2,582,543	7,132,026	7,653,883	8,106,647	8,452,529	8,818,025	9,411,825
County	0	0	0	0	0	0	0	107,237	289,248	289,248	289,248	289,248
State	541,259	1,177,638	1,612,083	2,283,070	2,921,673	3,518,030	4,329,546	5,028,187	5,826,301	6,746,423	7,592,109	8,554,691
Federal	4,229	66,276	290,171	449,419	628,695	727,558	1,398,691	1,730,274	1,962,664	2,365,124	2,599,062	3,358,201
Tuition	0	2,566	2,566	2,566	1,218,368	1,666,245	2,127,168	2,520,088	3,028,697	3,445,860	3,693,154	3,951,800
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	709,840	1,845,276	2,835,233	4,076,622	6,371,858	8,494,376	14,987,431	17,039,668	19,213,557	21,299,183	22,991,597	25,565,764

### Revenues By Source (2011)

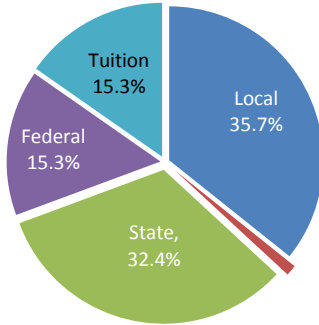
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	166,772	464,744	777,255	1,247,115	1,557,785	2,640,779	6,633,132	7,135,520	7,498,282	7,792,096	8,254,783	8,632,907
County	0	0	0	0	0	0	0	281,930	281,930	281,930	281,930	281,258
State	492,882	993,727	1,564,003	2,149,088	2,726,084	3,344,230	4,014,043	4,681,026	5,449,653	6,291,864	6,876,164	7,857,045
Federal	112,718	224,326	504,339	640,466	925,610	1,451,304	1,995,525	2,158,952	2,638,981	2,815,894	3,663,035	4,374,666
Tuition	0	0	0	0	8,405	816,681	1,778,487	2,120,719	2,619,444	3,060,299	3,474,903	3,772,685
Other	0	0	0	0	0	0	0	0	0	0	0	79,999
Total	772,372	1,682,797	2,845,597	4,036,669	5,217,884	8,252,994	14,421,187	16,378,147	18,488,290	20,242,083	22,550,815	24,998,561



Through September, 2014



Through September, Prior 2 Year Avg.



2 Year Average, End of Year Totals

# REVENUES

PAGE 1

This report includes the month of September.

Printed On: October 10, 2013

## 4 YEAR REVENUE COMPARISON OF MAJOR REVENUE SOURCES

Each month represents total for that month plus prior months.

### Current Taxes (5111)

	JUL	AUG	SEP	OCT	NOV
2014	0	0	0		
2013	0	0	0	0	0
2012	0	0	0	0	0
2011	0	0	0	0	0

### Prop C (5113)

	JUL	AUG	SEP	OCT	NOV
2014	164,779	311,744	480,612		
2013	146,980	294,503	426,774	576,321	694,581
2012	119,681	298,268	427,905	566,650	706,221
2011	131,023	284,161	405,378	539,433	691,489

### Interest Revenue (5141)

	JUL	AUG	SEP	OCT	NOV
2014	17,851	39,361	40,223		
2013	8,543	32,907	45,043	53,400	61,942
2012	23,630	51,970	62,440	72,130	78,861
2011	21,025	52,362	70,206	85,787	97,992

### Fines & Escheats (5211)

	JUL	AUG	SEP	OCT	NOV
2014	0	0	0		
2013	0	0	0	0	0
2012	0	0	0	0	0
2011	0	0	0	0	0

### State Basic Formula (5311)

	JUL	AUG	SEP	OCT	NOV
2014	504,684	1,062,754	1,622,952		
2013	516,722	1,061,341	1,691,503	2,255,642	2,820,050
2012	503,690	1,034,438	1,382,830	1,983,633	2,520,995
2011	479,099	868,880	1,363,685	1,831,579	2,298,061

### ECSE (5314)

	JUL	AUG	SEP	OCT	NOV
2014	0	0	0		
2013	0	0	0	0	75,401
2012	0	0	0	0	0
2011	0	0	0	37,210	74,420

### Career Education (5332)

	JUL	AUG	SEP	OCT	NOV
2014	0	0	0		
2013	0	0	0	0	0
2012	0	0	0	0	0
2011	0	0	0	0	0

### Medicaid (5412)

	JUL	AUG	SEP	OCT	NOV
2014	843	18,403	18,904		
2013	0	175	175	3,287	6,352
2012	4,229	21,176	21,176	21,176	12,144
2011	0	0	0	84	2,680

### IDEA (5441)

	JUL	AUG	SEP	OCT	NOV
2014	0	0	0		
2013	0	0	0	0	50,470
2012	0	45,000	90,000	135,000	180,000
2011	0	0	44,500	74,500	119,500

### Fed Breakfast (5446)

	JUL	AUG	SEP	OCT	NOV
2014	0	0	0		
2013	0	0	0	17,499	45,163
2012	0	0	0	7,780	27,029
2011	0	0	0	0	25,979

### Delinquent Taxes (5112)

	JUL	AUG	SEP	OCT	NOV
2014	45,002	87,290	89,245		
2013	-44,035	42,410	65,726	78,472	94,060
2012	0	76,918	97,051	113,627	121,217
2011	0	46,030	82,031	112,092	131,387

### M&M Surcharge (5115)

	JUL	AUG	SEP	OCT	NOV
2014	2,848	4,867	2,742		
2013	44,035	45,601	46,686	46,831	47,183
2012	0	2,497	2,679	3,463	3,465
2011	0	4,737	4,890	6,596	6,972

### Pupil Food Service (5151)

	JUL	AUG	SEP	OCT	NOV
2014	176	15,447	27,592		
2013	306	14,441	27,617	46,998	63,124
2012	740	17,828	33,572	52,102	72,483
2011	0	11,198	26,065	47,862	66,683

### RR & Utility Tax (5221)

	JUL	AUG	SEP	OCT	NOV
2014	0	0	0		
2013	0	0	0	0	0
2012	0	0	0	0	0
2011	0	0	0	0	0

### State Transportation (5312)

	JUL	AUG	SEP	OCT	NOV
2014	11,823	23,647	35,303		
2013	12,837	25,674	38,730	51,082	58,761
2012	15,358	30,716	46,162	49,459	61,527
2011	12,680	24,345	39,466	50,339	63,002

### Classroom Trust Fund (5319)

	JUL	AUG	SEP	OCT	NOV
2014	75,396	144,578	216,994		
2013	68,668	119,071	178,486	237,955	296,824
2012	22,211	112,370	160,202	227,089	278,875
2011	1,103	100,502	160,852	229,960	290,601

### High Need Fund (5381)

	JUL	AUG	SEP	OCT	NOV
2014	0	0	0		
2013	24,092	24,092	24,092	24,092	0
2012	0	0	0	0	0
2011	0	0	0	0	0

### Perkins (5427)

	JUL	AUG	SEP	OCT	NOV
2014	4,019	4,019	25,747		
2013	0	0	66,502	66,502	2,991
2012	0	0	7,194	28,568	28,920
2011	-90	15,282	15,282	45,200	69,069

### Fed Lunch (5445)

	JUL	AUG	SEP	OCT	NOV
2014	0	0	0		
2013	0	0	0	40,913	105,115
2012	0	0	0	29,218	96,260
2011	160	160	160	160	91,657

### Title I (5451)

	JUL	AUG	SEP	OCT	NOV
2014	0	0	0		
2013	0	0	0	0	0
2012	0	0	0	12,995	12,995
2011	0	0	0	0	0

# EXPENSE BY FUND

PAGE 1

This report includes the month of September.

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FOR COMPARISON REASONS, THIS PAGE DOES NOT INCLUDE THE STADIUM RENOVATION EXPENSES OR REVENUES.

## Expense By Source (2014)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	430,580	842,033	1,778,731									
Fund 20	344,154	571,042	1,733,704									
Fund 40	214,364	305,687	374,574									
Fund 60	1,225	11,101	42,290									
Fund 65	0	5,663	6,320									
Fund 70	0	0	0									
Total	990,323	1,735,525	3,935,618									

## Expense By Source (2013)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	276,791	734,465	1,538,164	2,222,513	3,044,007	4,055,820	4,666,833	5,322,452	5,950,513	6,530,074	7,307,628	8,767,459
Fund 20	263,411	477,357	1,631,437	2,787,664	3,963,006	5,146,091	6,306,572	7,476,162	8,641,612	9,801,943	10,980,898	14,173,813
Fund 40	174,622	909,252	1,184,716	1,269,436	1,395,702	1,180,410	1,317,127	1,353,880	1,448,764	2,041,365	2,104,973	1,560,676
Fund 60	3,346	9,136	42,761	94,849	178,139	254,243	299,673	338,399	383,598	414,230	477,527	533,988
Fund 65	57,800	61,326	65,219	69,058	70,457	71,059	71,784	71,874	73,629	73,435	73,435	246,584
Fund 70	610	610	1,870	1,870	2,830	2,830	2,830	2,830	2,830	2,830	2,830	0
Total	776,580	2,192,147	4,464,166	6,445,389	8,654,142	10,710,453	12,664,819	14,565,597	16,500,946	18,863,877	20,947,290	25,282,520

