

**West Plains Schools Board of Education  
Regular Session Meeting  
5:00 P.M. April 15, 2014  
Central Administration Office**

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. REORGANIZATION**
  - A. Oath to Office to Elected Members**
  - B. Appoint Board Officials as per Board Policy BCA**
    - 1. Elect Board President**
    - 2. Elect Vice President**
    - 3. Appoint Board Secretary and Board Treasurer (Currently Linda Collins and Luke Boyer)**
  - C. Appoint MSBA Delegate and Alternate**
  - D. Appoint TIF Committee Member**
- IV. Adjournment**

West Plains Schools Board of Education  
Regular Session Meeting  
5:15 P.M. April 15, 2014  
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 5:15 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 6:00 P.M.**
- IV. PLEDGE OF ALLEGIANCE – MSDC Award Recipients and Elementary Art Students**
- 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 March 18, 2014**
  - B. Payment of Bills**
  - C. Monthly Finance Report**
  - D. Program Evaluations: 1. Facilities**
  - E. Approval Request for resignations or terminations: 1. Melissa Harper 2. Juliet Cobb 3. Justin Bennett 4. Karen Sholes 5. Kathy Miller 6. Randy Fukasawa**
  - F. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools: Substitutes**
- VIII. REGULAR AGENDA**
  - A. Previous Business for Approval, Discussion or Information Only**
    - 1. MSBA Policy 2014 Updates – Final Read & Approval
    - 2. MSBA Region 15 Spring Meeting – April 24<sup>th</sup> at Raymondville
    - 3. Academic Update
    - 4. SCCC Accreditation Update
  - B. New Business for Approval, Discussion or Information Only**
    - 1. 8<sup>th</sup> Grade Promotion at the Civic Center, Tuesday, May 13, at 7:00 pm
    - 2. High School Graduation at the Civic Center, Thursday, May 15, at 7:00 pm
    - 3. Salary Committee Initial Proposal
    - 4. SCCC Duplex Auction Results and Approval
    - 5. Preliminary 2014-2015 Budget
    - 6. Summer Food Service Addendum
    - 7. Top 10% Banquet – May 1, 6:30 pm at the Civic Center
    - 8. Capital Improvements Update – Facilities Program Overview
    - 9. Superintendent Report
- 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 May 13, 2014, at 5:00 P.M.

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

**Regular Session Meeting**

**5:00 P.M. March 18, 2014**

**Board of Education Building**

**Minutes**

- I. CALL TO ORDER:** Jim Thompson called the meeting to order at 5:10 p.m.
- II. MOVE TO CLOSED (EXECUTIVE) SESSION.** Mrs. Tyree made a motion to move into Closed Session to discuss items pursuant to Section 610.021.1 Legal Matters, Section 610.021.2 Real Estate Matters, Section 610.021.3 Personnel Matters and Section 610.021.6 Student Matters. The motion was seconded by Mr. Pace and voted as follows: **AYE:** Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Brian Mitchell, Lee Freeman and Elizabeth Grisham. **NAY:** None.
- III. RETURN TO OPEN SESSION.** Jim Thompson called the meeting to order at 6:02 p.m.
- IV. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by the HS Forensics Team coached by Christina Staab and the HS Girls Basketball Team coached by Scott Womack with assistant coach Sammi Radosevich. Board President Jim Thompson also presented Coach Womack with a plaque for his 400<sup>th</sup> win.
- V. ROLL CALL:** Board members present: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Brian Mitchell, Lee Freeman and Elizabeth Grisham. Absent: None. Also in attendance: Superintendent Dr. John Mulford, Assistant Superintendents Dr. Scott Smith, Dr. Luke Boyer, and Board President Linda Y. Collins.
- VI. APPROVAL OF AGENDA.** Mr. Thompson added the following items to the Consent Agenda Item E. Resignations- Sue Kimberlin and Krista Robbins. Mr. Freeman made a motion to approve the Agenda as amended. The motion was seconded by Ms. Grisham and voted as follows: **AYE:** Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Ms. Grisham. **NAY:** None. **ABSTAIN:** None.
- 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 Regular Board Meeting Minutes from February 18, 2014 and Special Meeting March 4, 2014**
  - B. Payment of Bills**
  - C. Monthly Finance Report**
  - D. Program Evaluations:**
    - Guidance and Counseling
    - Climate/Culture
    - Library/Media Resources

**E. Approval Request for Resignations or Termination**

- Sharon Hayes            Bus Driver
- Sue Kimberlin           EL Reading Specialist (amended)
- Krista Robbins           HS Special Education (amended)

**F. Approval Request for the employment of individuals as recommended by the Superintendent of Schools:**

- Substitutes

Mr. Pace made a motion to approve the Consent Agenda The motion was seconded by Mr. Riggs and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None

**VIII. REGULAR AGENDA**

**A. Previous Business for Approval , Discussion or Information Only**

1. Academic Update. Dr. Mulford indicated that Summer School will be held during the month of June along with academic camps focused on specific content areas.
2. SCCC Accreditation Update. Mr. Laughary reported that reviews have been completed in all of the adult programs. The overall school standards review is scheduled for April 10, 2014.

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

1. MSBA Region 15 Spring Meeting – April 24<sup>th</sup> at Raymondville
2. MSBA Board Policy Annual Updates. 1<sup>st</sup> Read
3. Bi-Annual Transportation Route Approval. Dr. Smith report there were substantially no changes from fall route approval. Board approval for route changes will be requested should changes occur.
4. Bus Inspection Report. Dr. Smith reported the annual inspection by the MO Highway Patrol did not come back with 100% pass on first try. Of the 30 buses, 25 passed, 2 were briefly out of service and 3 were flagged for repairs. The highway patrol has more stringent standards this year and problems occurred with some of our oldest buses.
5. Addendum for Snow Days to the 2014-2015 School Calendar. 2<sup>nd</sup> Read and Approval. Mr. Riggs made a motion to approve the following addendum to the 2014-15 School Calendar for snow days:

If school is closed for more than a total of 10 days due to inclement weather, the following dates will be used as additional instructional days, respectively, beginning with the 11<sup>th</sup> absence:

- (1) Teacher In-Service (Jan 16)
- (2) Martin Luther King, Jr. Day (Jan 19)
- (3) Teacher In-Service (Feb 13)
- (4) President’s Day (Feb 16) and

**(5) Monday following Easter Break (Apr 6).**

**If more school is missed after using the above dates, additional days may be added to the end of the school year at the discretion of the board.**

**The motion was seconded by Ms. Grisham and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None**

- 6. MyON Reader Adoption. Mr. Riggs made a motion to approve the purchase of the MyON Reader Program. The motion was seconded by Mrs. Tyree and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None**
- 7. May Board Meeting – Date Change. Ms. Grisham made a motion the change the May meeting date to the 2<sup>nd</sup> Tuesday of the month. The motion was seconded by Mr. Freeman and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None**
- 8. Capital Improvements Update. Dr. Boyer reported Peterson Construction has accepted the AG Building contract, work at the SCCC is progressing on the second floor and facility evaluations will be starting soon.**
- 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.**

**IX. ADJOURNMENT TO AN ADDITIONAL CLOSED SESSION: At 7:22 p.m. Mr. Riggs made a motion to adjourn from Open Session to an additional Closed Session to discuss matters pursuant to Section 610.021.3 Personnel Matters. The motion was seconded by Ms. Grisham and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman, and Ms. Grisham. NAY: None. ABSTAIN: None.**

**X. ADJOURNMENT. At 9:26 p.m. Mr. Pace made a motion to adjourn the meeting. The motion was seconded by Mr. Freeman and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman, and Ms. Grisham. NAY: None. ABSTAIN: None.**

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**Jimmy E. Thompson, President**

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**Linda Y. Collins, Secretary**

“Excellence in Education, Service, Life.”

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**Next Board Meeting Scheduled for April 15, 2014 At 5:00 P.M.**

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

CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	2563	03/19/14	000008 AMAZON	290.94
CC	2564	03/19/14	000008 AMAZON.COM BOOKS	21.16
CC	2565	03/19/14	000008 GE MONEY BANK/AMAZON	1,524.13
CC	2566	03/19/14	000169 AMERICAN RED CROSS	27.00
CC	2567	03/19/14	003064 ARBY'S	16.92
CC	2568	03/19/14	004249 BARCHARTS INC	281.99
CC	2569	03/19/14	000032 BARNES AND NOBLE	63.88
CC	2570	03/19/14	003162 BEST BUY	119.99
CC	2571	03/19/14	004230 BHC HAWKS HUB-QC	86.25
CC	2572	03/19/14	000004 BRAINPOP.COM	1,195.00
CC	2573	03/19/14	003838 BRODER BROTHERS	817.71
CC	2574	03/19/14	004127 CAPITAL PLAZA PARK PLACE	177.62
CC	2575	03/19/14	001812 CAPITOL PLAZA HOTEL	175.48
CC	2576	03/19/14	001820 CAREERTRACK	299.00
CC	2577	03/19/14	003007 CHICK-FIL-A	38.30
CC	2578	03/19/14	004245 COSTUME.NET	164.89
CC	2579	03/19/14	000372 COUNTRY INN AND SUITES	247.20
CC	2580	03/19/14	000373 COUNTRY MART	859.80
CC	2581	03/19/14	004220 D&D SOLUTIONS,LLC	146.10
CC	2582	03/19/14	000388 DAKTRONICS INC	91.00
CC	2583	03/19/14	000412 DECORATIONS FOR CELEBRA.	34.90
CC	2584	03/19/14	000415 DEMCO INC	104.85
CC	2585	03/19/14	004089 DIAMOND HEAD RESTAURANT	115.23
CC	2586	03/19/14	003725 DIXIE STAMPEDE,LLC	1,106.36
CC	2587	03/19/14	000437 DOLLAR GENERAL STORE #07371	15.62
CC	2588	03/19/14	003014 EL CHARRO WEST PLAINS	9.94
CC	2589	03/19/14	003014 EL CHARRO WEST PLAINS	60.24
CC	2590	03/19/14	004073 EL IMPERIAL	9.00
CC	2591	03/19/14	003618 ENTERPRISE RENT-A-CAR	242.83
CC	2592	03/19/14	003720 FAMOUS DAVE'S #3198	37.00
CC	2593	03/19/14	004248 FAST N FRIENDLY	45.00
CC	2594	03/19/14	003122 FRED PRYOR SEMINARS	128.00
CC	2595	03/19/14	003304 GOLDEN CORRAL	848.75
CC	2596	03/19/14	003545 JOHN R GREEN COMPANY	381.90
CC	2597	03/19/14	004234 HAAN CRAFTS,LLC	280.05
CC	2598	03/19/14	004250 HOLIDAY INN EXPRESS	1,337.70
CC	2599	03/19/14	003738 HOOD PERFORMANCE RACING,LLC	120.00
CC	2600	03/19/14	004251 HOTEL AT TIMES SQUARE	270.92
CC	2601	03/19/14	000719 HOWELL OREGON ELECTRIC	2,470.84
CC	2602	03/19/14	003352 KUM & GO	22.53
CC	2603	03/19/14	001604 LAWSON PRODUCTS	617.48
CC	2604	03/19/14	002450 LITTLE CAESAR'S PIZZA	29.00
CC	2605	03/19/14	000931 MASA	1,065.00
CC	2606	03/19/14	000946 MCSA OUTREACH	50.00
CC	2607	03/19/14	003722 MEXICAN VILLA EAST	83.91
CC	2608	03/19/14	000988 MISSOURI DEPARTMENT OF	12.00
CC	2609	03/19/14	000986 MISSOURI DEPT OF REVENUE	39.75
CC	2610	03/19/14	000994 MISSOURI HIGHWAY PATROL	135.89
CC	2611	03/19/14	001049 MSCA	230.00
CC	2612	03/19/14	001060 MSU-W. PLAINS	190.00
CC	2613	03/19/14	003660 MURPHY USA	132.34
CC	2614	03/19/14	001079 NAPHE	2,200.00
CC	2615	03/19/14	001085 NATIONAL FFA	850.00

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

11:53:11 19 MAR 2014

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CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	2616	03/19/14	001098 NFL	60.00
CC	2617	03/19/14	001694 OZARK CAFE	61.63
CC	2618	03/19/14	001150 PARENTS AS TEACHERS	20.00
CC	2619	03/19/14	001181 PITNEY BOWES, INC.	203.98
CC	2620	03/19/14	003370 PIZZA SHACK	84.95
CC	2621	03/19/14	001743 POSTMASTER	343.00
CC	2622	03/19/14	001808 PRUFROCK PRESS INC	177.33
CC	2623	03/19/14	001214 RADIOSHACK	48.05
CC	2624	03/19/14	001227 RAMEYS SUPERMARKET	26.97
CC	2625	03/19/14	003707 REALITYWORKS, INC.	1,886.85
CC	2626	03/19/14	000058 RENAISSANCE LEARNING	24.95
CC	2627	03/19/14	001249 RESIDENCE INN	498.71
CC	2628	03/19/14	002452 SAM'S CLUB #4985	34.82
CC	2629	03/19/14	004212 SQUIRRELS LLC	9.99
CC	2630	03/19/14	003308 STAPLES	153.98
CC	2631	03/19/14	003170 STREETCAR NAMED DESIRE	182.75
CC	2632	03/19/14	000129 SUBWAY	53.50
CC	2633	03/19/14	000129 SUBWAY OF WEST PLAINS	188.04
CC	2634	03/19/14	003329 SUPER 8 BOLIVAR	454.93
CC	2635	03/19/14	000147 SUPER DUPER PUBLICATIONS	139.95
CC	2636	03/19/14	004262 T-STOP	97.51
CC	2637	03/19/14	000155 TAN TAR A RESORT	210.00
CC	2638	03/19/14	004080 TEACHERSPAYTEACHERS.COM	60.25
CC	2639	03/19/14	003681 THE DONUT PALACE	87.75
CC	2640	03/19/14	004126 MEMPHIS DEVELOPMENT FOUNDATION	169.18
CC	2641	03/19/14	003037 THE UPS STORE #2041	28.77
CC	2642	03/19/14	004217 US-YELLOW	458.00
CC	2643	03/19/14	002845 VERIZON WIRELESS	1,825.67
CC	2644	03/19/14	003479 WALGREENS	43.69
CC	2645	03/19/14	001502 WALMART COMMUNITY	3,076.59
CC	2646	03/19/14	004238 WELDMONGER	98.99
CC	2647	03/19/14	003177 WENDY'S #31	59.80
CC	2648	03/19/14	003151 WESTIN CROWN PLAZA HOTEL	1,141.74

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

31,933.71\*



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

CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
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CC	2652	04/08/14	000008 GE MONEY BANK/AMAZON	90.49
CC	2653	04/08/14	002995 APPLEBEE'S	23.00
CC	2654	04/08/14	000187 APPRIVER	981.00
CC	2655	04/08/14	003064 ARBY'S	7.27
CC	2656	04/08/14	003162 BEST BUY	99.98
CC	2657	04/08/14	004270 BOB EVANS	26.00
CC	2658	04/08/14	004274 BOOMBAH	43.33
CC	2659	04/08/14	003604 BREAK TIME 3026	45.02
CC	2660	04/08/14	001812 CAPITOL PLAZA HOTEL	95.22
CC	2661	04/08/14	003101 CASEY'S GENERAL STORE	60.00
CC	2662	04/08/14	003101 CASEY'S GENERAL STORE #2855	35.01
CC	2663	04/08/14	004106 CHAMPION BRIEFS, LLC	17.25
CC	2664	04/08/14	003013 CHILI'S GRILL & BAR	32.18
CC	2665	04/08/14	004246 COMFORT INN SUITES	84.51
CC	2666	04/08/14	000373 COUNTRY MART	479.86
CC	2667	04/08/14	003065 CRACKER BARREL	16.87
CC	2668	04/08/14	000383 CUSTOM MEETING PLANNERS	275.00
CC	2669	04/08/14	000437 DOLLAR GENERAL STORE #07371	36.44
CC	2670	04/08/14	004288 EASLEYS BODY & PAINT SHOP (UHA	228.25
CC	2671	04/08/14	003014 EL CHARRO WEST PLAINS	66.58
CC	2672	04/08/14	000492 EUROSPORT	569.78
CC	2673	04/08/14	000502 FAIRFIELD INN & SUITES	2,546.96
CC	2674	04/08/14	000529 FOLLETT	310.05
CC	2675	04/08/14	003122 CAREERTRACK	270.00
CC	2676	04/08/14	000538 FRED'S FISH HOUSE	19.42
CC	2677	04/08/14	000542 FROMUTH TENNIS	330.30
CC	2678	04/08/14	004293 FURNITURE FACTORY OUTLET	2,014.08
CC	2679	04/08/14	004252 HAMPTON INN KC-LEE'S SUMMIT	338.88
CC	2680	04/08/14	000664 HIRSCH FEED & FARM SUPPLY	289.00
CC	2681	04/08/14	000677 HOLIDAY INN EXEC. CENTER	217.12
CC	2682	04/08/14	003291 HOWELL COUNTY OUTPOST LLC	459.00
CC	2683	04/08/14	000719 HOWELL OREGON ELECTRIC	3,361.96
CC	2684	04/08/14	002897 HEROES COFFEE	97.52
CC	2685	04/08/14	000792 JONES SCHOOL SUPPLY CO.	171.24
CC	2686	04/08/14	004247 KC LIONS	50.00
CC	2687	04/08/14	004259 KO MANUFACTURING, INC.	337.83
CC	2688	04/08/14	004289 KRAZY KORNER	59.99
CC	2689	04/08/14	002450 LITTLE CAESAR'S PIZZA	32.15
CC	2690	04/08/14	000894 LODGE OF FOUR SEASONS	1,156.40
CC	2691	04/08/14	003465 LOWE'S HOME CENTER	69.57
CC	2692	04/08/14	000966 M-F ATHLETIC CO. INC.	68.16
CC	2693	04/08/14	004276 MAMMOTH SPRINGS FLORAL EXPRESS	102.93
CC	2694	04/08/14	000933 MASL	282.00
CC	2695	04/08/14	003032 MCDONALD'S	4.05
CC	2696	04/08/14	003032 MCDONALD'S	3.22
CC	2697	04/08/14	003032 MCDONALD'S	118.12
CC	2698	04/08/14	003032 MCDONALD'S	3.43
CC	2699	04/08/14	003032 MCDONALD'S #1917	5.44
CC	2700	04/08/14	003722 MEXICAN VILLA	7.00
CC	2701	04/08/14	003517 MF ATHLETIC & PERFORMANCE	350.55