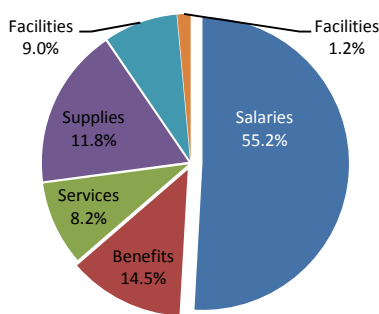
## Expense By Source (2012)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	300,959	728,184	1,591,686	2,377,115	3,130,413	3,791,564	4,754,451	5,447,581	6,160,701	6,870,939	7,481,091	8,886,119
Fund 20	306,926	524,250	1,686,078	2,841,614	4,012,124	5,180,376	6,352,158	7,526,009	8,697,615	9,872,495	11,048,392	14,195,739
Fund 40	0	6,385	146,033	184,580	195,671	274,778	362,758	433,966	1,010,916	1,032,236	1,019,846	1,303,604
Fund 60	4,361	33,442	56,824	112,058	183,972	237,696	343,091	360,557	421,659	531,786	579,162	696,318
Fund 65	-3,600	-2,068	10,037	14,792	16,427	18,189	32,205	33,765	34,793	35,536	59,003	66,552
Fund 70	5,334	13,002	24,772	31,360	37,996	44,499	51,001	57,503	71,353	72,946	75,332	85,737
Total	613,980	1,303,196	3,515,431	5,561,519	7,576,603	9,547,103	11,895,664	13,859,382	16,397,036	18,415,938	20,262,826	25,234,069

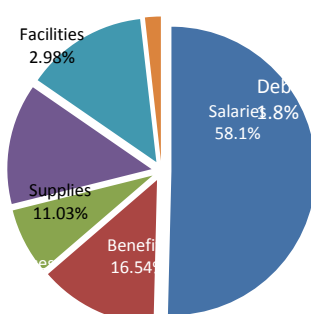
## Expense By Source (2012)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	261,147	663,670	1,368,337	2,179,345	2,830,039	3,739,451	4,354,089	5,009,018	5,705,409	6,378,375	7,029,476	8,386,412
Fund 20	275,989	493,508	1,631,449	2,795,109	3,950,228	5,118,154	6,266,064	7,449,171	8,587,731	9,743,142	10,893,693	13,876,248
Fund 40	14,748	267,605	330,553	499,357	514,339	543,791	601,985	920,012	1,217,109	1,224,138	1,242,930	2,461,257
Fund 60	229	3,481	16,894	68,954	81,680	126,960	200,105	225,663	259,171	313,481	332,043	410,723
Fund 65	0	1,109	9,208	13,570	13,888	15,496	26,746	31,613	35,291	36,423	36,034	44,823
Fund 70	0	0	0	0	0	0	0	0	0	0	0	0
Total	552,113	1,429,373	3,356,441	5,556,335	7,390,174	9,543,852	11,448,988	13,635,476	15,804,712	17,695,559	19,534,175	25,179,463

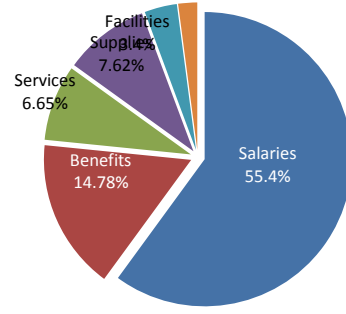
## EXPENSE



Through September, 2014



Through September, Prior 2 Year Avg.



2 Year Average, End of Year Totals

	2014 Budget	2013 Budget	Thru SEP 2014	Thru SEP 2013	Thru SEP 2012	2013 Total	2012 Total	2013 Date %	2012 Date %	2014 Projected	Compared to Prior 2 Years
Fund 10	9,391,062	9,030,980	1,778,731	1,591,686	1,368,337	8,886,119	8,386,412	17.9%	16.3%	10,393,376	
Fund 20	14,160,467	13,965,193	1,733,704	1,686,078	1,631,449	14,195,739	13,876,248	11.9%	11.8%	14,670,964	
Fund 40	1,526,765	1,300,067	374,574	146,033	330,553	1,303,604	6,531,257	11.2%	5.1%	4,606,353	
Fund 60	450,000	450,000	42,290	56,824	16,894	696,318	410,723	8.2%	4.1%	689,102	
Fund 65	40,000	40,000	6,320	10,037	9,208	66,552	44,823	15.1%	20.5%	35,480	
Fund 70	0	82,660	0	24,772	0	85,737	0	28.9%	0.0%	0	
Other											
Total	0	0	0	0	0	0	0				

# EXPENSE BY OBJECT CODE

PAGE 1

This report includes the month of September.

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## Expenditures By Object Code (2014)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	427,848	766,646	2,003,249									
Benefits (62)	82,779	169,335	501,252									
Services (63)	32,120	117,740	364,326									
Supplies (64)	233,212	376,118	692,217									
Facilities (65)	156,659	247,982	316,869									
Debt (66)	57,705	57,705	57,705									
Other	0	0	0									
Total	990,323	1,735,525	3,935,618									

## Expenditures By Object Code (2013)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	373,597	700,740	1,942,363	3,184,383	4,463,188	5,710,994	6,945,866	8,189,943	9,413,594	10,643,660	11,910,272	15,128,549
Benefits (62)	83,846	162,371	508,710	837,645	1,174,416	1,637,822	1,964,388	2,290,712	2,620,474	2,946,507	3,276,533	4,131,092
Services (63)	48,400	185,838	313,694	472,623	703,112	1,032,864	1,159,263	1,327,738	1,464,701	1,569,626	1,791,171	2,093,008
Supplies (64)	96,115	233,947	514,685	681,303	917,725	1,148,362	1,278,175	1,403,323	1,553,412	1,662,719	1,864,342	2,369,196
Facilities (65)	174,622	909,252	1,116,148	1,200,868	1,323,999	1,108,708	1,226,651	1,263,404	1,356,276	1,635,310	1,698,917	1,153,030
Debt (66)	0	0	68,568	68,568	71,703	71,703	90,476	90,476	92,488	406,056	406,056	407,646
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	776,580	2,192,147	4,464,166	6,445,389	8,654,142	10,710,453	12,664,819	14,565,597	16,500,946	18,863,877	20,947,290	25,282,520

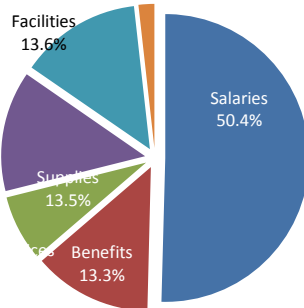
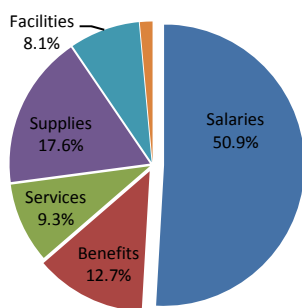
## Expenditures By Object Code (2012)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	438,678	766,247	2,013,265	3,274,811	4,533,254	5,801,581	7,033,972	8,290,917	9,545,556	10,746,362	11,994,238	15,202,103
Benefits (62)	99,293	191,419	534,242	873,254	1,229,145	1,566,398	2,021,780	2,376,918	2,710,675	3,046,025	3,379,581	4,230,138
Services (63)	10,865	92,547	273,622	467,295	663,808	798,618	1,113,697	1,296,457	1,475,828	1,711,990	1,862,732	2,123,355
Supplies (64)	65,143	246,598	545,365	758,675	951,821	1,102,823	1,360,553	1,458,221	1,651,157	1,876,421	2,003,526	2,374,869
Facilities (65)	0	6,385	77,746	113,158	124,249	203,357	291,336	362,544	367,802	389,122	376,732	657,586
Debt (66)	0	0	71,191	74,326	74,326	74,326	74,326	74,326	646,018	646,018	646,018	646,018
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	613,980	1,303,196	3,515,431	5,561,519	7,576,603	9,547,103	11,895,664	13,859,382	16,397,036	18,415,938	20,262,826	25,234,069

## Expenditures By Object Code (2011)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	406,136	733,079	1,947,623	3,181,628	4,413,657	5,670,132	6,889,185	8,115,283	9,327,596	10,566,118	11,792,282	14,776,001
Benefits (62)	84,554	178,753	528,302	874,966	1,211,918	1,641,009	1,964,985	2,295,360	2,618,739	2,946,123	3,278,309	4,096,610
Services (63)	23,918	78,457	196,604	363,899	496,017	797,923	923,508	1,074,826	1,211,310	1,377,831	1,507,448	1,831,905
Supplies (64)	19,858	168,580	350,460	633,182	750,941	886,127	1,064,455	1,225,125	1,425,086	1,575,864	1,707,722	2,013,690
Facilities (65)	14,748	189,342	252,290	391,054	406,036	435,487	493,681	808,709	1,038,059	1,045,088	1,063,880	1,199,696
Debt (66)	2,898	81,162	81,162	111,606	111,606	113,173	113,173	116,173	183,921	184,534	184,534	1,261,561
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	552,113	1,429,373	3,356,441	5,556,335	7,390,174	9,543,852	11,448,988	13,635,476	15,804,712	17,695,559	19,534,175	25,179,463

## EXPENSE



Through September, 2014

Through September, Prior 2 Year Avg.

2 Year Average, End of Year Totals

	2014 Budget	2014 Budget	Thru SEP 2014	Thru SEP 2013	Thru SEP 2012	2013 Total	2012 Total	2013 Date %	2012 Date %	2014 Projected
Salaries (61)	15,018,941	15,059,451	2,003,249	2,013,265	1,947,623	15,202,103	14,776,001	13.2%	13.2%	15,162,162
Benefits (62)	4,166,252	4,106,786	501,252	534,242	528,302	4,230,138	4,096,610	12.6%	12.9%	3,927,462
Services (63)	2,355,901	2,018,786	364,326	273,622	196,604	2,123,355	1,831,905	12.9%	10.7%	
Supplies (64)	2,471,867	2,307,532	692,217	545,365	350,460	2,374,869	2,013,690	23.0%	17.4%	
Facilities (65)	1,389,040	2,716,548	316,869	77,746	252,290	657,586	1,199,696	11.8%	21.0%	
Debt (66)	166,293	419,400	57,705	71,191	81,162	646,018	5,331,561	11.0%	1.5%	
Other										
Total										

# SALARY REPORT

*This report includes the month of September.*

*Printed On: October 10, 2013*

		2014 Budget	2013 Budget	2014 Through SEP	2013 Through SEP	2012 Through SEP	2011 Through SEP	2013 Actual	2012 Actual	2011 Actual
6111	Certified Salaries	10,738,796	10,645,100	1,247,191	1,211,331	1,298,666	1,222,760	10,665,515	10,849,679	10,455,204
6121	Substitute Salaries	195,000	241,640	8,438	7,805	7,325	15,578	206,423	201,678	235,119
6122	Part-Time Salaries	0	102,520	2,560	19,012	12,801	2,280	66,067	30,026	8,069
6131	Cert/Sick Severance	0	36,000	0	1,162	0	0	77,603	54,175	12,735
6141	Supplemental Pay	349,587	326,887	45,726	44,562	41,954	49,918	372,462	344,312	341,351
6142	Early Separation Incentive	124,846	65,533	106,027	41,258	0	0	64,126	0	0
6151	Support Staff Salaries	2,876,019	2,918,727	433,854	456,992	477,092	489,190	2,927,956	2,943,410	2,953,578
6152	Office Support Staff	654,693	643,044	154,357	152,450	166,224	159,669	673,141	707,941	698,506
6154	Bus Trip Activity	80,000	80,000	5,097	2,647	6,761	5,273	55,224	67,440	68,483
6171	Classified Unused Sick/Vac.	0	0	0	5,143	2,443	2,956	20,031	3,443	2,956
	Other									
<b>Salaries</b>		<b>15,018,941</b>	<b>15,059,451</b>	<b>2,003,249</b>	<b>1,942,363</b>	<b>2,013,265</b>	<b>1,947,623</b>	<b>15,128,549</b>	<b>15,202,103</b>	<b>14,776,001</b>

		2014 Budget	2013 Budget	2014 Through SEP	2013 Through SEP	2012 Through SEP	2011 Through SEP	2013 Actual	2012 Actual	2011 Actual
6211	PSRS	1,713,285	1,715,509	194,018	195,420	203,596	192,933	1,730,997	1,728,904	1,623,182
6221	PEERS	264,704	263,917	43,006	44,709	46,554	44,954	270,468	272,036	264,920
6231	OASDI	228,246	229,231	48,490	41,148	40,729	41,785	251,303	250,990	256,858
6232	Medicare	200,265	198,117	27,501	26,063	26,262	27,033	203,950	203,490	205,558
6241	Health Insurance	1,569,080	1,505,152	180,132	191,390	209,403	210,611	1,497,698	1,583,568	1,597,508
6242	Life Insurance	16,362	16,625	1,975	2,146	2,132	2,994	16,515	16,569	18,540
6261	Workers Comp	149,310	140,664	0	0	0	0	135,736	122,319	101,642
6271	Unemployment	25,000	37,572	6,131	7,834	5,565	7,992	24,425	52,263	28,403
	Other									
<b>Benefits</b>		<b>4,166,252</b>	<b>4,106,786</b>	<b>501,252</b>	<b>508,710</b>	<b>534,242</b>	<b>528,302</b>	<b>4,131,092</b>	<b>4,230,138</b>	<b>4,096,610</b>



# October Program Evaluations

1. Attendance/Retention/Suspension

2. Food Service

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# Attendance/Retention/Suspension Program Evaluation

1. WP Elementary

2. South Fork Elementary

3. Middle School

4. High School

**West Plains R-VII Schools**  
**Attendance, Retention, Suspension, and Expulsion Rate Evaluation**  
**West Plains Elementary**

**Date:** October 8, 2013

**Building:** West Plains Elementary

**Program Evaluation Committee:**

Donnie Miller, Principal

Donnie Luna, Assistant Principal

Michelle Miller, Counselor

Heather Miller, Counselor

Melissa Girdley, School Nurse

Kristi Drummond, School Nurse

Sean Barrett, School Resource Officer

Pam Becker, School-Family Liaison

**Program Goals:**

1. To maintain an attendance rate at West Plains Elementary of 95% or above for the 2013-2014 school year.
2. To increase parent awareness concerning the importance of good attendance at each grade level.
3. To keep the number of students being retained to 1% or lower of the total student body.
4. To continue to keep the number of students suspended to lower than 3% during the 2013-2014 school year.

**Program Description:**

West Plains Elementary maintains that student attendance is crucial to ensure each child receives a high quality education in order to be a productive citizen. As a school, we are responsible for assuring student attendance remains at or above 95%. We also believe that discipline should be handled in a fair and consistent manner that takes individual student circumstances into account. Furthermore, great effort should be made to encourage student success and prevent grade retention.

West Plains Elementary believes in using a team approach to finding solutions to obstacles that keep students from achieving. The Solutions team is an intervention program designed to ensure that all students are successful. The team utilizes school, family, and community resources to help resolve issues relating to attendance, academics, or discipline. Members of the Solutions Team include school administrators, school-family liaison, school resource officer, school nurse, and the school counselor.

**2012-2013 Attendance Statistics:**

Kindergarten	94.29%
1 <sup>st</sup> Grade	94.19%
2 <sup>nd</sup> Grade	95.17%
3 <sup>rd</sup> Grade	94.93%
4 <sup>th</sup> Grade	95.06%
Total	94.49%

**2012-2013 Suspension Statistics**

0 students were suspended for more than 10 days.

**2012-2013 Retention Statistics**

3.8% of students were retained.

**Program Evaluation Criteria:**

1. Analysis of attendance rates for the past three years to determine our strengths and areas where improvement is needed.
2. Analysis of incentives for good attendance
3. Analyze the percentage of students who are being retained and determine if other measures need to be taken rather than retention.
4. Evaluation of suspension rate for the past three years to determine if our discipline policies and practices are accurate in meeting the students' needs.

**Data To Be Collected and Analyzed for Evaluation:**

Annual Building Attendance – Total Population, Free and Reduced Subgroup  
Parent Comments made to principal, teachers, and resource officer  
Adequate Yearly Progress Report (AYP) Report  
Retention Rate  
Discipline Incidents Report – Lumen, Core Data definitions  
Suspension/Expulsion Rate

**Program Strengths:**

1. Positive communications between parents and school personnel consisting of parent conferences, home visits, and phone calls.
2. Staff is continually building connections with students on a daily basis.
3. The partnership between West Plains Elementary, West Plains Police Department, Behavioral Healthcare, the Children's Division, the Juvenile Office, and other public and private agencies.

4. The use of the Solutions Team to partner with parents. The Solutions Team utilizes different perspectives and a positive approach to problem solving.
5. Conference with parents, are held as soon as attendance begins to decline.
6. Alternative discipline practices being used rather than suspension.
7. Conference with parents, are held when discipline issues arise.

**Program Concerns:**

1. Attendance is .51% from goal.
2. A select few families continue to have chronic attendance problems.
3. Parental awareness of the importance of student attendance.
4. The persistence of late arrivals and early withdrawals is a continuing concern.
5. The need for more pre-school opportunities to ensure school readiness is a concern.

**Program Recommendations** (Including action steps, person(s) responsible, and time frame for completion of recommendations):

ACTION STEP	PERSON(S) RESPONSIBLE	TIME FRAME FOR COMPLETION
Develop RTI model to address students in need of intervention.	Principal RTI teachers Teacher	Continuous through May 2014
Reinforce to parents the importance of being on time and remaining at school the entire day.	Teachers Counselor School-Family Liaison School Resource Officer Building Principal	Continuous through May 2014
Provide positive incentives plans for students who have difficulty making appropriate choices.	Teachers Counselor School-Family Liaison School Resource Officer Building Principal	Continuous through May 2014
Explore possible options to ensure school readiness for incoming Kindergarten students.	Kindergarten Teachers PAT Educators Building Principal	Continuous through May 2014
Continue to implement the PBS discipline program.	Teachers Counselor Building Principal	Continuous through May 2014
Align PLC goals with Attendance, Retention, and Discipline	Teachers Counselor Building Principal	Continuous through May 2014

# **West Plains R-VII Schools Attendance, Retention, Suspension, and Expulsion Rate Evaluation**

## **South Fork Elementary**

**Date:** October 7, 2013

**Building:** South Fork Elementary

### **Program Evaluation Committee:**

Seth Huddleston, Principal

Heather Miller, Counselor

Camisha Hunter, Fifth Grade Teacher

Keesha Cotham, Fourth Grade Teacher

Abbey Bonham, First Grade Teacher

Lisa Fox, Building Secretary

### **Program Goals:**

1. To maintain an attendance rate at South Fork Elementary above 96% for the 2013 – 2013 school year.
2. To continue keeping the number of students being retained to lower than 1% of the total student body.
3. To decrease the percentage of out of school suspensions to 0% during the 2013 – 2014 school year.
4. To increase parent awareness concerning the importance of good attendance at each grade level.