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

CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	2702	04/08/14	000986 MISSOURI DEPT OF REVENUE	63.70
CC	2703	04/08/14	003167 MISSOURI PSTIF	250.00
CC	2704	04/08/14	001021 MO. STATE HIGHWAY PATROL	12.00
CC	2705	04/08/14	004268 MOCK MEDICAL	248.00
CC	2706	04/08/14	001066 MU CONFERENCE OFFICE	1,415.00
CC	2707	04/08/14	003660 MURPHY USA	40.60
CC	2708	04/08/14	001694 OZARK CAFE	30.14
CC	2709	04/08/14	004290 PARTY AT LEWIS	114.00
CC	2710	04/08/14	003370 PIZZA SHACK	33.20
CC	2711	04/08/14	003811 POPEYES #7373	9.21
CC	2712	04/08/14	001743 POSTMASTER	64.60
CC	2713	04/08/14	003540 RAMEY	51.48
CC	2714	04/08/14	001808 PRUFROCK PRESS INC	100.00
CC	2715	04/08/14	001214 RADIOSHACK	31.26
CC	2716	04/08/14	002611 RADISSON HOTEL BRANSON	3,163.68
CC	2717	04/08/14	001227 RAMEYS SUPERMARKET	68.73
CC	2718	04/08/14	000058 RENAISSANCE LEARNING	44.91
CC	2719	04/08/14	001249 RESIDENCE INN	120.45
CC	2720	04/08/14	004253 RUSH HOUR	34.00
CC	2721	04/08/14	002452 SAM'S CLUB #4985	53.17
CC	2722	04/08/14	003242 SBARRO PIZZA EXPRESS	8.72
CC	2723	04/08/14	001309 SCHWEGMAN OFFICE SUPPLY	29.16
CC	2724	04/08/14	004261 SCREENCAST-O-MATIC	29.00
CC	2725	04/08/14	003459 SHELL OIL	85.50
CC	2726	04/08/14	004267 STARBUCKS #9527	8.17
CC	2727	04/08/14	004267 STARBUCKS #11521	5.02
CC	2728	04/08/14	003400 STATE OF MISSOURI	11.00
CC	2729	04/08/14	002991 STEAK 'N SHAKE	5.37
CC	2730	04/08/14	003994 STITCH MAGAZINE	44.99
CC	2731	04/08/14	001660 STUMPS	415.06
CC	2732	04/08/14	000155 TAN TAR A RESORT	568.77
CC	2733	04/08/14	004080 TEACHERSPAYTEACHERS.COM	227.64
CC	2734	04/08/14	003681 THE DONUT PALACE	195.69
CC	2735	04/08/14	003675 THE FRAME SHOP & GALLERY	156.53
CC	2736	04/08/14	003310 THE HOME DEPOT	160.32
CC	2737	04/08/14	000021 TIGER DIRECT INC.	57.18
CC	2738	04/08/14	001440 TIME & TALENT	18.50
CC	2739	04/08/14	002845 VERIZON WIRELESS	1,819.21
CC	2740	04/08/14	001499 W. SCHILLER & CO., INC.	482.65
CC	2741	04/08/14	003479 WALGREENS	26.23
CC	2742	04/08/14	001502 WALMART COMMUNITY	3,369.27
CC	2743	04/08/14	003177 WENDY'S #20	13.80
CC	2744	04/08/14	001510 WEST PLAINS DAILY QUILL	74.65
CC	2745	04/08/14	001516 WEST PLAINS FLORAL	57.00
CC	2746	04/08/14	000095 WORLD WIDE TECHNOLOGY IN	3,295.24

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

39,595.81\*

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# WEST PLAINS SCHOOL DISTRICT

# MONTHLY

# FINANCE REPORTS

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

*PRINTED ON: APRIL 9, 2014*

## REPORT INDEX

<i>Points of Interest</i>	<i>2</i>	<i>Tuition Report</i>	<i>13</i>
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<i>Graphical Financial Data</i>	<i>4</i>	<i>December 31st FB</i>	<i>14</i>
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# POINTS OF INTEREST

PAGE 1

*This report includes the month of March.*

*Printed On: April 9, 2014*

~ Revenues continue to dip behind last year which was expected. I do believe that the district tuition payments will pick up and I do believe Federal Revenue will increase to be more like prior years. You can see a graphical version of these revenues on Page 6.

~ As you can see, revenue has dropped a little this month. I believe this can be explained in unpaid tuition bills. I am not sure why tuition payments are coming in latter than in years past but our estimates contend that revenue should be within \$7,500 of last years revenue, however, at this time, the district is \$400,000 behind last years collections. Most of this collection lag is due to snow days.

~ When the district made early calculations for State money (includes both Basic Formula [5311] and Classroom Trust Fund [5319] ) the district budgeted a payment total of \$7,138,506. The percentage has formula payment has increased to 93.3% wich has increased to budgeted amount to \$7,420,953. Fortunatly this is a positive swing of approximatly \$280,000 to the budget.

~ When the district made early calculations for State money (includes both Basic Formula [5311] and Classroom Trust Fund [5319] ) the district budgeted a payment total of \$7,138,506. The percentage has formula payment has increased to 93.3% wich has increased to budgeted amount to \$7,420,953. Fortunatly this is a positive swing of approximatly \$280,000 to the budget.

~ Through November, the following are the number of ADA students we are receiving from the K-8 districts. Fairview-167, Glenwood-90, Howell Valley-84, Junction Hill-61, Richards-130. This is a total of 532 students. With a tuition rate of \$7,219.70, the projected tuition revenue is \$3,840,880. The budgeted tuition revenue for K-8 districts was \$3,819,221. This reflects a small revenue surplus, however, tradition indicates ADA numbers decrease as the year progresses. At this time the budgeted numbers appear to be accurate.

~ In August the district received an Assessed Valuation of \$153,212,896 and set the Tax Rate at \$3.6471. At a 97% collection rate, the district can project revenue of \$5,420,192. This is split between Current [5112] and Delinquent [5112] Taxes. The original budgeted amount for Local Taxes was \$5,211,228. This is an additional \$200,000 in projected revenue from the origial budget.

~ Notice: While the district has received some good news concerning revenue as listed above, the district continues to project the overal revenue down significantly from last year.

~ 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 March.

Printed On: April 9, 2014

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	4,661,150	6,429,165	8,841,482	14,843,645	16,739,005	18,547,966			
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

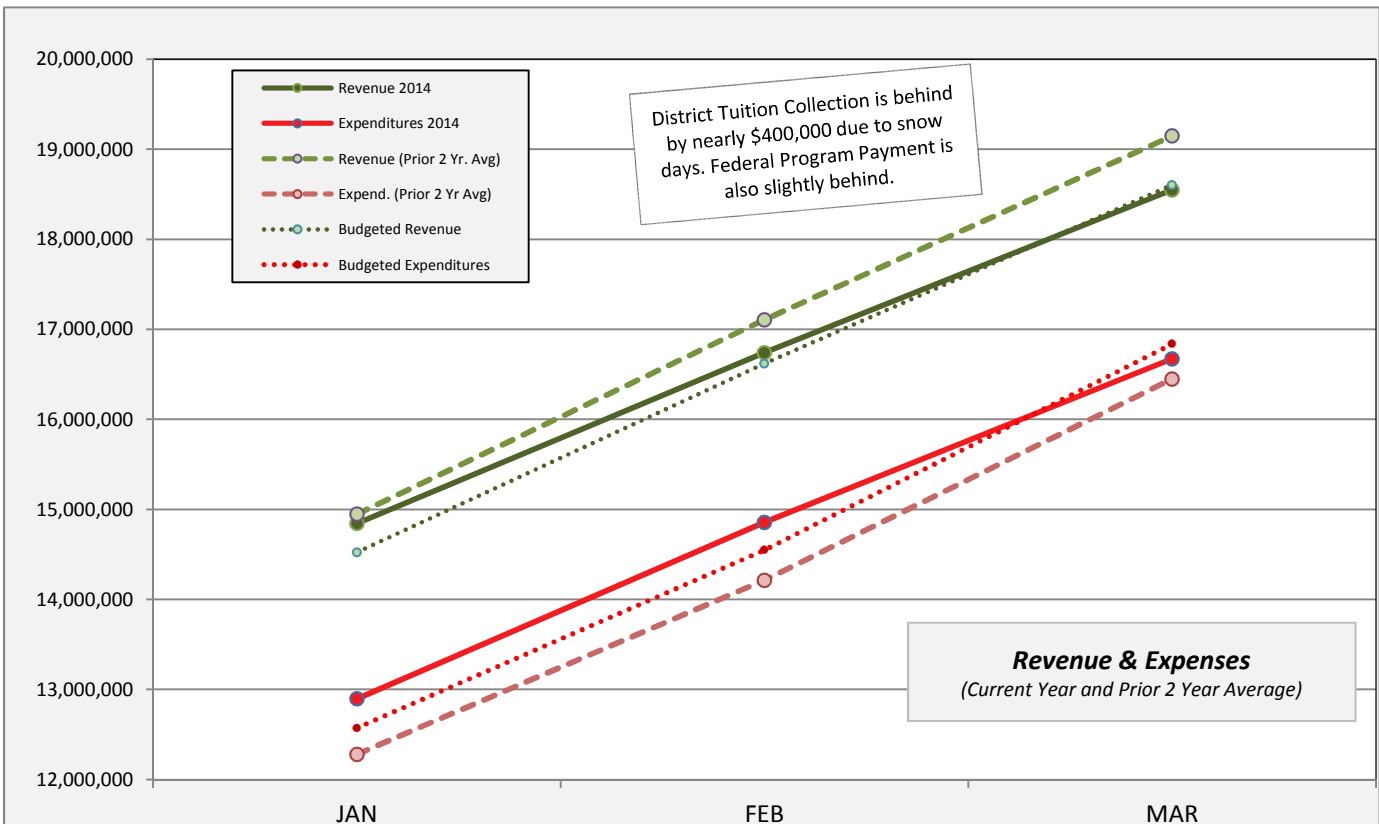
## Total Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2014	990,323	1,735,525	3,928,438	5,952,853	7,913,229	10,277,617	12,895,540	14,855,596	16,671,513			
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	-1,131,314	-1,291,703	-1,484,064	-1,436,135	1,948,105	1,883,409	1,876,453			
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 MAR	Total	% of Actual Through MAR	Estimate based on Prior Year %	Expense Budget	Through MAR	Total	% of Actual Through MAR	Estimate based on Prior Year %
2014	24,565,546	18,547,966	18,568,492			25,854,694	16,671,513	16,696,311		
2013	25,428,180	19,081,041	25,004,776	76.31		26,628,503	16,500,946	25,282,520	65.27	
2012	24,318,640	19,213,557	25,565,764	75.15		24,868,899	16,397,036	25,234,069	64.98	
2011	23,735,379	18,488,290	24,998,562	73.96		23,910,510	15,804,712	25,224,493	62.66	



# GRAPHICAL FINANCIAL DATA

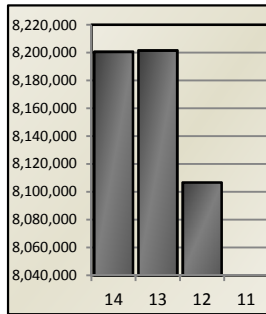
PAGE 1

This report includes the month of March.

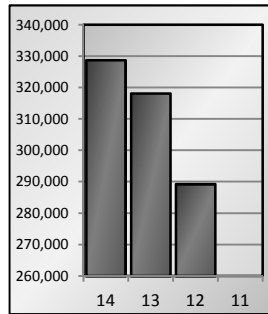
Printed On: April 9, 2014

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

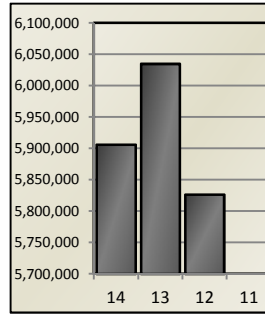
## 4 YEAR REVENUE COMPARISON THROUGH THE MONTH OF MARCH



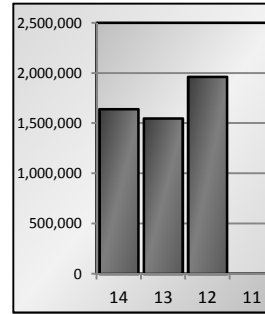
Local Revenue



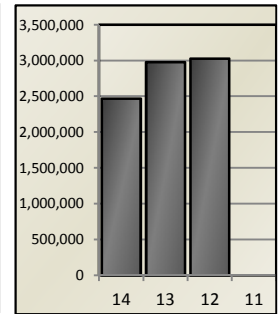
County Revenue



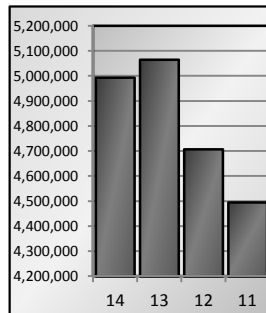
State Revenue



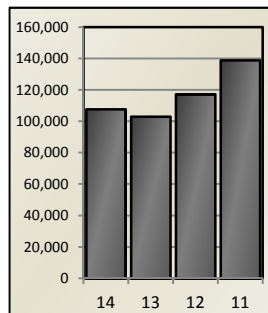
Federal Revenue



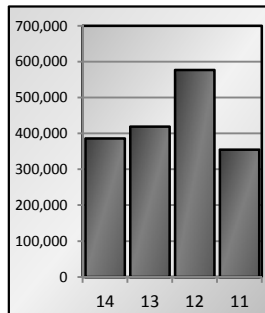
Tuition Revenue



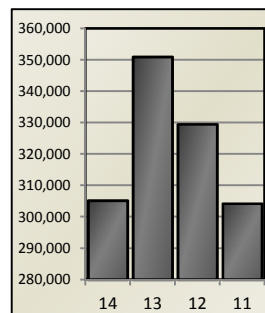
Basic Formula



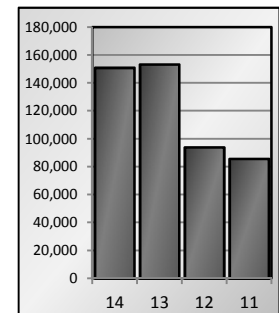
State Transportation



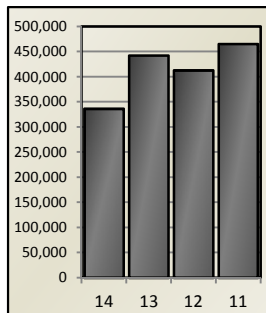
Student Activities (Fund 60)



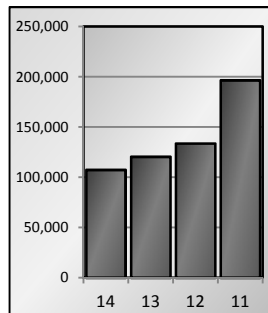
Fed. School Lunch (5445)



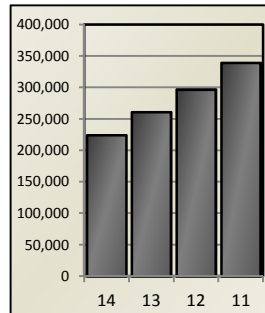
Fed. School Breakfast (5446)



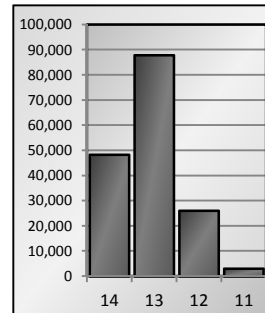
Adult Tuition (5123)



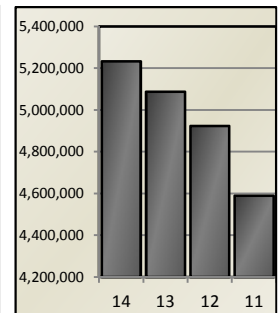
Interest Earned (5141)



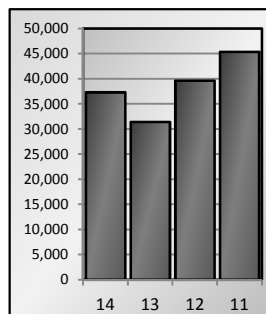
Local Food Service



Miscellaneous Local Rev. (5198)



Current & Delinquent Taxes



Admissions & Gate (5171)

# GRAPHICAL FINANCIAL DATA

PAGE 1

This report includes the month of March.