### **Program Description:**

South Fork Elementary maintains that student attendance is crucial to each child receiving a high quality education so that they are prepared to be productive citizens. As a school, we are responsible for assuring student attendance remains above 96% for each student. In order to help assure this becomes a reality, all staff works very diligently to build connections with students so that they are more likely to want to come to school. Also, we make phone calls on a daily basis, mail letters to parents whose child has missed four, six, and eight days of school asking for parent conferences. When a student has missed eight days of school, and we have not been able to resolve the issue with parents pertaining to the absences, the Howell County juvenile office is notified. The juvenile office helps us to make the parent contacts and meet with parents so we can develop a plan that helps assure students are in attendance when not ill. Also, Mr. Huddleston makes frequent home visits to assure the child is safe, and to inform parents of the importance of being at school.

**Program Evaluation Criteria:**

1. Analysis of attendance rates for the past three years to determine our strengths and areas where improvement is needed.
2. Analysis of incentives for good attendance.
3. Evaluation of suspension rate for the past three years to determine if our discipline policies and practices are accurate in meeting the students' needs.
4. Analyze the percentage of students who are being retained at South Fork and determine if other measures need to be taken rather than retention.

**Data To Be Collected and Analyzed for Evaluation:**

Annual Building Attendance – Total Population, Free and Reduced Subgroup  
Parent Comments made to principal, teachers, and truancy office  
Discipline Incidents Report – Core Data  
Adequate Yearly Progress Report (AYP) Report  
Retention Rate  
Suspension/Expulsion Rate

**Program Strengths:**

1. Positive communications between parents and school personnel consisting of parent conferences, home visits, and phone calls.
2. Staff is continuing to build connections with students on a daily basis.
3. The partnership between South Fork and DFS.
4. Conferences with parents are held when attendance begins to decline.
5. Phone calls to parents to check on students.
6. Alternative discipline practices are being used rather than suspension.

**Program Concerns:**

1. Attendance rate as a whole decreased during the 2011-12 school year,
2. Attendance for the 2013-2014 school year has increased substantially, however, we continue to have reoccurring attendance problems with a select few families.
3. Parental awareness of the importance of student attendance.
4. Although attendance incentives are used, frequency and the design of the attendance incentives need to be examined.

**Program Recommendations** (Including action steps, person(s) responsible, and time frame for completion of recommendations):

ACTION STEP	PERSON(S) RESPONSIBLE	TIME FRAME FOR COMPLETION
Classrooms are given incentives when the entire class has perfect attendance for seven days spelling the word "P-E-R-F-E-C-T"	Teachers Building Principal Building Secretary	May 2014
Incentives given to teachers whose class has the best attendance for each month.	PLC Team Building Principal Building Secretary	May 2014
Incentives given to students who have perfect attendance for an entire month.	PLC Team Building Principal Building Secretary	May 2014
Send informational letters home on a quarterly basis to all parents concerning the importance of good attendance.	Building Principal Teachers Counselor	May 2014
Attendance Club – Students with chronic absenteeism who improve their attendance eat lunch with Mrs. Miller and receive a reward for their improvement.	Counselor	May 2014



**West Plains R-VII Schools**  
**Attendance, Retention, Suspension, and Expulsion Rate Evaluation**  
**West Plains Middle School**

**Date:** October 8, 2013

**Building:** West Plains Middle School

**Program Evaluation Committee:**

Lenny Eagleman, Principal

Erica Walker, Assistant Principal

Jeanette Frey, Counselor

Amy Wheeler, School Nurse

Brad Jones, School Resource Officer

**Program Goals:**

1. To maintain an attendance rate at West Plains Middle School of 95% or above for the 2013-2014 school year.
2. To increase parent awareness concerning the importance of good attendance at each grade level.
3. To keep the number of students being retained to 1% or lower of the total student body.
4. To continue to keep the number of students suspended to lower than 5% during the 2013-2014 school year.
5. To continue to keep the number of students attending the Alternative Learning Center to less than 2% during the 2013-2014 school year.

**Program Description:**

West Plains Middle School maintains that student attendance is crucial to ensure each child receives a high quality education in order to be a productive citizen. As a school, we are responsible for assuring student attendance remains at or above 95%. We also believe that discipline should be handled in a fair and consistent manner that takes individual student differences into account. Furthermore, great effort should be made to encourage student success and prevent grade retention.

West Plains Middle School believes in using a team approach to finding solutions to obstacles that keep students from achieving. West Plains Middle School uses our Leadership team as well as grade level teachers to analyze data on attendance, discipline, and retention on an ongoing basis. This design assures that all students are successful throughout the year. The Leadership team utilizes school, family, and community resources to help resolve issues relating to attendance, academics, or discipline. Members of the Team include school administrators, educators, and the school counselor.

**2012-2013 Attendance Statistics:**

Fifth	94.56%
Sixth	94.95%
Seventh	94.10%
Eighth	93.21%
Total	94.32%

**2012-2013 Suspension Statistics**

0 students were suspended for more than 10 days  
10 students attended Alternative Learning Center  
13 students were suspended for less than 10 days

**2012-2013 Retention Statistics**

0% of students were retained.

**Program Evaluation Criteria:**

1. Analysis of attendance rates for the past two years to determine our strengths and areas where improvement is needed.
2. Analysis of incentives for good attendance
3. Analyze the percentage of students who are being retained and determine if other measures need to be taken rather than retention.
4. Evaluation of suspension rate for the past two years to determine if our discipline policies and practices are accurate in meeting the students' needs.

**Data To Be Collected and Analyzed for Evaluation:**

Annual Building Attendance – Total Population, Free and Reduced Subgroup  
Parent Comments made to principal, teachers, and resource officer  
Adequate Yearly Progress Report (AYP) Report  
Retention Rate  
Discipline Incidents Report – Lumen, Core Data definitions  
Suspension/Expulsion Rate

**Program Strengths:**

1. Positive communications between parents and school personnel consisting of parent conferences, home visits, e-mails, and phone calls.
2. Staff is continuing to build connections with students on a daily basis.
3. The partnership between West Plains Middle School, West Plains Police Department, and Children's Division, and the Juvenile Office.
4. Conference with parents, are held as soon as attendance begins to decline.
5. Alternative discipline practices being used rather than suspension.
6. Positive Intervention Center used rather than OSS

7. Letters being mailed home after students have missed 4, 6, & 8 days of school.
8. Conferences with parents are held when discipline issues arise.

**Program Concerns:**

1. We continue to have chronic attendance problems with a select few families.
2. Parental awareness of the importance of student attendance.
3. The persistence of late arrivals and early withdrawals is a continuing concern.
4. Daily phone calls to parents to check on students.
5. Attendance decreased by .76 % from the previous year.

**Program Recommendations** (Including action steps, person(s) responsible, and time frame for completion of recommendations):

ACTION STEP	PERSON(S) RESPONSIBLE	TIME FRAME FOR COMPLETION
Reinforce to parents the importance of being on time and remaining at school the entire day.	Teachers Counselor School Resource Officer Building Principal	Continuous through May 2014
Provide positive incentives plans for students who have difficulty making appropriate choices.	Teachers Counselor School Resource Officer Building Principal	Continuous through May 2014
Communicate with the following people on concerns/issues with attendance: attendance secretary, juvenile officer, nurse, parents, and teachers	Attendance Secretary Counselor Juvenile Officer Nurse Parents Teachers Building Administrators	Ongoing
Continue making phone calls to parents on attendance matters.	Attendance Secretary Building Administration Counselor Juvenile Officer	Ongoing
Send informational letters home on a quarterly basis to all parents concerning the importance of good attendance.	Building Principal Counselor	May 2014
Send letters home to inform parents of absences when students have missed 4, 6, and 8 days of school.	Attendance Secretary Juvenile Officer Building Administrators	Ongoing

# West Plains R-VII Schools Attendance, Retention, Suspension, and Expulsion Rate Evaluation West Plains High School

**Date:** October 7, 2013

**Building:** West Plains High School

**Program Evaluation Committee:**

Jack Randolph, Principal Sandy Hill, Assistant Principal Kevin Hedden, Assistant Principal Ronnie Harper, Dean of Students Rusty Smith, School Resource Officer

**Program Goals:**

- 1 To maintain an attendance rate at West Plains High School of 94.5% or above for the 2013-14 school year.
- 2 Continue to increase parent awareness concerning the importance of good attendance.
- 3 To keep parents informed about the progress towards graduation of their students.
- 4 To reduce the number of students suspended to during the 2013-2014 school year.
- 5 To continue to use the pyramid of intervention to identify at-risk students and provide assistance.
- 6 To continue to utilize the Alternative Learning Center for students who are at-risk of dropping out of school.

**Attendance Statistics:**

	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
9th	92.83%	92.19%	93.34%	93.32%
10th	92.30%	93.49%	93.33%	93.89%
11 <sup>th</sup>	91.56%	92.23%	93.92%	93.08%
12 <sup>th</sup>	92.07%	93.02%	93.09%	94.45%
Total	92.22%	92.72%	93.43%	93.69%
**Not including the week of December 17-21 2012				93.97%
R-VII	91.72%	92.14%	92.73%	93.15%
Fairview	92.66%	93.27%	94.11%	94.08%
Glenwood	92.39%	93.61%	93.75%	94.61%
Howell Valley	93.77%	94.12%	94.64%	94.42%

Junction Hill	92.33%	92.38%	93.51%	94.00%
Richards	92.76%	93.31%	94.38%	94.23%

### Suspension Statistics

ISS	2011-12	2012-13
One Day Placements	420	363
Two Day Placements	132	123
Three Day Placements	133	125
Totals	685	611

OSS		
10 day Placements	31	36
<10 day Placements	34	56
Total OSS Placements	65	92

Safe Schools Violations	2011-12	2012-13
Assaults	5	6
Drug Distribution	2	7
Weapons	4	0
Total incidents	11	13

Retention Statistics	2011-2012	2012-13
9 <sup>th</sup> Grade	38	21
10 <sup>th</sup> Grade	39	12
11 <sup>th</sup> Grade	18	7
12 <sup>th</sup> Grade	3	0

2011-2012 was the first year retention was based on credits earned.

**Program Evaluation Criteria:**

- 1 Analysis of attendance rates for the past three years to determine our strengths and areas where improvement is needed.
- 2 Analysis of incentives for good attendance
- 3 Analysis of the 90% attendance for 90% students for MSIP 5 standards.
- 4 Evaluation of suspension rate for the past three years to determine if our discipline policies and practices are accurate in meeting the students' needs.

**Data To Be Collected and Analyzed for Evaluation:**

Annual Building Attendance – By district Parent Comments made to principal, teachers, and resource officer Adequate Yearly Progress Report (AYP) Report Discipline Incidents Report – Lumen, Core Data definitions Suspension/Expulsion Rate

**Program Strengths:**

1. Total Discipline referrals reduced from 2805 in 2011-12 to 2450 in 2012-13.  
This is a 12.6% drop in total referrals.
2. Positive communications between parents and school personnel consisting of parent conferences, home visits, e-mails, and phone calls.
3. Staff is continuing to build connections with students on a daily basis. Use of the faculty adoption program has helped.
4. The partnership between West Plains High School, West Plains Police Department, and Children's Division, and the Juvenile Office.
5. Conference with parents, are held as soon as attendance begins to decline.
6. Attendance increased by .26% from the previous year.
7. Alternative discipline practices being used rather than suspension.
8. Conference with parents, are held when discipline issues arise.
9. Tardy sweeps have reduced the number of tardies dramatically
10. Calls made daily by automated system to parents of students who are absent.

**Program Concerns:**

1. We continue to have chronic attendance problems with a select few.
2. Parental awareness of the importance of student attendance.
3. Parents understanding of what excused absence is and what is not.

**Program Concerns:**

3. We continue to have chronic attendance problems with a select few.
4. Parental awareness of the importance of student attendance.

<b><i>ACTION STEP</i></b>	<b><i>PERSON(S) RESPONSIBLE</i></b>	<b><i>TIME FRAME FOR COMPLETION</i></b>
1. Increase the number of contacts between HS staff and parents/guardians of absent students, by phone letter, and email.	Building Administrators Attendance Clerks Teachers School Resource Officer	Ongoing
2. A+ Clerk will monitor the attendance of all A+ students to insure attendance compliance.	A+ Coordinator A+ Secretary Building Administrators	Ongoing
3. Counseling office will make regular contacts with At-Risk students who are in danger of not graduating on time or dropping out of school.	Building Administrators Counselors Teachers	Ongoing
4. Counselors and building administrators will make information available regarding the Missouri Option Program to all students in danger of not graduating on time, or dropping out of school.	SCCC Director SCCC Counselor HS Principal HS Counselors	Ongoing
5. Instituted an attendance adoption program for the high school. Where faculty “adopt” a student and check on them	Building Administrators Counselors Teachers	Ongoing



<b><i>ACTION STEP</i></b>	<b><i>PERSON(S) RESPONSIBLE</i></b>	<b><i>TIME FRAME FOR COMPLETION</i></b>
1. Increase the number of contacts between HS staff and parents/guardians of absent students, by phone letter, and email.	Building Administrators Attendance Clerks Teachers School Resource Officer	Ongoing
2. A+ Clerk will monitor the attendance of all A+ students to insure attendance compliance.	A+ Coordinator A+ Secretary Building Administrators	Ongoing
3. Counseling office will make regular contacts with At-Risk students who are in danger of not graduating on time or dropping out of school.	Building Administrators Counselors Teachers	Ongoing
4. Counselors and building administrators will make information available regarding the Missouri Option Program to all students in danger of not graduating on time, or dropping out of school.	SCCC Director SCCC Counselor HS Principal HS Counselors	Ongoing
5. Instituted an attendance adoption program for the high school. Where faculty “adopt” a student and check on them daily to make sure they are at school.	Building Administrators Counselors Teachers	Ongoing

# **WEST PLAINS R-VII SCHOOLS**

## **PROGRAM EVALUATION**

Date: **September 10, 2013**

Program Title: Food Services

Program Objectives and Goals:

- (1) Provide training for staff to promote student health and wellness and educate students on habits of good nutrition.
- (2) Diminish stigma of free and reduced lunch program. Provide menus that will encourage students to make wise food choices.
- (3) Provide effective communication with parents and patrons regarding district food service program.
- (4) Promote good nutrition and health awareness to students, staff and community and practice and implement high personal hygiene standards and safe food handling procedures.

Program Description:

The Food Service Program is to provide healthy meals and meal choices for all students, and to assist parents in ensuring their child has the proper nutrition.

Program Evaluation Criteria:

- (1) Continue to educate and offer healthy food choices to students and parents.
- (2) Continue to pass all health inspections.
- (3) Contracted Food Service adopted for the 2009-10 school year
- (4) Operate fiscally in a manner that doesn't create an undue burden on the district

Data to be Collected and Analyzed for Evaluation:

Sales

Number of students now participating in lunch program

Budget Allocations

Program Strengths:

- (1) Meet all Federal and State Guidelines.
- (2) Provide a variety of healthy meal choices to all students.
- (3) Breakfast in the classroom program
- (4) Parents now have access to lunch menu on line and can see what their child is eating.

### Program Concerns

- (1) Reaching parents to let them know availability of free and reduced program.
- (2) Helping parents understand healthy food choices that are available for their children.
- (3) Continued disparity in revenue vs. expense for the food service program.
- (4) Number of students participating in school lunch meals has steadily decreased over the last few years.

YR	Total Reimbursable Lunches Served	Free/Reduced Lunches	Avg. Daily Participation	Total Reimbursable Breakfast Serve	Free/Reduced Breakfast	Avg. Daily Participation
12-13	234,708	190,043	1,433	178,389	138,506	1,103
11-12	240,668	187,916	1,301	113,605	96,012	634
10-11	244,459	184,534	1,282	95,422	81,119	499
09-10	249,295	181,553	1,308	98,958	85,089	516
08-09	193,118	144,864	1,124	94,098	78,698	541
07-08	181,327	135,592	1,067	81,691	68,337	478

YR	Revenue	Expenditure	Net Gain/Loss
2012-13	\$1,106,140.50	\$1,148,209.70	\$-42,069.20
2011-12	\$ 996,155.51	\$ 1,078,319.55	\$ -82,164.04
2010-11	\$ 984,108.61	\$ 1,082,959.21	\$ -98,734.85
2009-10	\$ 976,974.40	\$ 1,035,447.11	\$ -58,472.71
2008-09	\$ 849,841.69	\$ 1,045,593.34	\$ -195,751.65
2007-08	\$ 776,999.23	\$ 973,815.42	\$ -196,816.19

### **Sources of Revenue**

Federal - \$836,710.04

State - \$8,176.64

Local - \$261,253.82

***TOTAL = \$1,106,140.50***

### **Breakdown of Expenses**

Food - \$609,827.69

Salaries - \$310,833.56

Employee Benefits - \$103,923.23

Equipment Purchase - \$68,505.56

Supplies - \$55,119.88

***TOTAL = \$1,148,209.70***

### **Percentage of Students Participating in Lunch Program**

% Lunch Participation – 60.39%

% Breakfast Participation – 46.66%

### **Percentage of Daily Participation that qualify for Free-Reduced Status**

% Free/Reduced Lunches served – 80.96%

% Free/Reduced Breakfasts served – 77.64%

**Program Recommendations:**

<b>ACTION STEP</b>	<b>PERSON RESPONSIBLE</b>	<b>TIME FRAME FOR COMPLETION</b>
1. Expand free breakfast offering to the high school.	Director of Food Services HS Principal Assistant Superintendent of Student Services	2013-14 School Year
2. Ensure all parents receive a free/reduced application and identify students living on their own who are eligible for the program.	Building Principals Director of Food Services	ongoing
3. Align to new standards for school food services	OPAA Food Management	ongoing

## West Plains Agriculture Building Financial Update: 10-3-2013

Amount received from individual donors (also includes school surplus auction).	\$71,250
Additional unseen Pledges	\$75,000
School District Pledge	\$300,000
Designated Funds from Duplexes (Estimated amount, not yet sold)	\$200,000
<b>Total</b>	<b>\$646,250</b>

	Bales	Olympus	Dennis Allen
Base	849,500	890,000	833,000
Greenhouse	135,500	134,000	124,000
South Façade	58,500	33,000	93,700
West Façade	95,775	28,000	142,300
Entry Canopy	13,700	3,000	10,700
<b>Total</b>	<b>1,152,975</b>	<b>1,088,000</b>	<b>1,203,700</b>

**MSBA FULL MAINTENANCE POLICY SERVICE**  
**2013B POLICY UPDATE CHECKLIST**  
**October 10, 2013**

**District:**        **West Plains R-VII**

In order to best serve your district and to maintain your policies accurately, please **click on the drop-down boxes below** and indicate what action your Board has taken on each of the policy reference copies enclosed for your review. We will send the district a clean copy of the policies after we receive and process this checklist.