Printed On: April 9, 2014

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	1,186,124	1,575,408	2,664,972	7,318,806	7,783,550	8,200,658			
County	0	0	0	0	0	0	102,193	328,702	328,702			
State	591,926	1,231,028	1,899,326	2,561,077	3,221,790	3,848,208	4,514,465	5,162,225	5,906,176			
Federal	57,170	86,226	59,241	416,569	560,455	971,298	1,104,441	1,391,358	1,642,614			
Tuition	14,536	15,258	1,444	497,379	1,071,512	1,357,004	1,803,741	2,073,170	2,469,815			
Other	0	0	0	0	0	0	0	0	0			
Total	908,184	1,871,777	2,797,124	4,661,150	6,429,165	8,841,482	14,843,645	16,739,005	18,547,966			

### Revenues By Source (2013)

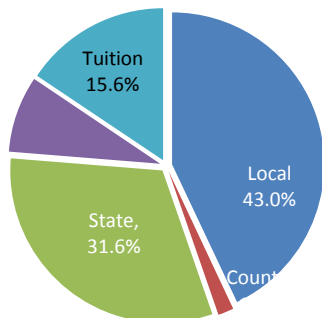
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	225,829	551,517	891,467	1,318,243	2,420,406	2,574,154	7,301,885	7,834,181	8,201,583	8,541,246	8,917,813	9,425,654
County	0	0	0	0	0	0	122,387	122,387	318,153	318,153	318,153	350,780
State	618,331	1,245,921	1,953,804	2,601,689	3,282,871	3,983,708	4,613,746	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)

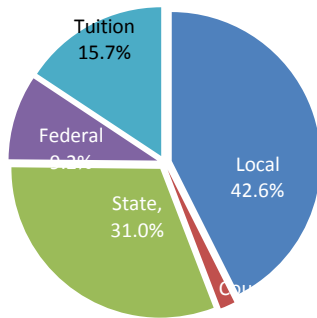
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	164,352	598,796	930,412	1,341,567	1,603,122	2,582,543	7,132,026	7,653,883	8,106,647	8,452,529	8,818,025	9,411,825
County	0	0	0	0	0	0	0	107,237	289,248	289,248	289,248	289,248
State	541,259	1,177,638	1,612,083	2,283,070	2,921,673	3,518,030	4,329,546	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

### 2014 Revenues BY Fund

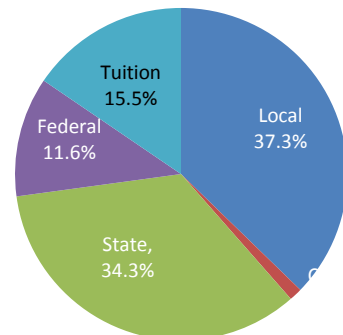
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
10	368,763	729,899	1,031,407	2,137,120	3,274,424	4,960,778	10,266,425	11,385,168	12,512,885			
20	457,201	936,792	1,420,266	2,000,245	2,486,436	3,129,026	3,704,856	4,370,229	4,972,559			
30	0	0	0	0	0	0	0	0	0			
40	75,396	144,578	216,994	283,819	342,395	392,265	459,533	525,787	562,201			
60	5,575	29,675	92,441	191,500	271,398	295,651	325,566	346,551	386,409			
65	1,250	30,833	36,016	43,366	49,412	58,662	71,965	95,970	98,612			
70	0	0	0	5,100	5,100	5,100	15,300	15,300	15,300			
Other	0	0	0	0	0	0	0	0	0			
Total	908,184	1,871,777	2,797,124	4,661,150	6,429,165	8,841,482	14,843,645	16,739,005	18,547,966	0	0	0



Through March, 2014



Through March, Prior 2 Year Avg.



2 Year Average, End of Year Totals

# REVENUES

PAGE 1

This report includes the month of March.

Printed On: April 9, 2014

## 4 YEAR REVENUE COMPARISON OF MAJOR REVENUE SOURCES

Each month represents total for that month plus prior months.

### Current Taxes (5111)

	JAN	FEB	MAR	APR	MAY
2014	4,890,182	4,976,006	5,068,798		
2013	4,750,578	4,827,550	4,910,672	4,910,672	4,910,672
2012	4,521,037	4,640,470	4,743,177	4,743,177	4,743,177
2011	4,245,635	4,331,020	4,407,079	4,407,079	4,407,079

### Prop C (5113)

	JAN	FEB	MAR	APR	MAY
2014	1,064,882	1,229,887	1,385,132		
2013	1,003,215	1,180,620	1,305,518	1,426,436	1,568,085
2012	989,885	1,157,870	1,300,135	1,437,346	1,581,610
2011	945,572	1,109,775	1,256,306	1,369,673	1,511,584

### Interest Revenue (5141)

	JAN	FEB	MAR	APR	MAY
2014	79,507	91,153	107,268		
2013	91,940	103,748	120,386	136,803	152,672
2012	99,665	116,763	133,654	149,856	164,694
2011	138,655	164,687	196,432	227,295	252,290

### Fines & Escheats (5211)

	JAN	FEB	MAR	APR	MAY
2014	102,193	102,193	102,193		
2013	122,387	122,387	122,387	122,387	122,387
2012	0	107,237	107,237	107,237	107,237
2011	0	107,770	107,770	107,770	107,770

### State Basic Formula (5311)

	JAN	FEB	MAR	APR	MAY
2014	3,807,905	4,349,928	4,992,866		
2013	3,935,355	4,502,287	5,064,782	5,635,290	6,200,496
2012	3,617,439	4,162,305	4,707,158	5,237,730	5,782,541
2011	3,335,807	3,912,848	4,495,053	5,047,126	5,204,170

### ECSE (5314)

	JAN	FEB	MAR	APR	MAY
2014	149,997	187,496	187,496		
2013	150,803	188,503	229,974	271,863	313,753
2012	148,383	185,479	222,575	259,670	296,766
2011	148,840	148,840	186,049	223,259	260,469

### Career Education (5332)

	JAN	FEB	MAR	APR	MAY
2014	0	943	943		
2013	0	0	0	244,630	343,590
2012	0	0	0	245,630	335,600
2011	0	0	0	0	343,747

### Medicaid (5412)

	JAN	FEB	MAR	APR	MAY
2014	70,634	70,684	73,229		
2013	11,684	44,008	48,665	52,929	55,571
2012	29,099	42,735	82,130	108,777	111,671
2011	2,778	6,590	43,849	46,846	77,991

### IDEA (5441)

	JAN	FEB	MAR	APR	MAY
2014	58,029	136,227	248,797		
2013	151,410	151,410	201,879	264,829	327,779
2012	225,000	225,000	270,000	315,000	390,000
2011	215,075	265,650	316,225	371,978	424,978

### Fed Breakfast (5446)

	JAN	FEB	MAR	APR	MAY
2014	116,368	127,807	150,827		
2013	103,314	123,749	153,170	180,340	204,287
2012	60,937	75,046	93,896	109,740	133,046
2011	60,135	71,624	85,651	97,937	115,180

### Delinquent Taxes (5112)

	JAN	FEB	MAR	APR	MAY
2014	145,423	151,904	164,739		
2013	158,598	165,009	176,691	250,778	292,988
2012	155,447	171,222	180,563	249,630	279,736
2011	169,134	172,601	182,092	244,877	288,662

### M&M Surcharge (5115)

	JAN	FEB	MAR	APR	MAY
2014	289,768	297,674	298,871		
2013	318,538	319,535	320,615	321,271	321,787
2012	255,192	259,004	259,841	260,563	261,414
2011	221,014	224,191	224,683	225,368	226,439

### Pupil Food Service (5151)

	JAN	FEB	MAR	APR	MAY
2014	86,053	95,093	106,937		
2013	95,011	112,659	126,204	146,459	164,244
2012	108,870	130,882	149,834	167,549	185,093
2011	98,532	114,393	136,432	154,568	177,934

### RR & Utility Tax (5221)

	JAN	FEB	MAR	APR	MAY
2014	0	226,509	226,509		
2013	0	0	195,766	195,766	195,766
2012	0	0	182,011	182,011	182,011
2011	0	174,161	174,161	174,161	174,161

### State Transportation (5312)

	JAN	FEB	MAR	APR	MAY
2014	81,361	91,286	107,726		
2013	78,650	91,117	102,944	114,722	126,563
2012	87,624	100,623	117,176	137,223	151,323
2011	96,711	123,711	138,822	154,261	169,797

### Classroom Trust Fund (5319)

	JAN	FEB	MAR	APR	MAY
2014	459,533	515,787	552,201		
2013	415,234	474,666	534,000	593,376	652,730
2012	414,804	472,304	545,520	621,145	678,266
2011	411,381	468,837	542,938	605,756	609,913

### High Need Fund (5381)

	JAN	FEB	MAR	APR	MAY
2014	0	0	35,264		
2013	0	67,574	67,574	67,574	109,855
2012	0	0	115,019	115,019	115,019
2011	0	0	0	53,659	53,659

### Perkins (5427)

	JAN	FEB	MAR	APR	MAY
2014	85,742	85,742	92,249		
2013	64,992	68,724	76,531	102,067	144,069
2012	58,523	73,841	89,899	110,067	160,134
2011	82,062	97,784	108,608	118,705	150,457

### Fed Lunch (5445)

	JAN	FEB	MAR	APR	MAY
2014	234,925	258,768	305,181		
2013	237,198	288,390	350,928	405,811	451,406
2012	214,678	264,352	329,457	384,722	439,752
2011	210,193	251,303	304,209	350,108	413,958

### Title I (5451)

	JAN	FEB	MAR	APR	MAY
2014	422,239	556,086	556,086		
2013	272,278	417,890	417,890	561,862	561,862
2012	341,382	448,501	448,501	598,412	598,412
2011	400,000	400,000	600,000	600,000	700,000



# EXPENSE BY FUND

PAGE 1

This report includes the month of March.

Printed On: April 9, 2014

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	1,794,443	2,525,846	3,218,465	4,282,844	4,846,596	5,543,168	6,147,605			
Fund 20	344,154	571,042	1,733,704	2,925,870	4,095,327	5,291,574	6,443,472	7,603,776	8,772,373			
Fund 40	214,364	305,687	348,374	385,915	422,685	446,205	1,308,848	1,336,210	1,345,526			
Fund 60	1,225	11,101	45,598	104,067	163,886	242,625	266,622	318,852	351,499			
Fund 65	0	5,663	6,320	11,155	12,866	13,879	25,370	41,510	42,431			
Fund 70	0	0	0	0	0	489	4,632	12,079	12,079			
Total	990,323	1,735,525	3,928,438	5,952,853	7,913,229	10,277,617	12,895,540	14,855,596	16,671,513			

## 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

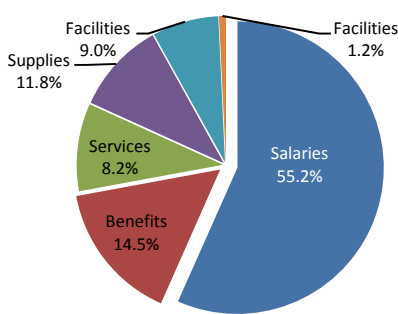
## Expense By Source (2012)

	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

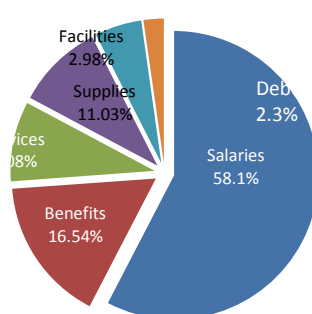
## Expense By Source (2012)

	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

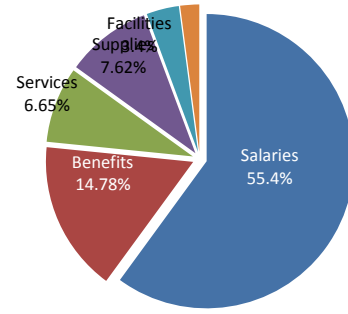
## EXPENSE



Through March, 2014



Through March, Prior 2 Year Avg.



2 Year Average, End of Year Totals

	2014 Budget	2013 Budget	Thru MAR 2014	Thru MAR 2013	Thru MAR 2012	2013 Total	2012 Total	2013 Date %	2012 Date %	2014 Projected	Compared to Prior 2 Years
Fund 10	9,640,181	9,030,980	6,147,605	6,160,701	5,705,409	8,886,119	8,386,412	69.3%	68.0%	8,951,015	
Fund 20	14,160,467	13,965,193	8,772,373	8,697,615	8,587,731	14,195,739	13,876,248	61.3%	61.9%	14,245,817	
Fund 40	1,564,046	1,300,067	1,345,526	1,010,916	1,217,109	1,303,604	6,531,257	77.5%	18.6%	2,797,847	
Fund 60	450,000	450,000	351,499	421,659	259,171	696,318	410,723	60.6%	63.1%	568,507	
Fund 65	40,000	40,000	42,431	34,793	35,291	66,552	44,823	52.3%	78.7%	64,773	
Fund 70	0	82,660	12,079	71,353	0	85,737	0	83.2%	0.0%	29,028	
Other											
Total	0	0	0	0	0	0	0				

# EXPENSE BY OBJECT CODE

PAGE 1

This report includes the month of March.

Printed On: April 9, 2014

## 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	3,274,358	4,548,334	5,807,357	7,009,374	8,244,917	9,443,344			
Benefits (62)	82,779	169,335	501,252	826,736	1,161,765	1,598,939	1,923,289	2,255,578	2,578,681			
Services (63)	32,120	117,740	369,120	547,343	718,380	1,174,128	1,299,779	1,481,438	1,611,076			
Supplies (64)	233,212	376,118	706,442	918,501	1,062,066	1,250,987	1,354,250	1,537,453	1,692,886			
Facilities (65)	156,659	247,982	290,669	328,210	364,979	388,500	1,184,488	1,211,850	1,221,166			
Debt (66)	57,705	57,705	57,705	57,705	57,705	57,705	124,360	124,360	124,360			
Other	0	0	0	0	0	0	0	0	0			
Total	990,323	1,735,525	3,928,438	5,952,853	7,913,229	10,277,617	12,895,540	14,855,596	16,671,513			

## 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

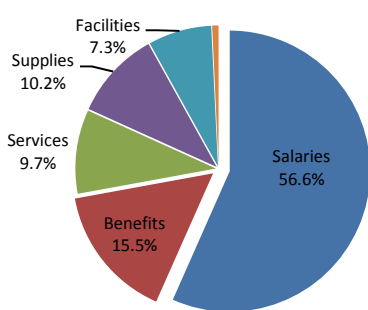
## Expenditures By Object Code (2012)

	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

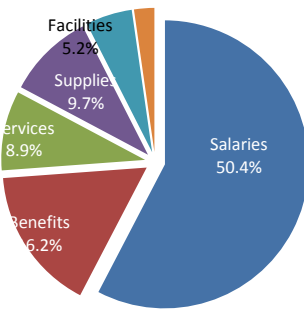
## Expenditures By Object Code (2011)

	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 March, 2014



Through March, Prior 2 Year Avg.

2 Year Average, End of Year Totals

	2014 Budget	2013 Budget	Thru MAR 2014	Thru MAR 2013	Thru MAR 2012	2013 Total	2012 Total	2013 Date %	2012 Date %	2014 Projected
Salaries (61)	15,028,048	15,059,451	9,443,344	9,545,556	9,327,596	15,202,103	14,776,001	62.8%	63.1%	14,999,235
Benefits (62)	4,131,133	4,106,786	2,578,681	2,710,675	2,618,739	4,230,138	4,096,610	64.1%	63.9%	4,029,044
Services (63)	2,579,703	2,018,786	1,611,076	1,475,828	1,211,310	2,123,355	1,831,905	69.5%	66.1%	
Supplies (64)	2,527,797	2,307,532	1,692,886	1,651,157	1,425,086	2,374,869	2,013,690	69.5%	70.8%	
Facilities (65)	1,426,321	2,716,548	1,221,166	367,802	1,038,059	657,586	1,199,696	55.9%	86.5%	
Debt (66)	161,693	419,400	124,360	646,018	183,921	646,018	5,331,561	100.0%	3.4%	
Other										
Total										

# ITEMIZED REVENUE REPORT

PAGE 1

This report includes the month of March.

Printed On: April 9, 2014

Local	2014 Budget	2013 Budget	Thru MAR 2014	Thru MAR 2013	Thru MAR 2012	2013 Total	2012 Total	2013 Date %	2012 Date %	2014 Projected	Compared to Prior 2 Years
Current Taxes	5,149,182	4,705,800	5,068,798	4,910,672	4,743,177	4,910,672	4,743,177	100.0%	100.0%	5,068,798	
Delinquent Taxes	262,899	334,000	164,739	176,691	180,563	373,878	391,671	47.3%	46.1%	352,912	
Prop C (STF)	1,699,255	1,700,240	1,385,132	1,305,518	1,300,135	1,722,263	1,760,981	75.8%	73.8%	1,851,376	
Interest	30,000	30,000	63,025	54,893	70,503	54,893	67,642	100.0%	104.2%	61,720	
M & M Surcharge Tax	280,000	215,000	298,871	320,615	259,841	292,966	263,457	109.4%	98.6%	287,286	
In Lieu of Tax	0	12,000	0	0	0	0	0	0.0%	0.0%		
Presch & BASE Tuition	0	7,000	0	-100	11,820	0	15,658		75.5%		
Adult Ed Tuition	568,670	720,975	336,216	442,327	412,553	596,822	542,490	74.1%	76.0%	447,805	
Interest Earned	163,150	200,000	107,268	120,386	133,654	177,734	191,914	67.7%	69.6%	156,167	
Food Service	186,000	186,000	117,085	140,507	163,212	189,648	204,235	74.1%	79.9%	152,057	
Food Service-Non Program	68,000	95,000	44,770	58,539	60,034	71,605	71,213	81.8%	84.3%	53,922	
Admission	64,120	45,000	37,296	31,426	39,620	33,294	42,649	94.4%	92.9%	39,828	
SA & Boosters	547,000	490,000	484,975	490,269	688,900	627,211	881,699	78.2%	78.1%	620,570	
Prior Period Adjustment	40,000	25,000	26,613	40,966	22,653	32,184	24,533	127.3%	92.3%	24,235	
Misc Local Rev.	10,650	3,000	48,350	87,859	26,092	243,729	205,066	36.0%	12.7%	198,273	
Other	39,000	5,000	0	0	0	0	0	0.0%	0.0%		
Total	9,107,927	8,774,015	8,200,658	8,106,647	7,498,282	9,411,825	8,632,907	86.1%	86.9%	9,481,102	

County	2014 Budget	2013 Budget	Thru MAR 2014	Thru MAR 2013	Thru MAR 2012	2013 Total	2012 Total	2013 Date %	2012 Date %	2014 Projected	Compared to Prior 2 Years
Fines, Escheats, Forfeit	115,000	105,000	102,193	122,387	107,237	122,387	107,237	100.0%	100.0%	102,193	
State RxR Utility	195,000	170,000	226,509	195,766	182,011	228,393	182,011	85.7%	100.0%	243,933	
Other	0	0	0	0	0	0	0	0.0%	0.0%		
Total	310,000	275,000	328,702	289,248	281,930	289,248	281,258	100.0%	100.2%	328,309	

State	2014 Budget	2013 Budget	Thru MAR 2014	Thru MAR 2013	Thru MAR 2012	2013 Total	2012 Total	2013 Date %	2012 Date %	2014 Projected	Compared to Prior 2 Years
Basic Formula	6,530,439	6,458,500	4,992,866	5,064,782	4,707,158	6,768,010	6,481,586	74.8%	72.6%	6,771,930	
Transportation	140,000	150,000	107,726	102,944	117,176	138,234	165,645	74.5%	70.7%	148,373	
ECSE - State	330,000	285,000	187,496	229,974	222,575	325,063	296,766	70.7%	75.0%	257,289	
Basic Formula CTF	890,514	824,582	552,201	534,000	545,520	712,092	751,886	75.0%	72.6%	748,525	
Vocational/At-Risk	20,000	20,000	0	0	0	20,000	20,000	0.0%	0.0%		
Early Childhood (PAT)	0	0	605	2,910	0	4,205	0	69.2%	0.0%	1,748	
Vocational Tech Aid	390,130	495,254	943	0	0	508,063	478,253	0.0%	0.0%		
Food Service	7,000	29,000	0	0	0	8,177	6,336	0.0%	0.0%		
Adult Basic Ed	0	38,000	0	15,742	10,893	15,742	10,893	100.0%	100.0%		
Enhancement Grant	87,360	122,687	0	0	0	95,977	50,731	0.0%	0.0%		
A+ Schools Grant	14,216	0	24,903	11,937	21,433	42,245	31,190	28.3%	68.7%	51,359	
Spec Ed High Need Fund	80,000	60,000	35,264	67,574	115,019	109,855	139,112	61.5%	82.7%	48,912	
Mo PreSch Project	0	110,000	0	0	76,833	41,438	110,500	0.0%	69.5%		
Misc. State Rev.	14,717	1,500	4,173	4,920	9,694	12,898	11,793	38.1%	82.2%	6,936	
Other	0	0	0	0	0	0	0	0.0%	0.0%		
Total	8,504,376	8,594,523	5,906,176	5,826,301	5,449,653	8,554,691	7,857,045	68.1%	69.4%	8,592,889	

# ITEMIZED REVENUE REPORT

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This report includes the month of March.

Printed On: April 9, 2014

Federal	2014 Budget	2013 Budget	Thru MAR 2014	Thru MAR 2013	Thru MAR 2012	2013 Total	2012 Total	2013 Date %	2012 Date %	2014 Projected	Compared to Prior 2 Years
Medicaid	100,000	140,000	73,229	82,130	43,849	152,759	157,276	53.8%	27.9%	179,384	
Basic Formula (ARRA)	0	169,392	0	176,110	463,518	176,110	524,438	100.0%	88.4%		
Vocational Ed	183,219	241,638	92,249	89,899	108,608	231,927	245,066	38.8%	44.3%	222,075	
Jobs Bill	0	0	0	0	0	0	424,558	0.0%	0.0%		
Voc Ed - Perkins	0	0	0	6,243	0	6,243	0	100.0%	0.0%		
WIA-JTPA	0	0	0	0	4,255	0	4,255	0.0%	100.0%		
Adult Basic Ed.	0	85,000	5,927	75,222	61,195	126,320	87,937	59.5%	69.6%	9,180	
Spec Ed High Need Fund	8,000	0	5,452	11,154	0	20,094	0	55.5%	0.0%	19,643	
IDEA (Part B)	400,522	453,080	248,797	270,000	316,225	443,833	473,129	60.8%	66.8%	389,748	
ECSE	36,000	36,000	37,499	0	37,210	37,096	37,210	0.0%	100.0%	74,998	
School Lunch Prog	548,500	513,000	305,181	329,457	304,209	529,606	513,843	62.2%	59.2%	502,724	
School Breakfast P.	271,000	140,000	150,827	93,896	85,651	174,663	144,430	53.8%	59.3%	266,807	
After School Snack	10,000	10,000	0	6,104	5,298	10,103	11,529	60.4%	46.0%		
Title I	793,626	800,000	556,086	448,501	600,000	869,441	800,000	51.6%	75.0%	878,596	
Title V	0	0	0	0	0	0	0	0.0%	0.0%		
Title IV	0	0	0	0	114,840	0	114,840	0.0%	100.0%		
Title I (ARRA)	0	0	0	0	0	0	40,000	0.0%	0.0%		
21st Cent Gnt (BASE)	0	150,000	0	79,680	71,739	150,000	210,000	53.1%	34.2%		
Title IVA-Drug Free	0	0	0	0	0	0	1,854	0.0%	0.0%		
Title III-ELL	0	0	0	0	0	0	0	0.0%	0.0%		
Title IIA	128,683	141,000	105,583	89,055	120,000	148,799	155,000	59.8%	77.4%	153,834	
T IID Tech E-mints	0	0	0	0	0	0	628	0.0%	0.0%		
T VIIB-Homelss	0	0	0	0	0	0	4,115	0.0%	0.0%		
T IID (ARRA)	0	0	0	0	0	0	31	0.0%	0.0%		
Voc Rehab	63,976	3,000	3,095	11,787	2,550	12,537	4,759	94.0%	53.6%	4,194	
Dept Health Food Svc Prog	28,924	0	5,140	0	0	28,924	0	0.0%	0.0%		
JTPA - WIA	42,650	15,000	17,679	117,831	6,988	125,281	25,511	94.1%	27.4%	29,114	
Voc - Pell Grants	0	0	0	0	0	0	0	0.0%	0.0%		
TRA	14,217	64,000	0	48,590	72,731	48,590	72,731	100.0%	100.0%		
Title VI B	32,905	48,992	20,571	27,003	30,000	47,584	45,425	56.7%	66.0%	33,506	
Title VI B (ARRA)	0	0	0	0	190,115	0	190,115	0.0%	100.0%		
ECSE (ARRA)	0	0	0	0	0	18,272	0	0.0%	0.0%		
Misc. Fed. Funds	0	30,000	15,300	0	0	21	85,987	0.0%	0.0%		
Other	0	0	0	0	0	0	0	0.0%	0.0%		
<b>Total</b>	<b>2,662,222</b>	<b>3,040,102</b>	<b>1,642,614</b>	<b>1,962,664</b>	<b>2,638,981</b>	<b>3,358,201</b>	<b>4,374,666</b>	<b>58.4%</b>	<b>60.3%</b>	<b>2,766,088</b>	

Non Revenue Funds	2014 Budget	2013 Budget	Thru MAR 2014	Thru MAR 2013	Thru MAR 2012	2013 Total	2012 Total	2013 Date %	2012 Date %	2014 Projected	Compared to Prior 2 Years
Sale of Bonds	0	0	0	0	0	0	0	0.0%	0.0%		
Insurance Recovery	0	0	0	0	0	0	0	0.0%	0.0%		
School Bus Sale	0	0	0	0	0	0	0	0.0%	0.0%		
Property Sales	0	0	0	0	0	0	80,000	0.0%	0.0%		
Other	0	0	0	0	0	0	0	0.0%	0.0%		
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>		<b>0.0%</b>		

Tuition	2014 Budget	2013 Budget	Thru MAR 2014	Thru MAR 2013	Thru MAR 2012	2013 Total	2012 Total	2013 Date %	2012 Date %	2014 Projected	Compared to Prior 2 Years
Rural Tuition	3,819,221	3,550,000	2,396,223	2,972,785	2,553,218	3,885,080	3,686,474	76.5%	69.3%	3,287,517	
Area VoTech Tuition	161,800	85,000	73,592	53,345	66,226	64,154	86,211	83.2%	76.8%	92,007	
SpecEd Tuition	0	0	0	0	0	0	0	0.0%	0.0%		
Local Tax Effort	0	0	0	2,566	0	2,566	0	100.0%	0.0%		
Transportation Other LEAs	0	0	0	0	0	0	0	0.0%	0.0%		
Other	0	0	0	0	0	0	0	0.0%	0.0%		
<b>Total</b>	<b>3,981,021</b>	<b>3,635,000</b>	<b>2,469,815</b>	<b>3,028,697</b>	<b>2,619,444</b>	<b>3,951,800</b>	<b>3,772,685</b>	<b>76.6%</b>	<b>69.4%</b>	<b>3,381,623</b>	

# SUBSTITUTE REPORT

This report includes the month of March.

Printed On: April 9, 2014

		2014 Budget	2013 Budget	2014 Through MAR	2013 Through MAR	2012 Through MAR	2011 Through MAR	2013 Actual	2012 Actual	2011 Actual
10-1111-6121-4030-000-0000	EL Substitute Salaries	3,000	3,000	2,170	1,680	1,400	3,850	1,645	2,345	5,320
20-1111-6121-4030-000-0000	EL Substitute Salaries	38,000	45,000	16,990	31,255	29,238	30,836	38,798	42,228	47,776
20-1112-6121-5000-000-0000	SF Substitute Salaries	6,000	9,000	7,000	3,850	3,780	6,190	5,320	5,950	11,275
20-1131-6121-3000-000-0000	MS Substitute Salaries	30,000	30,000	20,350	22,575	18,860	22,085	34,875	27,050	32,110
10-1151-6121-1050-000-0000	HS Substitute Salaries	2,000	2,000	1,175	0	1,050	70	0	1,890	455
20-1151-6121-1050-000-0000	HS Substitute Salaries	65,000	65,000	39,635	51,050	44,415	39,920	71,560	63,610	56,612
20-1151-6121-1050-062-0000	HS Substitute A+ Salary	0	0	0	0	0	0	0	0	0
20-1152-6121-1050-000-0000	ALC HS Substitute Salaries	0	0	1,750	0	0	0	0	0	0
20-1152-6121-3000-000-0000	ALC MS Substitute Salaries	0	0	0	0	0	0	0	0	0
20-1191-6121-1050-081-0000	SS HS Substitute Salaries	0	0	0	0	0	0	0	0	0
20-1191-6121-3000-081-0000	SS MS Substitute Salaries	0	0	0	0	0	0	0	0	0
20-1191-6121-4030-081-0000	SS EL Substitute Salaries	2,500	1,540	0	0	1,540	2,520	1,085	2,765	2,520
20-1191-6121-5000-081-0000	SS SF Substitute Salaries	0	0	0	0	0	0	0	0	0
10-1221-6121-1050-000-0000	SE HS Substitute Salaries	3,000	3,000	2,435	2,450	1,505	2,345	3,535	2,310	6,273
20-1221-6121-1050-000-0000	SE HS Substitute Salary	7,000	11,000	6,990	3,955	7,420	7,144	5,705	10,420	9,419
10-1221-6121-3000-000-0000	SE MS Substitute Salaries	2,500	2,000	385	2,975	840	140	4,340	1,680	175
20-1221-6121-3000-000-0000	SE MS Substitute Salary	6,000	5,100	1,365	4,750	2,905	1,890	6,220	5,390	5,580
10-1221-6121-4030-000-0000	SE EL Substitute Salaries	9,000	9,000	4,220	4,735	7,210	5,113	8,305	8,960	8,088
20-1221-6121-4030-000-0000	SE EL Substitute Salary	2,500	5,000	1,960	1,190	1,680	15,249	2,310	1,855	20,051
10-1221-6121-5000-000-0000	SE SF Substitute Salaries	500	1,000	0	0	0	35	0	0	175
20-1221-6121-5000-000-0000	SE SF Substitute Salary	500	1,000	0	0	840	2,238	0	840	2,308
20-1221-6121-8000-000-0000	SE Substutue Salary	0	0	0	0	0	0	0	0	0
70-1221-6121-8000-000-PSTG	SE PSTG Substitute Salaries	0	0	0	0	0	0	0	0	0
20-1234-6121-1050-053-0000	HB HS Substitute Salaries	0	0	0	0	0	0	0	0	0
20-1234-6121-3000-053-0000	HB MS Substitute Salaries	0	0	0	0	0	0	0	0	0
20-1234-6121-4030-053-0000	HB EL Substitute Salaries	0	0	0	0	0	0	0	0	0
20-1234-6121-5000-053-0000	HB SF Substitute Salaries	0	0	0	0	0	0	0	0	0
10-1251-6121-3000-051-0000	SI MS Substitute Salary	0	0	0	0	0	0	0	0	0
20-1251-6121-3000-051-0000	SI MS Substitute Salary	0	0	0	0	0	0	0	0	0
10-1251-6121-4030-051-0000	SI EL Substitute Salary	7,500	8,000	1,925	3,045	4,715	0	6,755	7,235	0
20-1251-6121-4030-051-0000	SI EL Substitute Salary	3,000	6,000	2,365	2,065	4,035	0	2,800	4,455	0
10-1251-6121-5000-051-0000	SI SF Substitute Salary	1,500	3,000	70	0	2,330	0	0	2,330	0
20-1251-6121-5000-051-0000	SI SF Substitute Salary	500	500	0	0	140	0	0	140	0
20-1261-6121-3000-041-0000	SE IDEA Substitute Salary	0	500	0	0	0	0	0	210	0
20-1261-6121-4030-041-0000	SE IDEA Substitute Salary	0	500	0	0	140	0	0	140	0
10-1281-6121-4030-014-0000	ECSE EL Substitute Salary	2,000	2,000	700	1,435	1,435	0	1,960	1,540	0
20-1281-6121-4030-014-0000	ECSE EL Substitute Salary	2,000	2,000	455	175	1,055	0	350	1,685	0
10-2134-6121-1050-000-0000	NURS HS Substitute Pay	0	0	2,485	140	0	N/A	140	0	N/A
20-2212-6121-1050-000-0000	CURR HS Substitute Salary	0	2,500	560	0	0	0	0	0	0
20-2212-6121-1100-000-0000	CURR VO Substitute Salary	0	1,200	0	0	0	0	0	0	0
20-2212-6121-3000-000-0000	CURR MS Substitute Salary	0	2,000	0	0	0	0	0	0	0
20-2212-6121-4030-000-0000	CURR EL Substitute Salary	0	2,000	2,350	0	0	665	0	0	665
20-2212-6121-5000-000-0000	CURR SF Substitute Salary	0	1,200	70	0	280	210	0	280	210
20-2214-6121-1050-051-0000	PD HS T1 Substitute Salary	0	0	0	0	105	0	0	105	0
20-2214-6121-1050-094-0000	PD HS Substitute Salary	0	3,600	280	0	0	0	0	0	0
20-2214-6121-1100-094-0000	PD VO Substitute Salary	0	0	0	0	0	0	0	0	0
20-2214-6121-3000-051-0000	PD MS T1 Substitute Salary	0	0	0	0	490	0	0	490	0
20-2214-6121-3000-094-0000	PD MS Substitute Salary	0	1,800	0	0	0	0	0	0	0
20-2214-6121-4030-051-0000	PD EL T1 Substitute Salary	0	3,000	0	0	2,940	0	0	2,940	0
20-2214-6121-4030-094-0000	PD EL Substitute Salary	0	4,500	0	0	0	0	0	0	0
20-2214-6121-5000-051-0000	PD SF T1 Substitute Salary	0	0	0	0	245	0	0	245	0
20-2214-6121-5000-094-0000	PD SF Substitute Salary	0	1,700	0	70	35	0	70	70	0
10-2321-6121-9000-000-0000	SUPT Sub Salary	0	2,000	280	2,380	2,135	0	2,380	2,135	0
20-2415-6121-1100-140-0000	PRIN VO Substitute Salary	0	0	0	0	0	0	0	0	6,860
10-2540-6121-8500-000-0000	OM Substitute Support Salary	0		3,007						
10-2541-6121-4030-000-0000	OM EL Sub Support Staff Salary	0		0						
10-2542-6121-5000-000-0000	OM SF Sub Support Staff Salary	0		0						
10-2543-6121-3000-000-0000	OM MS Sub Support Staff Salary	0		0						
10-2544-6121-1050-000-0000	OM HS Sub Support Staff Salary	0		0						
10-3511-6121-4030-000-0000	EC Substitute Salary	0	0	0	2,030			4,235		
10-3512-6121-4030-000-0000	PS EL Substitute Salary	0	0	360	0	0	0	420	0	0
20-3512-6121-4030-000-0000	PS EL Substitute Salary	0	0	0	0	0	0	0	0	0
10-3512-6121-5000-000-0000	PS SF Substitute Salary	500	500	140	350	210	0	490	210	0
20-3512-6121-5000-000-0000	PS SF Substitute Salary	500	500	315	2,110	105	0	3,125	175	0
20-3811-6121-3000-072-0000	BASE MS Substitute Salary	0	0	0	0	0	4,152	0	0	4,232
20-3811-6121-4030-072-0000	BASE EL Substitute Salary	0	0	0	0	0	14,326	0	0	14,326
20-3811-6121-5000-072-0000	BASE SF Substitute Salary	0	0	0	0	0	210	0	0	690
		195,000	241,640	121,787	144,265	143,078	159,186	206,423	201,678	235,119
				62.46	69.89	70.94	67.70			

There are 67 accounts reported above. 2014x has 67 codes reported as substitute [6121]

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# TEXTBOOK REPORT

*This report includes the month of March.*

*Printed On: April 9, 2014*

		2014 Budget	2013 Budget	2014 Through MAR	2013 Through MAR	2012 Through MAR	2011 Through MAR	2013 Actual	2012 Actual	2011 Actual
10-1111-6421-4030-000-0000	EL Textbooks	0	37,000	0	34,888	46,169	29,767	34,888	46,169	25,559
10-1111-6422-4030-000-0000	EL Textbooks - MOE	0	0	0	0	0	-5,460	0	0	0
10-1111-6431-4030-000-0000	EL Textbooks	65,000	0	72,724	0	0	0	0	0	0
10-1112-6421-5000-000-0000	SF Textbooks	0	14,900	0	9,377	9,285	5,878	12,190	9,542	5,878
10-1112-6431-5000-000-0000	SF Textbooks	21,000	0	22,127	700	0	0	700	0	0
10-1131-6431-3000-000-0000	MS Textbooks	34,000	16,000	34,223	15,888	10,325	26,715	16,057	10,348	26,887
10-1151-6431-1050-000-0000	HS Textbooks	87,500	45,000	108,935	67,743	71,826	68,303	67,743	73,426	68,303
10-1221-6431-1050-000-0000	SE HS Textbooks	9,275	7,000	9,022	6,999	3,000	7,143	6,999	3,036	7,143
10-1221-6431-3000-000-0000	SE MS Textbooks	5,725	7,000	3,397	7,000	4,000	114	7,000	4,000	114
10-1221-6431-4030-000-0000	SE EL Textbooks	2,000	2,000	898	2,000	8,000	122	2,000	8,000	122
10-1221-6431-5000-000-0000	SE SF Textbooks	0	0	0	0	0	44	0	0	44
Total		224,500	128,900	251,325	144,595	152,604	132,625	147,576	154,520	134,049

# TUITION REPORT

This report includes the month of March.