- **Please include a Board adoption date for every policy that has been adopted.**
- **Please mail, e-mail or fax a copy of any revisions made by the district to MSBA.**

NOTE: Those policies listed in **BOLD** font were revised as a result of state or federal law.

<b>POLICY CODE</b>	<b>BOARD ACTION</b>	<b>BOARD ADOPTION DATE</b>
<b>BBBA</b>	Click here	
<b>JHG</b> <b>(District should adopt this policy prior to January 1, 2014.)</b>	Click here	

\_\_\_\_\_  
Name of district personnel filling out checklist

\_\_\_\_\_  
Date checklist completed

Please return to your MSBA Full Maintenance editor at: [marchesi@msbanet.org](mailto:marchesi@msbanet.org)  
or mail to: MSBA Policy Services, 2100 I-70 Drive S.W., Columbia, MO 65203



## Proposal Exhibit - Medical

### WEST PLAINS R7 SCHOOL

County/Region: MHP1  
 Zip Code: 65775  
 SIC Code: 8211  
 Case Status: UW Approved - Final  
 Broker Pass-Through: ☐

Agent: Kinne, Gordon  
 Agency: Med-Pay, Inc  
 Account Manager: Huitt, Regina  
 Association: None  
 Broker Pass-Through Fee: N/A

Quote ID: 212908  
 Effective Date: 1/1/2014  
 Next Ren. Date: 1/1/2015  
 Eligible Employees: 500  
 Covered Employees: 416

Option Summary	Option - 4	Option - 5	Option - 6
Segment	1	1	1
Package	<b>B</b>	<b>B</b>	<b>B</b>
Current Plan	False	False	False
Product	PPO	PPO	PPO
Medical Plan	West Plains SD \$2500	West Plains SD \$1000	West Plains SD \$1500
Rx Plan	Rx \$10/\$30/\$60/20%, Ded \$250 Select MO 2 \$6350	Rx \$10/\$30/\$50/20% Select MO 2 \$2000	Rx \$10/\$30/\$50/20% Select MO 2 \$4500
Riders	None	None	MO Man Autism Rider (PPO), MH Springfield Admin
Domestic Partner	N/A	N/A	N/A
Network	CHC of Kansas	CHC of Kansas	CHC of Kansas

In-Network Benefit Summary			
Deductible	\$2,500 / \$7,500	\$1,000 / \$3,000	\$1,500 / \$4,500
Coinsurance	20%	20%	20%
OOP Max	\$6,350 / \$12,700	\$2,000 / \$6,000	\$4,500 / \$13,500
PCP/SCP	35/45	25/35	25/35
HIP	Ded + 20%	Ded + 20%	Ded + 20%
HOP	Ded + 20%	Ded + 20%	Ded + 20%
ER/Urgent Care	\$200 / \$75	\$100 / \$50	\$100 / \$50

Enrollment and Tier Ratios	Subscribers	Members	Tier Ratio	Subscribers	Members	Tier Ratio	Subscribers	Members	Tier Ratio
EE Only	212	212	1.00	51	51	1.00	94	94	1.00
EE/SP	13	26	2.03	3	6	2.03	7	14	2.03
EE/Chr	5	19	1.89	5	18	1.89	15	49	1.89
Family	6	28	2.97	2	10	2.97	3	13	2.97
<b>Total Est. Enrollment</b>	<b>236</b>	<b>285</b>		<b>61</b>	<b>85</b>		<b>119</b>	<b>170</b>	

Rates + PPACA Fees	Tier Rate	PPACA Fee	Rate + Fee	Tier Rate	PPACA Fee	Rate + Fee	Tier Rate	PPACA Fee	Rate + Fee
EE Only	\$351.82	\$14.56	\$366.38	\$419.55	\$17.36	\$436.91	\$390.66	\$16.17	\$406.83
EE/SP	\$714.33	\$29.56	\$743.89	\$851.83	\$35.25	\$887.08	\$793.17	\$32.82	\$825.99
EE/Chr	\$665.07	\$27.52	\$692.59	\$793.09	\$32.82	\$825.91	\$738.47	\$30.56	\$769.03
Family	\$1,045.68	\$43.27	\$1,088.95	\$1,246.98	\$51.60	\$1,298.58	\$1,161.10	\$48.05	\$1,209.15
Est. Total Monthly Premium	\$93,471.56			\$30,411.95			\$56,834.58		
Aggregate Change*	0.0 %			0.0 %			0.0 %		
Est. Monthly PPACA Fee	\$3,867.85			\$1,258.44			\$2,351.82		
Est. Total Monthly Charges	\$97,339.41			\$31,670.39			\$59,186.40		
Aggregate Change w/ PPACA*	4.1 %			4.1 %			4.1 %		

\*The Aggregate Change is compared to Current Premium Rates.

**Subject to attached contingencies and disclaimers.**

**The PPACA Fees shall apply effective 1/1/2014 and shall be owed by WEST PLAINS R7 SCHOOL in addition to the Rates.**

Please see your plan documents\*\* for complete benefit descriptions for the above plan.

\*\*Group Policy, Certificate/Evidence of Coverage, Booklet, Group Agreement, Schedule of Benefits, and/or Group Insurance Certificate

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



## Medical Contingencies and Disclaimers

### WEST PLAINS R7 SCHOOL

County/Region: MHP1

Zip Code: 65775

SIC Code: 8211

Case Status: UW Approved - Final

Broker Pass-Through: ☐

Agent: Kinne, Gordon

Agency: Med-Pay, Inc

Account Manager: Huitt, Regina

Association: None

Broker Pass-Through Fee: N/A

Quote ID: 212908

Effective Date: 1/1/2014

Next Ren. Date: 1/1/2015

Eligible Employees: 500

Covered Employees: 416

### MEDICAL PROPOSAL CONTINGENCIES

1. These rates are approved for sale and are guaranteed for a 12 month period from the effective date of coverage. Final rates may also change based upon actual enrollment, underwriting review, employer group application, and data entry. Coventry retains the right to adjust these rates as necessary in connection with changes in any federal or state requirement(s), including but not limited to the federal Patient Protection and Affordable Care Act, as amended.
2. This quote is offered on a sole medical carrier basis.
3. Minimum employer contribution requirements are: 50% of single rate AND 50% of the total cost of the plan.
4. Minimum participation requirements: 75% of the 500 eligible employees less valid waivers AND 50% of all 500 eligible employees
5. For multiple carrier quotes (if applicable), a minimum of 25% of the eligible employees enrolling is required or the quote may be withdrawn.
6. Group may be re-rated if actual enrolled employees varies from assumed enrolled employees by more than 10% (+/-).
7. The percentage of out-of-area (OOA) enrolled employees cannot exceed 30% of the total number of enrolled employees.
8. If you choose additional Coventry Consumer Choice product options, these will be quoted separately. To get this additional quote, please contact your sales representative.
9. Retirees (65+) are eligible for coverage but cannot exceed 10% of the total enrolled subscribers. Temporary employees, seasonal contractors and part-time employees are not eligible for coverage.
10. This quote is valid for a maximum of 90 days from the date released and no later than the proposed effective date.
11. Options are quoted together as a package as indicated by the package letter.
12. The percentage of COBRA subscribers cannot exceed 10% of the total number of enrolled subscribers.
13. These rates assume no deductible, coinsurance or copays will be paid by the group or other third party except as an approved HSA or HRA account contribution. We reserve the right to adjust rates, or terminate the contract if such employer or supplemental coverage funding is in place.
14. SPECIAL NOTE - Although the pricing set forth in this quote is based on health insurance plans currently used by Coventry Health Care of Kansas, Inc., such health insurance plans may not satisfy all requirements set forth in the Patient Protection and Affordable Care Act (PPACA) for effective dates starting January 1, 2014. As Coventry Health Care of Kansas, Inc. finalizes its 2014 health plans so that they are compliant with PPACA, pricing for the new compliant plans will be provided.
15. Additional medical premium discounts are available when the Medical coverage is sold with the addition of one or more of the Aetna Specialty or Voluntary products (Dental, Vision, Life, Disability, etc.). Please ask your Sales Representative for specific details.
16. When group health plans renew on or after 1/1/2014, they can't have a waiting period of more than 90 days. That means eligible plan participants and beneficiaries (employees and their dependents) must be able to begin health coverage within 90 days. This is a requirement of the Affordable Care Act. It applies both to the group policyholder (Employer) and to the issuer (insurance company). If neither party complies, both the Employer and Coventry Health Care, Inc., or one of its wholly-owned subsidiaries, Coventry Health Care of Kansas, Inc., could be subject to potential penalties.

When renewing its plan(s) with Coventry Health Care, Inc., the Employer represents that:

- It will give Coventry Health Care, Inc. effective dates for its employees and their dependents that take into account all state and federal eligibility conditions and waiting period requirements.
- If this information changes, the Employer will inform Coventry Health Care, Inc. immediately.

Coventry Health Care, Inc. will use this effective date information to enroll eligible employees and dependents into the group plan.

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_





## Medical Contingencies and Disclaimers

### WEST PLAINS R7 SCHOOL

County/Region: MHP1

Zip Code: 65775

SIC Code: 8211

Case Status: UW Approved - Final

Broker Pass-Through: ☐

Agent: Kinne, Gordon

Agency: Med-Pay, Inc

Account Manager: Huitt, Regina

Association: None

Broker Pass-Through Fee: N/A

Quote ID: 212908

Effective Date: 1/1/2014

Next Ren. Date: 1/1/2015

Eligible Employees: 500

Covered Employees: 416

### DISCLAIMERS:

HMO and POS products are underwritten and administered by Coventry Health Care of Kansas, Inc.

PPO products are underwritten by Coventry Health and Life Insurance Company and administered by Coventry Health Care of Kansas, Inc.

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



October 9, 2013

Dr. Jonathan Mulford  
West Plains R-VII School District  
613 W. First St.  
West Plains, MO 65775-2617

Dear Dr. Mulford:

MSBA is pleased to provide your district this 2013B Update of policies and forms and asks that you please read these documents and the accompanying explanations carefully. This is a small, but important, Update with a statutory deadline, so please review and present it to your Board in time to meet that deadline.

House Bill 505 (2013) requires the Board to "adopt and implement training guidelines and an annual training program for all school employees who are mandatory reporters of child abuse or neglect...." by **January 1, 2014**. MSBA has included training guidelines in response to these statutory requirements in policy **JHG, Reporting and Investigating Child Abuse and Neglect**, included in this Update. MSBA will have more information on an online training course on this topic that will be offered to member districts in the near future to satisfy HB 505 requirements.

MSBA has also updated policy **BBBA, Board Member Qualifications**, to reflect several legislative revisions on this topic over the past couple of years. Districts should understand that Board candidate qualifications are set by the Missouri legislature and cannot be revised at the district level. Remember that all updated forms may be downloaded in Word format from the MSBA website at [www.msbanet.org](http://www.msbanet.org). Finally, MSBA will also be conducting a **Candidate Filing Webinar** on November 13 to answer all the district's questions about the fast-approaching filing season. Registration for this webinar is open on the MSBA website.

I ask that you please **USE THE ATTACHED CHECKLIST FORM** to let me know about action taken by your Board on these policies. If you have any trouble filling out the checklist in Microsoft Word or attaching it to an email, please let me know and I'll be happy to walk you through the process. Using the checklist form is the best way to make sure policy adoptions are processed and, if you subscribe to MSBA Policy Online, posted correctly.

Thank you for being an MSBA policy subscriber. If I can be of any further assistance, please contact me at the address below, e-mail me at [marchesi@msbanet.org](mailto:marchesi@msbanet.org) or call toll free at 800-221-MSBA (6722), ext. 323.

Sincerely,

*Kay Marchesi*

Kay Marchesi  
Senior Editor, Full Maintenance  
Enclosures

# REFERENCE COPY

FILE: BBB-AF2  
Critical

## EXPLANATION: SCHOOL BOARD ELECTIONS

MSBA has revised this form for clarity and consistency with policy BBBA.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
X	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: BBB-AF2  
Critical

**REFERENCE COPY**

# REFERENCE COPY

FILE: BBB-AF2  
Critical

## SCHOOL BOARD ELECTIONS (Candidate Declaration for Seven-Member Districts)

Date: \_\_\_\_\_

TO: \_\_\_\_\_ (title of person accepting declarations)

I, the undersigned, a resident of the **FIELD**(DistrictCommonName), declare myself a candidate for the office of a director of said school district for a term of \_\_\_\_\_ years, to be voted on at the municipal election to be held on the \_\_\_\_\_ day of April, 2\_\_\_\_.

I declare that I:

1. Am a citizen of the United States of America.
2. Am a resident taxpayer of the district **FIELD**(DistrictCommonName).
3. Will have resided in Missouri for a minimum of one ~~(1)~~-year **immediately** preceding my election, if elected.
4. Am at least 24 years of age.
5. Am eligible to hold office in accordance with Missouri law, including § 561.021, RSMo.-
6. ~~I~~**A**m not serving a sentence or period of probation for a felony **in Missouri** or **for** a crime that **would be a felony** if committed in Missouri ~~would be a felony.~~
7. ~~I~~**H**ave never pled guilty or *nolo contendere* nor been convicted under Missouri law or the law of another jurisdiction of a felony connected with the exercise of the right of suffrage.
8. Am not registered or required to be registered as a sex offender ~~under~~ **pursuant to** Missouri law, §§ 589.400 - .425, RSMo.
9. Have filed all required campaign disclosure reports for all previous elections in which I was a candidate and have paid all fees assessed against me by the Missouri Ethics Commission, if applicable.

FILE: BBB-AF2  
Critical

## REFERENCE COPY

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Signed

---

Address

---

City

---

Phone

---

Date

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: **FIELD**(AdoptDate)

Revised:

**FIELD**(DistrictLocationLine)

# REFERENCE COPY

FILE: BBB-AF4  
Critical

**EXPLANATION:** SCHOOL BOARD ELECTIONS – Notice of Candidate's Obligation to File Financial Interest Statement; District has adopted MSBA Policy BBFA, certified the policy and mailed it to the Missouri Ethics Commission biennially by the statutory deadline

MSBA has amended this form to insert a blank for the deadline to file the form, which was inadvertently left off.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
X	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: BBB-AF4  
Critical

**REFERENCE COPY**



## SCHOOL BOARD ELECTIONS (Notice of Candidate's Obligation to File Financial Interest Statement)

*(District has adopted MSBA Policy BBFA, certified the policy and mailed it to the Missouri Ethics Commission biennially by the statutory deadline)*

You *may* have to file a Financial Interest Statement with the Missouri Ethics Commission (MEC) by 5:00 p.m. on \_\_\_\_\_ (date that is 14 days after close of filing for office). Pursuant to § 105.485.4, RSMo., the **FIELD**(DistrictCommonName) has adopted a policy that establishes and makes public its own method of disclosing potential conflicts of interest and substantial interests, therefore excluding the district's Board members and candidates from some of the more onerous statutory disclosure requirements. *A copy of the policy (BBFA) is attached to this notice or is available on the district's website.*

The district's policy and state law still require Board members to disclose some information to the MEC, and it is your obligation to carefully review the district's policy and the MEC Financial Interest Statement disclosure form and make the required disclosures to the MEC when applicable. You are also required by law to provide a copy of the Financial Interest Statement you file with the MEC to the district. If you do not have information to disclose, you do not need to submit a Financial Interest Statement to the MEC or the district.

You may obtain a copy of the Financial Interest Statement form on the MEC website at [www.mec.mo.gov](http://www.mec.mo.gov), and you may file the statement electronically on the MEC website. If you decide to mail your Financial Interest Statement to the MEC, it must be postmarked by midnight on the day prior to the deadline. Mail it to: Missouri Ethics Commission, P.O. Box 1370, Jefferson City, MO, 65102. Do not forget to also provide the district a copy of the Financial Interest Statement you file with the MEC.

For more detailed information about the filing requirements, please review the summary of laws provided to you when you signed up as a candidate, or contact the MEC at 800-392-8660.

If you have information you are required to disclose, and you do not file the Financial Interest Statement by the deadline, you will be assessed a late fee of \$10 per day for each day the statement is late. If you do not file the Financial Interest Statement within 30 days after receiving a notice from the MEC to do so, you will be assessed a late fee of \$100 per day for each day thereafter that the statement is late, provided that the total amount of such fees assessed will not exceed \$6,000. If you do not file the Financial Interest Statement by \_\_\_\_\_ (date that is 21 days after close of filing for office), you will be disqualified as a candidate, and your name will be removed from the ballot.

\* \* \* \* \*

FILE: BBB-AF4  
Critical

## REFERENCE COPY

*Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: **FIELD**(AdoptDate)

Revised:

**FIELD**(DistrictLocationLine)

# REFERENCE COPY

FILE: BBBA  
Critical

## EXPLANATION: BOARD MEMBER QUALIFICATIONS

**MSBA has revised this policy to include all qualifications for service on the Board. Previously, the complete list of qualifications was only included in form BBB-AF2.**

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
X	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: BBBA  
Critical

## REFERENCE COPY

# REFERENCE COPY

FILE: BBBA  
Critical

## BOARD MEMBER QUALIFICATIONS

Pursuant to law, members of the Board of Education shall must meet all of the following requirements:

1. Be citizens of the United States and of America.
2. Be resident taxpayers of the West Plains R-VII School District. A "taxpayer" is an individual who has paid taxes to the state or any subdivision thereof within the immediately preceding 12-month period, or the spouse of such individual.
3. They shall also have resided in the state Missouri for a minimum of one year immediately preceding their election or appointment.
4. Members shall be at least 24 years of age.
5. Be eligible to hold office in accordance with Missouri law, including § 561.021, RSMo.
6. While holding office, not be serving a sentence or period of probation for a felony in Missouri or for a crime that would be a felony if committed in Missouri.
7. Have never pled guilty or *nolo contendere* nor been convicted under Missouri law or the law of another jurisdiction of a felony connected with the exercise of the right of suffrage.
8. Not be registered or required to be registered as a sex offender pursuant to Missouri law, §§ 589.400 - .425, RSMo.
9. Have filed all required campaign disclosure reports for all previous elections in which they were candidates and have paid all fees assessed against them by the Missouri Ethics Commission, if applicable.

All Board members should have a knowledge of and an interest in the welfare and educational opportunities of students.