Printed On: April 9, 2014

				2014 Budget	2013 Budget	2014 Through MAR	2013 Through MAR	2012 Through MAR	2011 Through MAR	2013 Actual	2012 Actual	2011 Actual
10-0000-5810-0000-551-0000	Rural Dist Tuit-Fair View			1,220,129	1,088,000	782,845	927,158	941,792	712,247	1,216,119	1,215,853	1,043,238
10-0000-5810-0000-552-0000	Rural Dist Tuit-Glenwood			635,334	714,288	365,460	479,234	512,800	470,006	624,711	656,742	684,906
10-0000-5810-0000-553-0000	Rural Dist Tuit-Howell V.			592,015	574,164	399,720	446,742	503,896	381,242	596,549	671,678	550,546
10-0000-5810-0000-554-0000	Area Dist Tuit-Junction Hill			382,644	458,986	256,201	294,865	327,223	311,311	387,809	432,169	440,106
10-0000-5810-0000-555-0000	Rural Dist Tuit-Richards			989,099	1,019,743	586,221	752,094	687,074	678,412	983,624	908,639	977,797
				3,819,221	3,855,181	2,390,447	2,900,094	2,972,785	2,553,218	3,808,811	3,885,080	3,696,594
When it comes checking revenue against the budget, this number should						62.59	76.14	76.52	69.07			

Fairview	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2014	1,878	0	236,563	407,472	407,472	561,446	690,401	782,845			
2013	0	0	234,178	404,979	529,398	529,398	795,630	927,158	1,011,937	1,169,593	1,216,119
2012	0	0	0	379,295	566,006	674,777	819,485	941,792	1,063,930	1,155,632	1,215,853
2011	0	0	0	0	0	426,842	507,101	712,247	837,691	953,915	1,043,238

Glenwood	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2014	0	0	0	0	0	292,041	292,041	365,460			
2013	0	0	0	0	0	333,755	333,755	479,234	479,234	479,234	624,711
2012	0	0	0	205,793	205,793	350,958	350,958	512,800	584,178	584,178	656,742
2011	0	0	0	0	0	335,843	408,187	470,006	550,976	626,695	684,906

Howell Valley	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2014	5,062	0	0	318,659	318,659	318,659	318,659	399,720			
2013	0	0	114,508	197,879	262,543	314,463	383,823	446,742	487,233	568,782	596,549
2012	0	0	0	207,365	280,328	352,184	427,029	503,896	577,297	627,294	671,678
2011	0	0	0	0	225,467	273,557	273,557	381,242	444,369	504,907	550,546

Junction Hill	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2014	4,174	0	85,338	148,338	186,496	186,496	256,201	256,201			
2013	0	0	76,443	129,099	172,133	207,013	254,321	294,865	320,268	369,870	387,809
2012	0	0	0	135,340	182,892	223,953	280,048	327,223	374,398	407,930	432,169
2011	0	0	0	0	125,026	185,148	272,956	311,311	361,491	406,125	440,106

Richards	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2014	3,422	0	173,312	173,312	394,783	394,783	437,223	586,221			
2013	0	0	186,222	323,402	439,686	525,053	645,865	752,094	815,300	939,156	983,624
2012	0	0	0	277,200	381,444	469,384	586,656	687,074	790,145	862,208	908,639
2011	0	0	0	0	411,278	490,872	592,693	678,412	790,876	897,050	977,797

Based on the latest tuition bills, the schools are producing the following number of tuition collecting students

2014	Hours Possible	Enrlmnt Hours	ADE*	Tuition Rate Per ADE
Fairview	742.00	121,270.96	163.44	\$7,219.70
Glenwood		64,932.00	87.51	
Howell Valley		62,676.00	84.47	
Junction Hill		45,274.00	61.02	
Richards		96,460.00	130.00	
Through March			526.43	\$3,800,685

2013	Hours Possible	Enrlmnt Hours	ADE*	Tuition Rate Per ADE
Fairview	1,090.75	189,233.37	173.49	\$7,009.42
Glenwood		97,212.56	89.12	
Howell Valley		92,830.14	85.11	
Junction Hill		60,347.66	55.33	
Richards		153,063.71	140.33	
			543.38	\$3,808,751

2012	Hours Possible	Enrlmnt Hours	ADE*	Tuition Rate Per ADE
Fairview	1,104.25	185,429.97	167.92	\$6,855.84
Glenwood		106,454.01	96.40	
Howell Valley		105,826.09	95.84	
Junction Hill		70,347.28	63.71	
Richards		149,538.69	135.42	
			559.29	\$3,834,403



## DEBT PAYMENTS

*This report includes the month of March.*

*Printed On: April 9, 2014*

		2014 Budget	2013 Budget	2014 Through MAR	2013 Through MAR	2012 Through MAR	2011 Through MAR	2013 Actual	2012 Actual	2011 Actual
40-4051-6521-1100-714-0000	Bldg Acq Constr & Impr-2010B	0	250,000	0	0	N/A	N/A	250,000	N/A	N/A
40-4051-6521-9000-716-0000	Bldg Acq Constr/Impr-2013 Series	625,000	0	625,000	0	N/A	N/A	0	N/A	N/A
40-4051-6531-1050-715-0000	Bldg Acq Constr/Improv-Stadium	140,000	152,000	140,000	152,000	N/A	N/A	152,000	N/A	N/A
40-5122-6614-0000-000-0000	PRINC Payments-Long Term Loan	0	0	0	0	500,000	0	0	500,000	800,000
40-5122-6614-0000-711-0000	PRINC Pmts LT Loan- 2010A	0	245,000	0	0	0	0	245,000	0	4,260,000
40-5200-6623-9000-000-0000	Interest - 01 Bond Series	0	0	0	0	0	54,658	0	0	3,000
40-5200-6623-9000-711-0000	Interest - 05 Bond Series	0	0	0	0	0	124,797	0	0	150,081
40-5222-6621-0000-000-0000	Interest - Long Term Loans	0	0	0	0	142,883	0	0	142,883	17,681
40-5222-6624-0000-711-0000	Interest-Long Term Loans-2010A	0	106,145	0	53,073	N/A	N/A	106,145	N/A	N/A
40-5231-6623-1050-715-0000	Interest L-Purch - Stadium	29,377	30,965	29,377	18,774	N/A	N/A	18,774	N/A	N/A
40-5231-6623-1100-714-0000	Interest L-Purch - 2010B	0	30,990	0	15,495	N/A	N/A	30,990	N/A	N/A
40-5231-6623-9000-716-0000	Interest L-Purch - 2013 Series	98,448	0	94,984	0	N/A	N/A	0	N/A	N/A
<b>Total</b>		<b>892,825</b>	<b>815,100</b>	<b>889,360</b>	<b>239,341</b>	<b>642,883</b>	<b>179,455</b>	<b>802,909</b>	<b>642,883</b>	<b>5,230,763</b>

## DEBT PAYMENTS

*This report includes the month of March.*

*Printed On: April 9, 2014*

		2014 Budget	2013 Budget	2014 Through MAR	2013 Through MAR	2012 Through MAR	2011 Through MAR	2013 Actual	2012 Actual	2011 Actual
40-4051-6521-1100-714-0000	Bldg Acq Constr & Impr-2010B	0	250,000	0	0	N/A	N/A	250,000	N/A	N/A
40-4051-6521-9000-716-0000	Bldg Acq Constr/Impr-2013 Series	625,000	0	625,000	0	N/A	N/A	0	N/A	N/A
40-4051-6531-1050-715-0000	Bldg Acq Constr/Improv-Stadium	140,000	152,000	140,000	152,000	N/A	N/A	152,000	N/A	N/A
40-5122-6614-0000-000-0000	PRINC Payments-Long Term Loan	0	0	0	0	500,000	0	0	500,000	800,000
40-5122-6614-0000-711-0000	PRINC Pmts LT Loan- 2010A	0	245,000	0	0	0	0	245,000	0	4,260,000
40-5200-6623-9000-000-0000	Interest - 01 Bond Series	0	0	0	0	0	54,658	0	0	3,000
40-5200-6623-9000-711-0000	Interest - 05 Bond Series	0	0	0	0	0	124,797	0	0	150,081
40-5222-6621-0000-000-0000	Interest - Long Term Loans	0	0	0	0	142,883	0	0	142,883	17,681
40-5222-6624-0000-711-0000	Interest-Long Term Loans-2010A	0	106,145	0	53,073	N/A	N/A	106,145	N/A	N/A
40-5231-6623-1050-715-0000	Interest L-Purch - Stadium	29,377	30,965	29,377	18,774	N/A	N/A	18,774	N/A	N/A
40-5231-6623-1100-714-0000	Interest L-Purch - 2010B	0	30,990	0	15,495	N/A	N/A	30,990	N/A	N/A
40-5231-6623-9000-716-0000	Interest L-Purch - 2013 Series	98,448	0	94,984	0	N/A	N/A	0	N/A	N/A
<b>Total</b>		<b>892,825</b>	<b>815,100</b>	<b>889,360</b>	<b>239,341</b>	<b>642,883</b>	<b>179,455</b>	<b>802,909</b>	<b>642,883</b>	<b>5,230,763</b>



# Resignations

*CLICK HERE TO RETURN THE THE AGENDA*

*This document contains [hyperlinks](#).*

*Click on a section to advance to that area.*

*Click in the blue box to return to the Board Agenda*

1. [Melissa Harper](#)

2. [Juliet Cobb](#)

3. [Justin Bennett](#)

4. [Karen Sholes](#)

5. [Kathy Miller](#)

6. [Randy Fukasawa](#)

# **WEST PLAINS R-VII SCHOOLS**

## **Facilities & Grounds/Safety Program Evaluation**

### **Program Objective and Goal:**

1. Provide a safe, nurturing environment to foster student success.

### **Program Description:**

School facilities promote student success by providing students with a physical setting that fosters pride, invites learning, and provides a feeling of security. School facilities influence feelings and attitudes about a school expressed by students, teachers, staff and parents. The West Plains R-VII School District supports the belief that facilities should be subjected to a high-quality maintenance program and that the district should continually look for opportunities to update the current physical plant, while striving to provide new facilities as the need arises.

### **Program Evaluation Details:**

The district realizes the number of major concerns exceed the number of projects we would like to complete during the 2014-15 school year. The district principals, maintenance personnel, and building custodians have provided both information from prior year program evaluations as well as their current concerns to develop the work list for 2014-15. Due to the limited budget, the district has not asked committee members to form provide long an immediate “wish list” or a long range facility plan.

The following document represents a list of projects each building or department has asked the district to look into. An initial priority status has been given to each project. The completion of each project will depend on the cost of the project, its priority, and the allowable budget.

# 2014-15 FACILITY PROJECTS

		Projected Cost	Priority 1=High		
General	Vendor/n otes		1	2	3
	Parking Lots need to be sealed			x	
	North Wall on Transportation House	\$500	x		
	Electrical Stations at Bus Barn	\$1,500	x		
	Doors in Board Room	\$400	x		
	Miscellaneous Painting throughout District.	\$2,500	x		
Elementary					
	Roof Condensation & Tile Replacement				
	Playground Equipment Needs			x	
	Window for Basement Classroom	\$300	x		
	Bathroom Partitions			x	
	Expand South Parking Lot Entrance			x	
	Front Porch Concrete Patch	\$500	x		
	Drainage at the Preschool Entry		x		
	Bathroom Hand Dryers			x	
	Pain the Roof on New Section at Both Ends	Edwards	x		
	Sound Equipment for Gym			x	
	Seal Coat Elementary Parking Lots	\$6,000	x		
South Fork					
	Front Door Locking Mechanism	\$1,000	x		
	See about raising electrical conduit and buiding shelf.		x		
	Heaters and AC units over east wing need to be replaced	\$18,500	x		
	Tile Replacement	\$5,000	x		

		Projected Cost	Priority 1=High		
Middle School	Vendor/n otes		1	2	3
	FEMA Doors	\$5,000	x		
	Intercom				x
	Renovate 2nd Computer Lab	\$3,000	x		
High School					
	Rekey all interior doors			x	
	Indoor Walk In Freezer	\$15,000.00			x
	East Wing Wall Replacement	\$35,000.00	x		
	Roof Repair over Special Ed Offices	\$2,000	x		
	Building Trades in CC to Theater Room	\$3,500		x	
	Move Science Hood to HS from MS	\$250.00			
	Address Storage Building by Woodworking	Moyer	\$2,500		
	Repaint & Tuck Point South Side of Building (Gym ares)	Moyer	\$15,000		
	Retile East Wing	\$5,000		x	
	Gymnasium South Wall	\$15,000		x	
	Seal Coat Parking Lot	\$10,000			
Athletics					
	Football Bleachers	\$70,000	x		
	Baseball				
	Blast and Paint Bleachers			x	
	Paint Field House	Edwards		x	
	Power Wash & Paint Bleachers	\$400			
South Central Career Center					
	Roof Repair at Jackson Street		x		
	Jackson Street Issues		x		
	Front Awning at Jackson Street	\$7,000	x		
	Seal Coat Parking Lot after Construction	\$4,000		x	

Old Administrative Building (1st Street)					



**Dr. John Mulford**, Superintendent of Schools

## **POLICY BDA – BOARD MEETINGS**

### Policy currently reads:

#### Regular Board Meetings (2<sup>nd</sup> Paragraph)

The Board will hold its regular meeting on the third Tuesday of each month at 6:15 p.m. at the administration office unless otherwise specified in the publicized notice of the meetings.

### THE BOARD HAS APPROVED THE FOLLOWING CHANGES:

#### Regular Board Meetings (2<sup>nd</sup> Paragraph)

The Board will hold its regular meeting on the third Tuesday of each month at **5:00** p.m. at the administration office unless otherwise specified in the publicized notice of the meetings.

## **POLICY IHB – CLASS SIZE**

Recommend Board not adopt

## **POLICY GBCC – STAFF USE OF COMMUNICATION DEVICES**

### BOARD TO ADOPT POLICY WITH THE FOLLOWING CHANGE:

Remove Item 1. under Use in Vehicles.

1. Driving district-provided vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for district use in a district activity.

## **POLICY JHCD – ADMINISTRATION OF MEDICATIONS TO STUDENTS**

Recommend Board not to adopt optional portion not required by law.

## **POLICY JECB – ADMISSION OF NONRESIDENT STUDENTS (Districts Accepting Nonresident Students)**

Recommend Board to rescind policy.

## **RECOMMEND BOARD APPROVE THE FOLLOWING POLICIES WITH NO CHANGES:**

POLICY BDC: CLOSED MEETINGS, RECORDS AND VOTES  
POLICY BDDF: VOTING METHOD  
POLICY DB: ANNUAL BUDGET  
POLICY DFA: - REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS (current version-district manages own investments)  
POLICY EBC: - EMERGENCY DRILLS (Districts not Required to Hold Earthquake Drills)  
POLICY EBCA: - CRISIS INTERVENTION PLAN  
POLICY ECA: - BUILDING AND GROUNDS SECURITY  
POLICY FEB: - SELECTION OF ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES  
POLICY GBBDA: - FAMILY AND MEDICAL LEAVE  
POLICY GBLB: - REFERENCES  
POLICY IGAC: - TEACHING ABOUT RELIGION  
POLICY IL: - ASSESSMENT PROGRAM  
POLICY JEA: - COMPULSORY AND PART-TIME ATTENDANCE  
POLICY JEC: - SCHOOL ADMISSIONS  
POLICY JECA: - ADMISSION OF STUDENTS (District Allows Tuition-Paying Nonresident Students to Enroll and Attend)  
POLICY JGF: - DISCIPLINE REPORTING AND RECORDS  
POLICY JHCD: - ADMINISTRATION OF MEDICATIONS TO STUDENTS

# 2014a Policy Update

Title Page	GBCC Staff Use of Communication Devices
BDA Board Meetings	GBLB References
BDC Closed Meetings, Records & Votes	IGAC Teaching About Religion
BDDF Voting Method	IHB Class Size
DB Annual Budget	IL Assessment Program
DFA Revenues From Investments/Use Of Surplus Funds	JEA Compulsory & Part-Time Attendance
BBC Emergency Drills	JEC School Admissions
BBCA Crisis Intervention Plan	JECA Admission of Students
BCA Building and Grounds Security	JECB Admission of Nonresident Students
FEB Selection of Architectural, Engineering and Land Surveying Services	JGF Discipline Reporting & Records
GBBDA Family & Medical Leave	JHCD Administration of Medications to Students



February 13, 2014

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

Dear Dr. Mulford:

MSBA's 2014A Update contains many policies, procedures and forms created or modified by MSBA as a result of legislative changes and a few that were created in response to a high volume of district requests for materials. Highlights include:

- ▶ **Electronic participation in Board meetings (BDA, BDDF)**
- ▶ **Emergency drills for active shooters (EBC)**
- ▶ **New Family and Medical Leave Act regulations (GBBDA)**
- ▶ **Texting restrictions when using district vehicles (GBCC)**
- ▶ **Reorganization of admission policies to reflect current law and recent transfer cases (JECA)**

MSBA had intended for this Update to include model policies, procedures and forms designed to help districts implement the new teacher and leader evaluation process. However, the regulations—which define the core principles upon which the evaluation system is based—are not yet final. MSBA now plans to release these documents in the late spring.

We are also including a chart with this Update package that may be helpful to you when you have questions about which situations the district needs to report to law enforcement. More information about this is included in the Explanation for policy **JGF**.

Finally, MSBA reminds you to please **USE THE ATTACHED CHECKLIST FORMS** to let me know about action taken by your Board or administration. If you have any trouble filling out the forms in Microsoft Word or attaching them to an email, please let me know and I'll be happy to walk you through the process. Using these checklist forms is the best way to make sure policy and procedure codes are not inadvertently skipped and that your district receives the correct version of all these documents.

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  
Senior Editor, Full Maintenance

Enclosures

# REFERENCE COPY

FILE: BDA  
Critical

## EXPLANATION: BOARD MEETINGS

This policy was amended for clarity and to incorporate changes made to the Sunshine Law by Senate Bill 170 (2013).

School Board members may legally participate in meetings electronically. However, § 610.015, RSMo., of the Sunshine Law previously prohibited Board members from casting roll call votes electronically, which meant that Board members could not cast any vote in closed session (where all votes are held by roll call) or in any open-session vote held by roll call. There was no limitation, however, on casting other votes. There is an emergency exception to the prohibition on roll call votes, but it rarely applies.

Senate Bill 170 has amended the law to allow Board members who participate in the meeting using videoconferencing to fully participate in all discussion and votes, regardless of how the vote is taken. The law still limits other electronic participation, such as conference calls. MSBA has revised this policy to incorporate the new law regarding videoconferencing.

In addition, MSBA has revised this policy to state that Board members "will," as opposed to "may," be allowed to participate in Board meetings electronically. MSBA recommends that all Board members who are unable to attend have this option. However, this is not legally required, and the district may revise this language.

*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.*

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	X	Technology



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## BOARD MEETINGS

### General

A quorum must be present, whether physically or electronically, in order to conduct an official meeting. A quorum shall consist of four members of the Board of Education.

Meetings may be held in person or by means of communication equipment including, but not limited to, conference calls, video conferences, Internet chats or Internet message boards.

Meetings of the Board of Education shall be open to the public and the press unless closed as authorized by law.

All Board meetings shall be held at a place of sufficient size to accommodate the anticipated members of the public and at a time that is reasonably convenient. In addition, reasonable efforts shall be made to make the meeting accessible to individuals with disabilities. If any of these statutory requirements are not met, the nature of the cause for noncompliance for the meeting ~~should~~ **also will** be stated in the Board minutes.

**Audio, video and other electronic r** ~~Recordings of open meetings by audiotape, videotape or other electronic means is~~ **are** allowed by law. ~~However,~~ **but** the Board may establish guidelines regarding the manner in which such recordings are conducted to minimize disruption to the meeting. Recording a closed meeting is prohibited unless permission has been granted by the Board by resolution. By passing this policy the Board grants permission to the Board secretary to record closed meetings as necessary to fulfill his or her duties.

### Meeting Notice

Public notice of all meetings shall be given in accordance with Board policy and law.

### Regular Board Meetings

The Board of Education shall hold regular meetings throughout the year to transact such business as deemed necessary for the smooth operation of the school district.

The Board will hold its regular meeting on the third Tuesday of each month at 6:15 p.m. at the administrative office unless otherwise specified in the publicized notice of the meetings.

## Special Board Meetings

Special Board meetings may be held from time to time as circumstances may demand. Special meetings of the Board may be held at a time fixed by the Board or on the call of the president. A special meeting may also be called by at least four members of the Board. Each member shall be notified of the time, place and purpose of the meeting a reasonable amount of time in advance of the meeting.

## Electronic Participation

The Board ~~may~~ will allow members to participate electronically in meetings where other Board members are physically present, and the Board may hold meetings where all Board members participate electronically. This participation may occur by telephone, video conference or other electronic means. Board members may not simply vote electronically, but must: 1) be connected with the meeting throughout the discussion of business; 2) be able to hear or receive the same information as Board members physically present; and 3) participate in the discussion. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

~~If the Board allows a member to participate electronically, the member~~ Any Board members participating electronically will be considered present and will have his or her actual physical presence excused. The members shall be counted present for the purposes of convening establishing a quorum. If a Board member participates in a meeting electronically, the Board secretary will document it this fact in the minutes when members participate in the meeting electronically. In accordance with law, Board members participating electronically may only vote in roll call votes if they are participating by videoconference or another legal exception applies.

~~Board members participating electronically cannot cast roll call votes unless a district emergency exists and a quorum of the Board is physically present. If such an emergency exists, the nature of the district emergency shall be stated in the minutes. Board members participating electronically may cast votes other than roll call votes.~~

Any Board member who wishing to participate in a meeting electronically will must notify the Board president and superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made in open session. The superintendent will take measures to verify the identity of any remotely located participants if necessary. Board members participating electronically in a closed-session meeting must take measures to protect the confidentiality of the meeting and ensure that other persons will not overhear the discussion and votes. If the Board is not confident that appropriate measures have

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FILE: BDA  
Critical

been or will be taken, the Board may refuse to allow a Board member to participate electronically in closed session.

In accordance with Policy ECA, no person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. This prohibition extends to school Board meetings and activities as well.

\* \* \* \* \*

***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;

Cross Refs: KKB, Audio and Visual Recording

Legal Refs: §§ 162.301, .303, .511, 610.010 - .028, RSMo.

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

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## EXPLANATION: CLOSED MEETINGS, RECORDS AND VOTES

House Bill 256 (2013) modified provisions of the Sunshine Law allowing certain security-related information to be kept from public disclosure. It also removed the sunset provisions that had previously applied to §§ 610.021 (18) and (19).

The section permitting the closing of operation guidelines and response plans to critical security situations is not new, but had been allowed to expire under a previously applicable sunset provision. This section is now the law again. The section allowing the district to close portions of records that contain authorization or access codes to district security systems is new.

At the request of districts, MSBA has also strengthened the section on confidentiality.

<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>					
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	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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## CLOSED MEETINGS, RECORDS AND VOTES

The Board will conduct closed meetings, maintain records and hold votes in accordance with the Missouri Sunshine Law.

### **Closed Meeting Notice**

Public notice of closed meetings shall be given in accordance with Board policy and law. The motion and the vote to authorize closed session must occur in open session. The motion must include the specific reason for closing the meeting with reference to a specific section of the statute, and the vote on the motion must be taken by roll call and entered into the minutes. The motion will pass if a majority votes in the affirmative.

Posted notice of a closed meeting will include the time, date and place of the closed meeting and the reasons for holding the meeting with reference to the specific statutory exemption under which the meeting will be closed. Only business directly related to the specific statutory exemptions provided may be discussed or voted upon at a closed meeting.

### **Objection**

In the event a motion is made to close a meeting, record or vote, and a Board member believes that the motion would violate the Missouri Sunshine Law if passed, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Board secretary will enter the objection in the minutes. Once the objection has been made, the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote constitute an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

### **Meeting Location**

The Board shall only close that portion of the meeting facility needed to house the Board in closed session. Members of the public must be allowed to remain in the meeting facility so that they may attend any open meeting that follows the closed meeting.

### **Confidentiality**

The Board members, employees and others in attendance are honor bound not to disclose the details or discussions of the closed meetings, records or votes **or any other information that is deemed confidential by law, Board policy or district procedures. It is an essential job function of every employee in the district to follow confidentiality laws and the district's policies and procedures**

regarding confidential information. District employees who fail to keep closed information or closed meetings confidential may be disciplined or terminated. ~~The Board may publicly admonish Board members who fail to keep closed records and meetings confidential in violation of this policy.~~ District employees are required to report to their supervisors when they accidentally disclose confidential information or reasonably believe another person is disclosing confidential information in violation of law, Board policy or district procedures.

Board members who violate the law, Board policy or district procedures regarding confidentiality may be removed from all district committees and publicly admonished by the Board, and the Board may take legal action against the member by seeking an injunction or monetary damages. The Board may also seek legal action from the local prosecutor or the Missouri Attorney General's Office. In addition, it is a crime, punishable by a fine of up to \$500 or a year in jail, for any School Board member or employee of a school district to willfully neglect or refuse to perform a duty imposed by certain state statutes applicable to school districts, some of which contain confidentiality requirements.

### Closed Topics

Pursuant to the Missouri Sunshine Law, the Board of Education hereby closes all meetings, records and votes pertaining to:

1. Legal actions, causes of action or litigation involving the district and any confidential or privileged communication between the district or its representatives and its attorneys. Any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving the district or an agent or entity representing the district, including any insurance company acting on the district's behalf, shall become available to the public upon final disposition of the matter voted upon or upon the signing of a settlement agreement by the parties. A settlement agreement may be ordered closed by a court; however, the amount of any ~~monies~~ **moneys** paid by or on behalf of the school district, pursuant to the settlement agreement, must be available to the public. When the district makes a decision involving the exercise of eminent domain, the vote shall become public immediately following the meeting in which the vote was taken to authorize institution of such legal matter. Legal work product is considered a closed record. **§ 610.021(1), RSMo.**
2. The lease, purchase or sale of real estate by the district where public knowledge of the transaction might adversely affect the amount to be received or spent by the district. Any minutes, vote or public record approving such a contract shall become available to the public upon execution of the lease, purchase or sale of the real estate. **§ 610.021(2), RSMo.**
3. Hiring, firing, disciplining or promoting of particular employees by the district when personal information about the employee is discussed or recorded. Any vote on a final



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Critical

decision to hire, fire, promote or discipline an employee must be made available, with a record of how each member voted, to the public within 72 hours of the close of the meeting where the action occurred. The district will attempt to notify the affected employee during the 72-hour period before the decision is made available to the public. The term "personal information" means information relating to the performance or merit of individual employees. § 610.021(3), RSMo.

4. Proceedings involving the mental or physical health of an identifiable individual. § 610.021(5), RSMo.
5. Scholastic probation, expulsion or graduation of identifiable persons, including records of individual tests or examination scores. However, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of 18 and by the parents, guardian or other custodian and the student if the student is over 18. § 610.021(6), RSMo.
6. Testing and examination materials until the test or examination is given for the final time. § 610.021(7), RSMo.
7. Welfare cases of identifiable individuals. § 610.021(8), RSMo.
8. Preparations on behalf of the district or its representatives for negotiations with employee groups, including any discussion or work product. § 610.021(9), RSMo.
9. Software codes for electronic data processing and documentation thereof. § 610.021(10), RSMo.
10. Competitive bidding specifications until officially approved or published. § 610.021(11), RSMo.
11. Sealed bids and related documents until the bids are opened; sealed proposals and related documents until all proposals are rejected; or any documents related to a negotiated contract until a contract is executed. § 610.021(12), RSMo.
12. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. However, the names, positions, salaries and lengths of service of district officers and employees shall be available to the public. § 610.021(13), RSMo.
13. Records protected from disclosure by law. § 610.021(14), RSMo.

14. Scientific and technological innovations in which the owner has a proprietary interest. § 610.021(15), RSMo.
15. Records relating to municipal hotlines established for reporting abuse and wrongdoing. § 610.021(16), RSMo.
16. Confidential or privileged communications between the Board and its auditor, including all auditor work product. However, all final audit reports issued by the auditor are to be considered open records. § 610.021(17), RSMo.
17. Operational guidelines, and policies and specific response plans developed, adopted or maintained by the district for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individuals or public health or safety. When seeking to close information pursuant to this exception, the Board shall state in writing affirmatively states that disclosure would impair its ability to protect the health or safety of persons and that the public interest in nondisclosure outweighs the public interest in disclosure of the records. Information regarding Financial records related to procurement or expenditures or contracts made in implementing these policies related to operational guidelines, policies or plans shall be open records. § 610.021(18), RSMo.
18. Existing or proposed security systems and structural plans of real property owned or leased by the district where public disclosure would threaten public safety. Procurement records or expenditures relating to security systems purchased with public funds shall be open. When the district is seeking to close this information, it must The Board affirmatively states in writing that disclosure would impair the district's ability to protect the security or safety of persons or real property and that the public interest in nondisclosure outweighs the public interest in disclosure of the records. § 610.021(19), RSMo.
19. The portion of a record that identifies security systems, access codes or authorization codes for security systems of real property. § 610.021(20), RSMo.
20. Records that identify and would allow unauthorized access to or unlawful disruption of the configuration of components or the operation of a computer, computer system, computer network or telecommunications network of the district if released. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures for such computer, computer system, computer network or telecommunications network shall be open. § 610.021(21), RSMo.
2021. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic

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FILE: BDC  
Critical

transactions between the district and a person or entity doing business with the district. However, the record of a person or entity using a district credit card or any record of a transaction that is reimbursed by the district will be open. § 610.021(22), RSMo.

\* \* \* \* \*

***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; 01/20/2009;

Cross Refs: ECA, Building and Grounds Security  
EHBC, Privacy Protection  
GBLB, References  
KBA, Public's Right to Know  
KDA, Custodial and Noncustodial Parents  
KKB, Audio and Visual Recording

Legal Refs: §§ 162.091, 610.010 - .029, RSMo.

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

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## EXPLANATION: VOTING METHOD

This policy was amended for clarity and to incorporate changes made to the Sunshine Law by Senate Bill 170 (2013).

School Board members may legally participate in meetings electronically. However, § 610.015, RSMo., of the Sunshine Law previously prohibited Board members from casting roll call votes electronically, which meant that Board members could not cast any vote in closed session (where all votes are held by roll call) or in any open-session vote held by roll call. There was no limitation, however, on casting other votes. There is an emergency exception to the prohibition on roll call votes, but it rarely applies.

Senate Bill 170 has amended the law to allow Board members who participate in the meeting using videoconferencing to fully participate in all discussion and votes, regardless of the method of voting. The law still limits other electronic participation. MSBA has revised this policy to clarify the new status of the law.

In addition, MSBA has revised this policy to state that Board members "will," as opposed to "may," be allowed to participate in Board meetings electronically. MSBA recommends that all Board members who are unable to attend have this option. However, this is not legally required, and the district may revise this language.

MSBA has also revised this policy to clarify that the Board itself may, by policy, prescribe a greater number of votes to pass a motion than a majority of a quorum. For example, policy BBE sets out the process for appointing a new Board member when there is a vacancy. While the law does not address the issue, that policy requires a majority of the Board to vote affirmatively to appoint a person to the Board.

MSBA has also made some changes at the direction of MSBA's parliamentarian, Dr. Leonard Young, to conform the policy to language commonly used in *Robert's Rules of Order*. While districts are not required to use *Robert's Rules of Order*, many do, and the changes will make the policy clearer. Please note that any MSBA member district may utilize Dr. Young's services at no cost. He is not an attorney, but he is very knowledgeable about meeting protocol. It is best to contact him by e-mail at [drleonardyoungprp@yahoo.com](mailto:drleonardyoungprp@yahoo.com).

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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.*

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

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## VOTING METHOD

All motions **and votes** will be recorded in the minutes, ~~including the name of the person seconding any motion and the record of the vote.~~ Minimally, the number of “yea” and “nay” votes **members voting in the affirmative and in the negative** on any question shall be recorded in the minutes unless a roll call vote is required by law. When a member abstains from voting, such abstention shall not be counted as a vote either for or against the proposal, but shall be entered in the minutes as an abstention. The president ~~shall have a~~ **may** vote on all questions.

Any member, upon request, ~~may have a brief~~ **submit a written** explanation of his or her vote ~~recorded on any question that will be attached to the minutes or stored with the minutes.~~ Any member may also change his or her vote ~~if such request is made prior to consideration of the next order of business~~ **up to the time the result of the vote is announced.**

~~Motions pass with an affirmative vote from the majority of the quorum present at the meeting.~~ **A motion shall pass if a majority of those members present vote in favor of the motion, provided that a quorum is present,** unless otherwise prescribed by law **or policy.** **An affirmative vote of the majority of the whole Board must vote is required** to enter into a contract, employ a person, approve a bill or issue a warrant.

### Voting in Open Session

Voting in open session must be conducted in a manner that allows the public attending the meeting to observe how each person voted and in a manner that allows the Board secretary to accurately discern and record the number of persons voting for or against the motion as well as the persons abstaining from the motion.

The Board may decide to vote by roll call in open session. When an open public vote is not to be taken by roll call, any member may request that the Board be polled on any issue requiring a vote. When voting to adjourn to closed session, the specific reason for closing the meeting must be announced publicly by reference to a specific section of the law, and the vote must be taken by roll call.

In the event a motion is made to close a meeting, record or vote and a Board member believes that the motion, if passed, would violate the Missouri Sunshine ~~Law~~ **Law**, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Board secretary will enter the objection in the minutes. Once the objection has been made the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

### Voting in Closed Session

All votes taken in closed session shall be taken by roll call, including the vote to adjourn. The minutes will reflect how each individual Board member voted or that the Board member abstained.

### Voting Electronically

The Board ~~may~~ will allow members to participate electronically in meetings where other Board members are physically present, and the Board may hold meetings where all Board members participate electronically. The participation may occur by telephone, videoconference or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business and must be able to both hear and participate in the discussion. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

~~Board members participating electronically cannot cast roll call votes unless a district emergency exists and a quorum of the Board is physically present at the meeting. If such an emergency exists, the nature of the district emergency shall be stated in the minutes. Board members participating electronically may cast votes other than roll call votes.~~ In accordance with law, Board members who participate in a meeting by videoconferencing may discuss and vote on issues in both open and closed sessions, regardless of the method by which the vote is taken. Board members participating electronically by other means, such as by telephone, may discuss issues and vote as long as the vote is not made by roll call. Board members participating electronically using methods other than videoconferencing may not cast roll call votes, regardless of whether those votes occur in open or closed session, unless a district emergency exists and a quorum of the Board is physically present at the meeting. If such an emergency exists, the nature of the district emergency shall be stated in the minutes.

\* \* \* \* \*

***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: 11/17/1998

Revised: 09/21/2004;

Cross Refs: GCPF, Nonrenewal of Professional Staff Members

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Legal Refs: §§ 162.301, .303, 610.010(7), .015, .020, .022, RSMo.

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



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## EXPLANATION: ANNUAL BUDGET

**This policy has been revised for clarity. Information regarding tax rates was removed because it was confusing and is covered in more detail in policy DC.**

**Based on feedback from Board members, MSBA has also established a June 1 deadline for the superintendent to create a tentative budget and submit it to the Board. *This deadline is not required by law* and may be deleted or changed by the district. The deadline is designed to ensure that the Board has enough time to review the budget before adoption.**

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	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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## ANNUAL BUDGET

One of the primary responsibilities of the Board of Education is to secure adequate funds to conduct a quality program of education in the school district. The annual school district budget represents ~~is~~ a written document presenting the Board's plan for allocation of the available financial resources ~~into an explicit expenditure plan~~ to sustain and improve the educational function of the school district. It is a legal document describing the programs to be conducted during the fiscal year and is the basis for the establishment of tax rates for the district.

### Budget Planning and Adoption

The planning and preparation of the budget is a continuing process. It must involve a number of people who have knowledge of the educational needs of the community and who can provide accurate data in regard to the financial potential of the district. Members of the Board, citizens, students and professional and support staff members should be involved in the planning process, which culminates in the preparation of the budget document. The superintendent will establish procedures that seek input from the appropriate people on budgetary needs and that consider the priorities established by the Board.