Board members initially elected or appointed after August 28, 1993, in addition to the other qualifications listed in this policy, are required by law to successfully complete orientation and training requirements within one year of the date of the election or appointment. The orientation and training shall be offered by a statewide association organized for the benefit of members of boards of education or approved by the State Board of Education and consist of at least 16 hours, with the cost of such training travel expenses to be paid by the district. All programs providing the orientation and training required under the provisions of this section shall be offered by a statewide association

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~~organized for the benefit of members of Boards of Education or be approved by the State Board of Education.~~

A Board member is a "public servant" under the Missouri Criminal Code provisions regarding bribery, acceding to corruption, official misconduct and misuse of official information.

~~A "taxpayer" is an individual who has paid taxes to the state or any subdivision thereof within the immediately preceding 12-month period, or the spouse of such individual.~~

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 06/20/2000

Revised:

Cross Refs: AA, School District Legal Status

Legal Refs: Mo. Const. art. VII, § 8  
§§ 130.071, 160.011(11), 162.014, 203, .291, 556.061(23), 561.021, 575.100, .120, .320, 576.010 - .050, RSMo.

West Plains R-VII School District, West Plains, Missouri

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## EXPLANATION: REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

Districts should adopt these changes prior to January 1, 2014.
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MSBA has revised this policy to meet the new requirements brought about by House Bill 505 (2013) regarding the obligations of mandated reporters in the school setting. Specifically, House Bill 505 now requires any teacher, principal or other school official who has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect to immediately file a report with the Children's Division (CD) of the Department of Social Services. Further, if a student reports alleged sexual misconduct on the part of a teacher or other school employee to a school employee who is a mandated reporter, that person and the superintendent must immediately file a report with the CD.

The law previously stated that the mandated reporter should file a report or "cause a report to be made." Now the employee should report directly and immediately to the CD.

House Bill 505 also requires districts to implement an annual training program for all school district employees who are mandated reporters of child abuse or neglect. The training program must include specific information about a variety of topics (listed in the "training" section of this policy). The law also requires the School Board to "adopt and implement training guidelines and an annual training program for all school employees who are mandatory reporters of child abuse or neglect...." by **January 1, 2014**. Because this deadline is fast approaching, MSBA is releasing this policy earlier than the rest of the legislative update.

Please note that MSBA is developing online staff training to assist districts in meeting all of the legally required training obligations, as well as other recommended training. Districts that subscribe to this training will have access to a short course that meets the requirements of House Bill 505, as well as several other courses on topics such as confidentiality, preventing discrimination and harassment, and disciplining students. The full course offering will be available to districts this fall.

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*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources	X	Principals		Library/Media Center
X	Health Services	X	Counselor		Special Education
	Transportation		Public Info/Communications		Technology



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## REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

The West Plains R-VII School District and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who, in good faith, reports alleged child abuse or neglect, including alleged misconduct by another district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

### Public School District Liaison

The superintendent shall designate a specific person or persons to serve as the public school district liaison(s) and forward that information to the local division office of the Children's Division (CD) of the Department of Social Services. The liaison(s) shall develop protocols in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel.

The liaison(s) will also serve on multidisciplinary teams used in providing protective or preventive social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

~~It will be the responsibility of the liaison(s) to arrange for training and information necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Additionally, the liaison is charged with implementing a planned program of personal safety and awareness education, including methods for preventing sexual abuse, that shall be provided to teachers, students and parents/guardians.~~

### Training

The superintendent or designee shall implement annual training necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Such training shall:

1. Provide current and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults.
2. Emphasize how to establish an atmosphere of trust so that students feel that their school has concerned adults with whom they feel comfortable discussing matters related to abuse.

3. Emphasize that all mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect. These reports must be made even if the person suspected of abusing the child is another mandated reporter, such as another school employee.
4. Emphasize that no supervisor or administrator may impede or inhibit any reporting under state law.
5. Emphasize that no person making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report.

### Reporting Child Abuse/Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, ~~will~~ **shall directly and** immediately make a report to the ~~school principal or designee~~ **CD**, including any report of excessive absences that may indicate educational neglect. ~~The school principal or designee will then become responsible for making a report via the Child Abuse and Neglect Hotline to the CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD.; however, the school official or employee must notify the school principal or designee immediately after making a report.~~ **No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual misconduct by a school employee. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report.**

~~The school principal or designee will inform the superintendent or designee and the liaison(s) that a report has been made and will keep them aware of the status of the case. The school principal or designee may also notify law enforcement or the juvenile office when appropriate. If the school principal or designee~~ **an employee** has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall ~~forward~~ **immediately report** the allegation to the CD ~~within 24 hours of receiving~~

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the information as set forth in law. For the purposes of this policy, the term "sexual misconduct" is defined as engaging in any conduct with a student, on or off district property, that constitutes the crime of sexual misconduct; illegal sexual harassment as defined in policy AC, as determined by the district; or child abuse involving sexual behavior, as determined by the CD.

The reporting requirements in this section are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. No employee making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that any employee mandated by law to make a report shall have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be temporarily relieved of other work duties for such time as is required to make any mandated report.

## **Investigating Child Abuse/Neglect**

Except in situations involving sexual misconduct, when the CD receives a child abuse report alleging that an employee of the district has abused a student, the report shall be immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the initial investigation determines that the report relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the report will be investigated as detailed below in accordance with law. All other reports of any nature will be immediately returned to the CD for investigation.

## ***Harassment, Spanking or Protection of Persons or Property***

If a report to the CD relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the superintendent, Board president or a designee of either will notify law enforcement of the county in which the alleged incident occurred. The district will jointly investigate the matter with the law enforcement officer. The superintendent, Board president and their designees are authorized to contact and utilize the district's attorney to assist in the investigation.

Once the investigation is concluded, the law enforcement officer and the investigating district personnel will issue separate reports of their findings, no later than seven days after the district receives notice of the allegation from the CD. The reports must contain a statement of conclusion as to whether the preponderance of evidence supports a finding that the alleged incident of child abuse is substantiated or unsubstantiated. The Board will consider the separate reports and will issue

its findings and conclusions, if any, within seven days after receiving the last of the two reports. The findings and conclusions will be made as required by state law and will be sent to the CD.

### ***Sexual Misconduct Involving an Employee***

The district takes all allegations of sexual misconduct seriously, regardless of the source. When an allegation is made, district employees will immediately take appropriate action to protect students and other children, which will include reporting to the CD in accordance with Board policy and notifying the superintendent. The superintendent or designee will contact law enforcement and begin an investigation.

In accordance with law, if a student reports alleged sexual misconduct on the part of a teacher or other employee of a school district to a district employee, the employee who receives the report shall notify the superintendent immediately and forward report the allegation to the CD within 24 hours of receiving the information. The superintendent will also forward the allegation to the CD within 24 hours of receiving the report. The CD will investigate all allegations of sexual misconduct involving district employees. The district may investigate the allegations for the purpose of making employment decisions.

### **Referral to the Office of Child Advocate for Children's Protection and Services**

If the CD determines that a report of child abuse or neglect is unsubstantiated, the district or a district employee may request that the report be referred to the Office of Child Advocate for Children's Protection and Services for additional review.

### **Information from the Children's Division**

In accordance with law, as mandated reporters district employees reporting child abuse and neglect are entitled upon request to information on the general disposition of a report of child abuse or neglect and may receive findings and information concerning the case at the discretion of the CD. The CD will also notify the district when a student is under judicial custody or when a case is active regarding a student.

Any information received from the CD will be kept strictly confidential in accordance with law and will only be shared with district employees who need to know the information to appropriately supervise the student or for intervention and counseling purposes. All written information received by any public school district liaison or the district shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). Information received from the CD will not be included in the student's permanent record.

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## Immunity

In accordance with law, any person who in good faith reports child abuse or neglect; cooperates with the CD or any law enforcement agency, juvenile office, court, or child-protective service agency of this or any other state in reporting or investigating child abuse or neglect; or participates in any judicial proceeding resulting from the report will be immune from civil or criminal liability.

Any person who is not an employee of the district and who in good faith reports to a district employee a case of alleged child abuse by any district employee will be immune from civil or criminal liability for making such a report or for participating in any judicial proceedings resulting from the report.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 09/23/2003

Revised: 09/21/2004; 04/18/2006; 01/18/2011; 05/15/2012; 04/16/2013;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation  
GBH, Staff/Student Relations  
GBLB, References  
GCPD, Suspension of Professional Staff Members  
GCPE, Termination of Professional Staff Members  
GCPF, Nonrenewal of Professional Staff Members  
GDPD, Nonrenewal, Suspension and Termination of Support Staff Members

Legal Refs: §§ 160.261, 162.069, 167.122 - .123, 210.110 - .165, .865, RSMo.  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

West Plains R-VII School District, West Plains, Missouri

## 2013B FORM MANUAL UPDATE SUMMARY SHEET

Form Manual Holder:

Current versions of all MSBA standard forms are available in Microsoft Word format on the MSBA website at: [www.msbanet.org](http://www.msbanet.org). Go to the "Law- Policy-Labor Relations" section on the MSBA homepage, click on "Education Policy Services" on the drop-down menu and follow the link to "Sample Administrative Forms."

### **FORM**

### **ACTION**

B Index .....	Replace
BBB-AF2 (subtitle change) .....	Replace
BBB-AF4 .....	Replace

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(The slip below is for district use in updating multiple copies at district offices. Do not return to MSBA.)

RETURN SLIP: So that we may be assured that all procedure/form manuals are updated in a timely manner, we ask that you fill out the form below and return to this office within one month.

Location of Procedure/Form Manual \_\_\_\_\_

Name of person responsible for updating \_\_\_\_\_

Date update was completed \_\_\_\_\_

THANK YOU for cooperation in this important task!

October 1, 2013