The Board designates the superintendent to serve as the budget officer of the district. As budget officer, the superintendent will direct the planning and preparation of the budget and will submit it to the Board for approval. **Before creating the budget, the superintendent will consider the priorities established by the Board and seek input from appropriate persons regarding the needs of the district.** The superintendent will present to the Board a tentative budget proposal for the following year **no later than June 1 unless sufficient financial information is not available at that time to propose even a tentative budget. The superintendent will make revisions as directed by the Board** and will present the final budget proposal before the new fiscal year begins, as provided by law.

The Board may revise the ~~items contained therein and will at that meeting adopt the portion of the budget dealing with the salary schedule and the needed tax rate for the district~~ **proposed budget prior to adoption and may make additional revisions, as necessary, throughout the year.** Should the adopted budget require an increase in the tax levy above the authorized level that the Board may levy, the tax levy increase shall be presented to the voters for approval. The budget shall be appropriately adjusted if the voters fail to pass the tax levy increase. The Board will conduct at least one public hearing regarding the proposed budget and taxation rate.

### Budget Components

The annual budget document shall present a completed financial plan for the ensuing fiscal year and shall include at least the following statutory requirements:

1. A budget message describing the important features of the budget and major changes from the preceding year.
2. Estimated revenues to be received from all sources for the fiscal year, with a comparative statement of actual or estimated revenues for the two years ~~next~~ immediately preceding, itemized by year, fund and source.
3. Proposed expenditures for each department, office and other classification for the fiscal budget year, together with a comparative statement of actual or estimated expenditures for the two years immediately preceding, itemized by year, fund, activity and object.
4. The amount required for the payment of interest, amortization and redemption charges on the debt of the school district.
5. A general budget summary.

### **Budget Expenditures**

In no event shall the total proposed expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the fiscal year. Upon the recommendation of the superintendent, the Board will approve a system of internal accounting to ensure proper financial accounting of revenues and expenditures.

The adopted budget of the West Plains R-VII School District serves as the control to direct and limit expenditures in the district. Overall responsibility for assuring control rests with the superintendent, who will establish procedures for budget control and reporting throughout the district. All moneys received by the school district shall be disbursed only for the purposes for which they are levied, collected or received.

The total amounts that may be expended during the fiscal year for the operation of the school district are set forth in the budget. The total budgeted expenditure for each program is the maximum amount that may be expended for that classification of expenditures during the school year unless a budget transfer is recommended by the superintendent and is approved by the Board. During the fiscal year the superintendent may transfer any unencumbered balance or portion thereof from the expenditure authorization of one account to another, subject to limitations provided by state laws and approval by the Board.

The Board will review the financial condition of the district monthly and shall require the superintendent to prepare a monthly reconciliation statement. This statement will show the amount expended during the month, total (to date) for the fiscal year, receipts and remaining balances in each

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fund. This statement will be used as a guide for projected purchasing and ~~as a guide for budget transfers.~~

~~During the fiscal year the superintendent may transfer any unencumbered balance or portion thereof from the expenditure authorization of one account to another, subject to limitations provided by state laws and approval by the Board.~~

~~All moneys received by the school district shall be disbursed only for the purposes for which they are levied, collected or received.~~

\* \* \* \* \*

***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:

Cross Refs: CGC, State and Federal Programs Administration  
ECB, Building and Grounds Maintenance

Legal Refs: Mo. Const., art. VI, § 26  
§§ 67.010 - .110, 165.016, .021, .051, .091, .131, RSMo.  
——— Mo. Const., Art. VI, § 26  
Mercantile Bank of Illinois v. School District of Osceola, 834 S.W.-2d 737 (Mo.  
banc-1992)

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

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**EXPLANATION: REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS**  
***(District Utilizes a Third Party to Manage Some or All of Its Investments)***

**NOTE:** MSBA offers two versions of policy DFA, Revenues from Investments of Surplus Funds. **The short version, which the district currently is using, is designed for districts that manage all of their own investments.** This longer version is for districts that involve a third party in managing their investments, including local banks. Many districts find the short version more attractive. However, a district that manages its own investments is still subject to state law governing those investments and must develop its own investment policy or use the model policy created by the Missouri State Treasurer. The short version is only short because the details have not been included.

This long version should be used by districts that involve third parties in their investment plan. This version already includes the details about district investment options and is consistent with the Missouri State Treasurer model investment policy. Districts that use the services of MOSIP must use this long version.

Information about investments and the state model investment policy can be found at <http://www.treasurer.mo.gov>.

The Government Finance Officers Association (GFOA) best practice guidance on "Collateralizing Public Deposits" indicates that governmental entities/depositors should take all possible actions to comply with state and federal requirements in order to ensure that their security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

The section on collateralization requires the security agreement be approved by the Board. However, the Federal Deposit Insurance Corporation (FDIC) does not require every transaction to be reviewed by the Board of Directors. The Board may fulfill this function by setting parameters and authorizing a particular officer to carry out its wishes. The officer would be performing ministerial acts on behalf of the Board.

Similarly the Board may, by resolution, list specific officers who are authorized by the Board to execute agreements securing public deposits to meet this requirement.

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	<b>Health Services</b>		<b>Counselor</b>		<b>Special Education</b>
	<b>Transportation</b>		<b>Public Info/Communications</b>		<b>Technology</b>

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## REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS

### *(District Utilizes a Third Party to Manage Some or All of Its Investments)*

~~The Board authorizes the superintendent to invest surplus school district moneys which are determined as not being immediately needed for the operation of the school district. The superintendent shall follow procedures established by the Board in making investments and obtaining the best interest rates possible. Collateralized investments will comply with the requirements of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.~~

~~Investments may be made only in those instruments approved by, and in a method in conformity with state law including any instrument permitted by law for the investment of state moneys. All investment earnings shall be credited to the fund from which investments were made.~~

The Board authorizes and appoints the superintendent [or business officer or treasurer] to serve as the investment officer of the school district ("district") to invest surplus school district moneys that are determined as not being immediately needed for the operation of the district. The superintendent shall follow procedures adopted by the Board in making investments and obtaining the best interest rates possible. Collateralized investments will comply with the requirements of the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA) of 1989.

### **I. Scope**

This policy applies to the investment of all operating funds of the district.

#### **1. Pooling of Funds**

Except for cash in certain restricted and special funds, the district will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with the generally accepted accounting principles.

#### **2. External Management of Funds**

Investment through external programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance.

### **II. General Objectives**

#### **1. Safety**

Safety of principal is the foremost objective of the investment program. Investments



shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The district will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- ▶ Pre-qualifying the financial institutions, brokers/dealers, intermediaries and advisors with whom the district will do business.
- ▶ Diversifying the portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk

The district will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:

- ▶ Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- ▶ Investing operating funds primarily in shorter-term securities.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objectives of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary

importance to the safety and liquidity objectives described above. The core of investments are limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity except when:

- ▶ The early selling of a security with declining credit minimizes loss of principal.
- ▶ A security swap would improve the quality, yield or target duration in the portfolio.
- ▶ The liquidity needs of the portfolio require that the security be sold.

### III. Standards of Care

#### 1. Prudence

The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the governing body and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

#### 2. Ethics and Conflicts of Interest

Officers and employees of the district involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions in which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the district.

**3. Delegation of Authority**

Authority and responsibility for management of the day-to-day operations of the investment program may be granted to the superintendent or designee and/or an external professional organization, including Missouri Securities Investment Program (MOSIP). The investment officer shall ensure that the investment program's operations are in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer.

**IV. Investment Transactions**

**1. Authorized Financial Dealers and Institutions**

A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list also will be maintained of approved security brokers/dealers selected by creditworthiness. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule).

All financial institutions and brokers/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- ▶ Audited financial statements.
- ▶ Proof of Financial Industry Regulatory Authority (FINRA) certification.
- ▶ Completed broker/dealer questionnaire.
- ▶ Certification of having read, understood and agreed to comply with the district's investment policy.

An annual review of the financial condition and registration of qualified financial institutions and brokers/dealers will be conducted by the superintendent or designee and/or the designated external professional organization.

[Optional: From time to time, the investment officer may choose to invest or cause or permit investments to be made in instruments offered by emerging or minority firms and community financial institutions. In such situations, a waiver to the criteria under Paragraph 1 may be granted by the governing body. All terms and relationships will be fully disclosed prior to purchase and will be reported to the governing body of the district on a consistent basis. The governing body of the district should approve these types of investment purchases in advance.]

## 2. Internal Controls

The investment officer is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the district's independent auditor. The internal control structure shall be designed to ensure that the assets of the district are protected from loss, theft or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls shall address the following points:

- ▶ Control of collusion.
- ▶ Separation of transaction authority from accounting and recordkeeping.
- ▶ Custodial safekeeping.
- ▶ Avoidance of physical delivery securities.
- ▶ Clear delegation of authority to subordinate staff members.
- ▶ Written confirmation of transactions for investments and wire transfers.
- ▶ Development of a wire transfer agreement with the lead bank and third party custodian.

## 3. Delivery vs. Payment

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name of, or for the account

of, the district, MOSIP or another designated external professional organization and shall be held by a third-party custodian as evidenced by appropriate safekeeping receipts.

**V. Suitable and Authorized Investments**

**1. Investment Types**

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that the district will consider and that shall be authorized for the investments of funds by the district.

- a. Securities issued by State of Missouri – The district may invest in obligations of the Missouri government for which the full faith and credit of the State of Missouri are pledged for the payment of principal and interest.
- b. United States Treasury Securities – The district may invest in obligations of the United States government for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- c. United States Agency Securities – The district may invest in obligations issued or guaranteed by any agency or any wholly owned corporation of the United States Government as described in section V (2) of this policy.
- d. Repurchase Agreements – The district may invest in contractual agreements between the district and commercial banks or primary government securities dealers. The purchaser in a repurchase agreement (repo) enters into a contractual agreement to purchase U.S. Treasury and government agency securities while simultaneously agreeing to resell the securities at predetermined dates and prices.
- e. Collateralized Public Deposits (Certificates of Deposit) – Instruments issued by financial institutions that state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as described in §§ 110.010 - .020, RSMo.
- f. Bankers' Acceptances – Time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances. The district may invest in bankers' acceptances issued by domestic commercial banks possessing the highest rating issued by Moody's Investor Services, Inc. or Standard and

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## Poor's Corporation.

- g. Commercial Paper – The district may invest in commercial paper issued by domestic corporations that have received the highest rating issued by Moody's Investor Services, Inc., Standard and Poor's Corporation or another nationally recognized statistical rating organization. Eligible paper is further limited to issuing corporations that have a commercial paper program size in excess of \$250,000,000.

- 2. Security Selection: The following list represents the entire range of United States Agency Securities that the district will consider and that shall be authorized for the investment of funds by the district. Additionally, the following definitions and guidelines should be used in purchasing the instruments:

- a. U.S. Govt. Agency Coupon and Zero Coupon Securities – Bullet coupon bonds with no embedded options.
- b. U.S. Govt. Agency Discount Notes – Purchased at a discount with maximum maturities of one year.
- c. U.S. Govt. Agency Callable Securities – Restricted to securities callable at par only with final maturities of five years.
- d. U.S. Govt. Agency Step-Up Securities – The coupon rate is fixed for an initial term. At coupon date, the coupon rate rises to a new, higher, fixed term. Restricted to securities with final maturities of five years.
- e. U.S. Govt. Agency Floating Rate Securities – The coupon rate floats off one index restricted to coupons with no interim caps that reset at least quarterly.
- f. U.S. Govt. Mortgage-Backed Securities – Restricted to securities with final maturities of five years.

- 3. Investment Restrictions and Prohibited Transactions

To provide for the safety and liquidity of the district's funds, the investment portfolio will be subject to the following restrictions:

- a. Borrowing for investment purposes ("Leverage") is prohibited.
- b. Instruments known as Structured Notes (e.g., inverse floaters, leveraged

floaters and equity-linked securities) are not permitted. Investment in any instrument that is commonly considered a "derivative" investment (e.g., options, futures, swaps, caps, floors and collars) is prohibited.

- c. Contracting to sell securities not yet acquired in order to purchase other securities for purposes of speculating on developments or trends in the market is prohibited.
- d. No more than five percent of the total market value of the portfolio may be invested in bankers' acceptances issued by any one commercial bank, and no more than five percent of the total market value of the portfolio may be invested in commercial paper of any one issuer.

4. Collateralization

Collateralization will comply with the requirements of FIRREA. Collateralization will be required on two types of investments:

- a. Certificates of deposit. In order to anticipate market changes and provide a level of security for all funds, the market value (including accrued interest) of the collateral shall be at least 102 percent (except for a Federal Home Loan Bank letter of credit, which shall be at 100 percent) or the greater of the amount of certificates of deposit, less the amount, if any, that is insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Unions Share Insurance Fund. Market value shall be calculated using industry convention (collateral substitution may be granted).

All securities that serve as collateral against the deposits of a depository institution must be safekept at a non-affiliated custodial facility. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary custodial receipts within five business days from the settlement date.

Federal law provides that a depositor's security agreement that tends to diminish or defeat the interest of the FDIC in an asset acquired by it as receiver of an insured depository shall not be valid against the FDIC unless the agreement:

- ▶ Is in writing,
- ▶ Was approved by the Board of Directors of the depository or its loan committee, and

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- ▶ Has been continuously, from the time of its execution, an official record of the depository institution.

## b. Repurchase Agreements

The securities for which repurchase agreements will be transacted will be limited to Treasury and government agency securities that are eligible to be delivered via the Federal Reserve's Fedwire book entry system. In addition to the collateral requirements above, a public entity shall also have in place a Master Repurchase Agreement and Custodian Bank Agreement to hold such securities.

## VI. Investment Parameters

### 1. Diversification

The investments shall be diversified to minimize the risk of loss resulting from overconcentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

- a. U.S. Treasury securities having principal and/or interest guaranteed by the U.S. government – 100 percent
- b. Collateralized time and demand deposits – 100 percent
- c. U.S. government agencies and government-sponsored enterprises – No more than 60 percent
- d. Collateralized repurchased agreements – 50 percent
- e. U.S. government agency callable securities – No more than 30 percent
- f. Commercial paper and bankers' acceptances – No more than 75 percent

### 2. Maximum Maturities

To the extent possible, the district shall attempt to match its investments with anticipated cash flow requirements. Investments in bankers' acceptances and commercial paper shall mature and become payable not more than 180 days from the date of purchases. All other investments shall mature and become payable not more



than five years from the date of purchase. The district shall adopt weighted average maturity limitations that should not exceed three years and are consistent with the investment objectives.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds, such as in bank deposits or overnight repurchase agreements, to ensure that appropriate liquidity is maintained to meet ongoing obligations.

## VII. Reporting

### 1. Methods

The investment officer shall prepare or cause to be prepared an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the district to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the governing body of the district. The report will include the following:

- ▶ Listing of individual securities held at the end of the reporting period.
- ▶ Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over a one-year duration (in accordance with the Government Accounting Standards Board (GASB) 31 requirements). [Note: This is only required annually.]
- ▶ Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- ▶ Listing of investment by maturity date.
- ▶ Percentage of the total portfolio each type of investment represents.

### 2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market-average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks may be established against which portfolio performance

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FILE: DFA  
Critical

shall be compared on a regular basis.

Commercial paper and bankers' acceptances must be reviewed not less often than monthly by the investment officer to determine if the rating level has changed. The commercial paper and bankers' acceptances should be reviewed for possible sale if the securities are downgraded below the minimum acceptable rating levels.

### 3. Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least annually to the Board. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

## VIII. Policy Considerations

### 1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such moneys shall be reinvested only as provided by this policy.

### 2. Adoption

This policy shall be reviewed annually by the investment officer, and recommended changes will be presented to the Board for consideration.

\* \* \* \* \*

***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: 12/16/2003

Revised:

Legal Refs: Mo. Const., art. IV, § 15  
§§ 30.260, 110.010 - .020, 165.051, 165.091, 110.010 - .020, RSMo.  
Mo. Const., Art. IV, § 15

FILE: DFA  
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## REFERENCE COPY

12 U.S.C. § 1823(e)

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

# REFERENCE COPY

FILE: EBC  
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**EXPLANATION:** **EMERGENCY DRILLS (*Districts Not Required to Hold Earthquake Drills*)**

This policy has been modified to include emergency drills for active shooters. Senate Bill 75 (2013), § 170.315, RSMo., established the Active Shooter and Intruder Response Training for Schools Program (ASIRT). Participation in ASIRT is optional, not mandatory.

Districts that want to implement the optional components of ASIRT will need to include in employee training a component on how to properly respond to students who provide employees with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. The district must have incorporated a plan to provide active shooter training by July 1, 2014. Training should be provided as soon as possible and may be repeated annually. The statute suggests eight hours of initial training and four hours for continuing training. All instructors must be certified by the Department of Public Safety's Peace Officer Standards Training Commission (the POST Commission).

Once again, participation in ASIRT is *optional*. Given the commitment and potential cost, MSBA has not indicated in this policy that the district will follow the ASIRT program, leaving the decision to do so up to the district.

However, there is a section in the new law that is required, in MSBA's opinion. The section (§ 170.315.3, RSMo.) states that "all school personnel *shall* participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals." While there is an argument that this provision only applies if the district chooses to adopt the ASIRT program, MSBA has assumed this section is legally required and has included armed intruder/active shooter drills in the list of drills to be developed by the superintendent or designee. The number of times such drills would be conducted is up to the district.

MSBA has also removed elements of this policy not specifically related to emergency drills and recoded much of it to EBCA, Crisis Intervention Plan.

Districts can visit the State Emergency Management Agency (SEMA) website at <http://sema.dps.mo.gov/EQ%20Map.pdf> to determine whether they need version one (which does not require earthquake drills) or version two (which does require earthquake drills) of this policy. A rating of VII or above on the map requires earthquake drills per § 160.451, RSMo.

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

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FILE: EBC  
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## EMERGENCY PLANS/SAFETY DRILLS (Districts Not Required to Hold Earthquake Drills)

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train staff on emergency preparedness and violence prevention.

Operational guidelines and policies will be closed to the public when they are developed, adopted or maintained by the district in its capacity as an entity responsible for law enforcement, public safety, first response or public health for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individual or public safety or health. Public interest in nondisclosure outweighs the public interest in disclosure because disclosure would impair the district's ability to protect the safety or health of persons.

### Emergency Drills

The superintendent or designee, in cooperation with the building principals, will develop emergency preparedness drills for (fires, severe weather, tornadoes, bus evacuation emergencies, bomb threats, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted are sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each instructional area building. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

**District Emergency Plans**

~~It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building or outside that are best suited for the protection of students from severe storms, tornadoes or other emergencies, as well as determine the safest routes to reach those areas. In addition, the district will work with emergency preparedness officials to address off-site emergencies that may occur, such as accidents involving school transportation or emergencies on field trips.~~

~~Students and staff members may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency.~~

~~During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.~~

**Community Emergency Plan**

~~The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources, including school facilities, commodity foods, school transportation and equipment if a natural disaster or other community emergency occurs. The plan will authorize the superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.~~

\* \* \* \* \*

***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: 10/16/2001

Revised: 03/15/2005;

Cross Refs: IC, Academic Calendar/Year/Day

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FILE: EBC  
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Legal Refs: §§ ~~160.480~~ 170.315, 320.010, ~~610.021~~, RSMo.  
5 C.S.R. 30 - 261.010

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



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FILE: EBCA  
BasicCritical

## EXPLANATION: CRISIS INTERVENTION PLAN

MSBA moved the section legally-required "Community Emergency Plan" from policy EBC. In addition, this policy has been modified by in cooperation with the Missouri Center for Education Safety and other experts in areas related to crisis management. The two biggest changes are 1) the addition of language requiring the district to prepare for the needs of special populations of students, such as those with disabilities or who require medication, and 2) the addition of language that the district will assume a potential shelter-in-place period of up to 72 hours. These changes are not required by law, but they are highly recommended.

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X	Facility Maintenance	X	Food Service		Gifted
	Human Resources	X	Principals		Library/Media Center
X	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: EBCA  
BasicCritical

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## CRISIS INTERVENTION PLAN

The West Plains R-VII School District has a crisis intervention plan to help school district administrators and faculty deal effectively with crises that could interfere with the normal daily operation of school. This plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know will be provided in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available to ~~concerned parties upon request~~ in the central and building offices **upon request, unless it is considered a closed record pursuant to the Missouri Sunshine Law.**

**The superintendent or designee shall develop a comprehensive all-hazards emergency response plan. The plan must identify potential emergency situations that may impact the district, include procedures for responding to those emergency situations and address the transition back to pre-emergency status. The plan will be developed based on recommendations from the Missouri Center for Education Safety, the State Emergency Management Agency (SEMA) or other appropriate entities that provide expertise in emergency planning. In addition, the plan will be developed with cooperation from local public-safety first responders and, to the extent possible, will be compatible with city and county plans. The emergency plan will include provisions addressing the needs of special populations of students and will assume a potential shelter-in-place period of up to 72 hours.**

### **Reporting**

**All district staff are required to report potentially dangerous situations immediately. Each building in the district will foster an environment in which students feel comfortable sharing with a responsible adult any information regarding potentially threatening or dangerous situations.**

### **Community Emergency Plan**

**The Board directs the superintendent or designee to recommend an emergency preparedness plan, subject to Board adoption, to address the use of school resources (including school facilities, commodity foods, school transportation and equipment) if a natural disaster or other community emergency occurs. The plan will authorize the superintendent or other designated school official to approve the use of school resources to provide relief to the community if an emergency occurs. The use of school resources under this section shall be subject to review by the Board within 30 days of authorization or as soon as reasonably possible.**

### **Crisis and Emergency Plan Records**

**In accordance with law and district policy, the district will close records pertaining to school security guidelines, policies and response plans; structural plans of real property; security systems; and access and authorization codes for security systems.**

\* \* \* \* \*

***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: 10/16/2001

Revised:

Cross Refs: BDC, Closed Meetings, Records and Votes

JHD, Student Guidance and Counseling

~~MO Safe Schools & Safe Communities Consortium - Unified Emergency  
Contingency Plans for Schools~~

Legal Refs: §§ 160.480, 610.021, RSMo.

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

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FILE: ECA  
Critical

## EXPLANATION: BUILDING AND GROUNDS SECURITY

MSBA has revised this policy for clarity and directness. MSBA has removed detailed information about closed security records, since those records are already discussed in policy BDC, and added a general section titled "Security Records."

MSBA has also added a section titled "Security Personnel" that authorizes the district to employ or contract for security services. Many districts have become interested in employing security guards, contracting for security at public events (such as a football game) contracting with local law enforcement jurisdictions for school resource officers in some or all of the buildings, or even commissioning their own security forces.

Because the arrangement in each district is different, MSBA has not gone into great detail in this standard policy. Districts may wish to further elaborate on requirements for district security personnel in this policy. Likewise, if your district does not employ or contract for school security, the district may remove this section.

In 2013 the Missouri legislature passed several bills that impact school security personnel. For example, House Bill 152 (2013), § 162.215, RSMo., authorizes any school district in the state to commission officers (presumably employed directly by the district) to enforce laws relating to crimes committed on school premises, at school activities and on school buses by executing a memorandum of understanding with each law enforcement agency with jurisdiction over the school's premises.

House Bill 152 and House Bill 675, § 168.450, RSMo., require school resource officers to complete 40 hours of basic training, including training on legal operations within an educational environment, intruder training and planning, and training on juvenile law and other relevant topics.

Senate Bill 75, § 170.315, RSMo., requires all school personnel to participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Those professionals could be part of the district's security staff.

House Bill 436 (2013) created the concept of the "school protection officer." Under this bill, school districts could designate a district teacher or administrator who volunteers, and who holds a concealed carry weapons endorsement, to receive training. After training, the school protection officer could carry a concealed weapon to school. This bill was VETOED by the governor and is not law. However, Senate Bill 42 (2013), § 590.205, RSMo., authorizes the Peace Officer Standards Training (POST) Commission to establish minimum standards for school protection officer training instructors, training centers and training programs. This

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bill was signed into law, so the concept of a school protection officer is still mentioned in state statute, even if the statute that provided the details was vetoed. It is unclear whether the concept of a "school protection officer" is still legally alive.

Current law allows school boards to authorize employees (or others) to carry concealed weapons onto school property already. However, if a school district decides to allow employees to do so for security purposes, there is now an argument that employees will need to first comply with the POST training mandated in Senate Bill 42. This is not clear, though. Because of the lack of clarity in the law and because insurance companies have indicated that they will not insure school employees (other than commissioned law enforcement officers) carrying weapons, MSBA has chosen not to address school protection officers in this policy.

As written, the policy only allows for law enforcement to bring weapons to school. If your district is considering allowing licensed employees to bring concealed weapons to school, please contact your district's private attorney first. MSBA does not recommend this practice because, unlike law enforcement, most persons with a permit to carry a concealed weapon have not received extensive training on maintaining control of the weapon. That said, this is a district choice. MSBA is glad to assist the district in modifying the policy as directed.

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X	Facility Maintenance		Food Service		Gifted
	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation	X	Public Info/Communications		Technology

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## BUILDING AND GROUNDS SECURITY

~~The patrons of the school district have provided the district with facilities for the education of their youth through the support of their tax dollars. It is the responsibility of the Board of Education, administration, professional and support staff members, and students to see that these facilities are cared for, used properly and treated with respect. The superintendent, with the counsel of the administrative staff, will establish procedures for the proper use of school facilities to guard against damage or loss of school property by theft, vandalism or misuse. These procedures will include preventive measures as well as clear steps to follow when school property has been taken or damaged.~~

~~The superintendent and the administrative staff will see that all professional and support staff know and respond to the proper procedures for the use and care of school property and report correctly when property has been taken or damaged.~~

~~Access to school buildings and grounds outside regular school hours will be granted only to authorized personnel. An adequate key control system shall be established that will prevent the potential entrance of unauthorized persons.~~

~~All records of existing or proposed security systems and structural plans for property owned or leased by the district will be considered closed to the extent that disclosure would threaten public safety, as allowed by law. The public interest in nondisclosure outweighs the public interest in disclosure because the disclosure of these records would impair the district's ability to protect the security or safety of persons or real property.~~

~~When special events or activities are scheduled, the principal may request permission from the superintendent to employ special law enforcement services to give extra help in protecting school property.~~

It is the goal of the West Plains R-VII School District to provide a safe learning environment for students and a safe working environment for employees. The Board directs the superintendent or designee to routinely inspect the district's property and bring proposals for improving security to the Board.

### Property Access

In general, district buildings and property are not open to the public unless the district has specifically opened a building or property for public use or for an event to which the public is invited. The superintendent or designee will establish regular business hours and locations where members of the general public may contact the district and interact with district employees.

The superintendent or designee will set hours when parents/guardians may drop off and pick up their students. The district is not responsible for the supervision of students except during regular school hours or other times designated by the district.

The superintendent or designee will determine which district employees need access to district buildings or grounds outside regular building hours and provide those employees keys or electronic access. The district will maintain a list of employees with access and will routinely monitor this list to ensure that only current employees continue to have access. An employee's access may be revoked at any time.

All district employees and volunteers are required to maintain security in district buildings, enforce building access rules and take action when doors are left unsecured or district security is otherwise compromised.

### **Security Personnel**

The district may employ or contract for trained and appropriately licensed personnel or independent contractors to provide security during the regular school day, after regular business hours or during events or activities where additional security is determined necessary.

### **Surveillance Cameras**

The district utilizes surveillance equipment on district property and in district facilities for security purposes.

### **Firearms and Weapons**

The presence of firearms and weapons poses a substantial risk of serious harm to district students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for authorized law enforcement officials. As used in this policy, the phrase "school premises" includes all district buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities whether or not those school activities are conducted on school district property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in policy and regulation. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.



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FILE: ECA  
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## Vandalism

The Board shall seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the West Plains R-VII School District.

District patrons, students and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible.

The superintendent and/or principal shall be authorized to sign a complaint, press charges and pursue civil action against perpetrators of vandalism to ~~school~~ **district** property. Restitution for the damages caused will be sought from such persons— and, in the case of minors, from their parents/guardians—under the laws of this state. Students found guilty of willfully defacing or injuring any ~~school~~ **district** property shall pay for the damages caused thereby and may be suspended or expelled as provided by law.

## Security Records

In accordance with law and district policy, the district has closed records pertaining to district security guidelines, policies and response plans; structural plans of real property; security systems; and access and authorization codes for security systems. Other security-related records will only be provided to members of the public upon request when required by law.

\* \* \* \* \*

***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:

Cross Refs: BDC, Closed Meetings, Records and Votes  
JFCJ, Weapons in School  
JGD, Student Suspension and Expulsion  
KG, Community Use of District Facilities  
KK, Visitors to District Property/Events  
KKB, Audio and Visual Recording

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Legal Refs: §§ 162.215, 168.201, 171.011, 177.031, 211.181, .185, .188, 537.045, 571.030,  
.107~~094~~, 574.085, 610.021, RSMo.

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

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FILE: FEB  
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**EXPLANATION: SELECTION OF ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES**

MSBA has modified this policy in accordance with § 8.291, RSMo., which allows political subdivisions to adopt their own formal procedure for the selection of architectural, engineering and land surveying services as long as the procedure is qualifications-based and commensurate with state policy. In addition to statutory requirements, MSBA has included a requirement that interested firms identify the individuals responsible for each facet of the project and include their credentials. This should provide additional information about the firm and the subcontractors used by the firm.

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	<b>Facility Maintenance</b>		<b>Food Service</b>		<b>Gifted</b>
	<b>Human Resources</b>		<b>Principals</b>		<b>Library/Media Center</b>
	<b>Health Services</b>		<b>Counselor</b>		<b>Special Education</b>
	<b>Transportation</b>		<b>Public Info/Communications</b>		<b>Technology</b>

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## SELECTION OF ARCHITECTURAL, ENGINEERING AND/OR LAND SURVEYING SERVICES

The Board ~~may~~ **will** select qualified firm(s) and negotiate contract(s) for architectural, engineering and land surveying services for the various building projects in the school district **when such services are required**. Selection shall be made on the basis of demonstrated competence and qualifications for the types of services specified by the district at fair and reasonable prices.

**The district will solicit statements of quality and performance data from architectural, engineering or land surveying firms when a project requiring such services is proposed.**

~~In selecting such firm(s),~~ **The data submitted will be evaluated against** the following criteria ~~will be considered:~~

1. ~~Training.~~ **The** specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere, with respect to the type of services desired by the Board.
2. ~~Planning ability, efficiency and promptness of the firm(s), including t~~ **The** capacity and capability of the firm(s) to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
3. **The firm's past record of performance**
  - ▶ ~~Demonstrated educational specifications writing, to include accuracy and sufficiency of detail.~~
  - ▶ ~~Inspection of job effectiveness, to include an analysis of the past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance, utility and the ability to meet time schedules.~~
4. **The firm's p**Proximity to and familiarity with the geographical area in which the project shall be located.

~~When considering the need for architectural, engineering and/or land surveying services, t~~ **The** Board **superintendent** or designee shall prepare a written description of the services desired by the district. Interested firms ~~may be requested to~~ **will** submit statements of their qualifications and performance data with respect to the above criteria ~~and also to submit a fee schedule.~~ **In addition, each interested firm will identify the individuals or subcontractors performing each service required by the architectural, engineering or surveying project and their degrees, certifications and years of experience performing the service.** The Board, **in consultation with the superintendent** or designee,

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shall analyze the data received and list the top three qualified firms. The Board shall select the firm(s) considered best qualified and capable of performing the desired services and shall negotiate a contract. Should the Board be unable to negotiate a contract **acceptable to the district** with the firm(s) first selected, the Board may negotiate a contract with another firm from the list; or may direct the superintendent **or designee** to seek additional statements of qualifications from other firm(s) and then submit a new list of qualified firms. **The Board may authorize a qualified person to negotiate a contract for architectural, engineering or land surveying services on its behalf, but any negotiated contract must be approved by an affirmative vote of a majority of the whole Board.**

\* \* \* \* \*

***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: 10/16/2001

Revised:

Cross Refs: DJF, Purchasing

Legal Refs: §§ 8.285 - .291, **162.301**, 327.091, .181, .272, RSMo.

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

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## EXPLANATION: FAMILY AND MEDICAL LEAVE

This policy has been revised to conform with new 2013 regulations implementing the Family and Medical Leave Act (FMLA). Most of the revisions were prompted by legislative changes to the FMLA in 2010, which changed provisions relating to 1) the qualifying exigency leave used by family of military members being deployed overseas, and 2) the military caregiver leave used by family members of military members or veterans with a serious injury or illness. While MSBA previously incorporated the 2010 legislative changes into this policy, the new regulations did provide additional rules, many of which are addressed in the policy:

1. A new qualifying exigency leave category. If an employee's spouse, child or parent are called up for military service, the employee may now take leave to care for or arrange for care for the military member's parent who is incapable of self-care. Such care may include arranging for alternative care, providing care on an immediate-need basis, admitting or transferring the parent to a care facility or attending meetings with staff at a care facility.
2. A new definition of a covered veteran. Military caregiver leave may now be taken to care for a covered veteran with a serious injury or illness who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes the FMLA leave to care for the veteran. The new regulations exclude from the calculation of the five years the period of time between October 28, 2009, and March 8, 2013 (the time it took for the U.S. Department of Labor to create and finalize the regulation), so that the employee and veteran are not penalized for the delay in issuing the regulations.
3. A more detailed definition of a "serious injury or illness" for which employees may take military caregiver leave to care for a family member. In particular, the regulations further defined a "serious injury or illness" for a covered veteran to include veterans with specific ratings by the U.S. Department of Veterans Affairs, conditions that substantially impair the veteran's ability to secure or maintain employment and injuries for which the veteran has been enrolled in the Department of Veterans Affairs' program of Comprehensive Assistance for Family Caregivers. Because the new definition is so detailed, MSBA has simply revised the policy to reference the specific regulation.
4. Clarification to the rules regarding the calculation of intermittent or reduced-schedule leave.

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5. An increase in the number of qualifying exigency leave days during rest and recuperation leave from a maximum of 7 to 15 days.

The newest version of the FMLA regulations can be accessed at:

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=d178a2522c85f1f401ed3f3740984fed&rgn=div5&view=text&node=29:3.1.1.3.54&idno=29>

MSBA has also modified this policy for clarity.

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	Facility Maintenance		Food Service		Gifted
X	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology



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## FAMILY AND MEDICAL LEAVE

The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the district's responsibilities beyond the requirements of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, requests for leave shall proceed according to the district's established policies.

### Definitions

The following definitions apply to FMLA leave:

*Covered Active Duty* – In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in accordance with law.

*Armed Forces* – Army, Navy, Air Force, Marine Corps; and Coast Guard, including the National Guard and Reserves.

*Child* – A biological, adopted or foster child; a stepchild; a legal ward; or a child of a person acting as a parent if the child is under 18 or 18 or over but incapable of self-care due to mental or physical disability at the time that FMLA leave is to commence. For the qualifying exigency leave and military caregiver leave only, the age of the child does not matter.

*Covered Servicemember (for qualifying exigency leave)* – The employee's spouse, child or parent under a federal call or order to covered active duty.

*Covered Servicemember (for military caregiver leave)* – The employee's spouse, child, parent or next of kin who is 1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who is undergoing medical treatment, recuperation or therapy; for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date ~~on which the veteran undergoes that medical treatment, recuperation or therapy~~ the eligible employee takes FMLA leave to care for the veteran.

*Instructional Employees* – Employees whose principal function is to teach and instruct students in a class, a small group or an individual setting. This term includes athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teachers' assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

*Next of Kin* – For the purposes of military caregiver leave, the nearest blood relative other than a spouse, parent, son or daughter, in order of priority as established by 29 C.F.R. § 825.127.

*Outpatient Status* – Covered servicemember assigned to a military medical treatment facility or a unit established for the purpose of providing command and control of members of the ~~a~~ **Armed f** **Forces** as outpatients.

*Parent* – The biological, adoptive, stepparent or foster parent of a "child" as defined in this policy.

*Qualifying Exigency* – Issues that arise due to covered active duty or a call to covered active duty of an employee's spouse, child or parent, including issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, **parental care**, and other activities as defined by 29 C.F.R. § 825.126.

*Serious Health Condition* – Illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or continuing treatment by a health care provider.

*Serious Illness or Injury (for military caregiver leave)* – 1) **In the case of a current member of the Armed Forces, a** **An** injury or illness incurred in the line of duty on active duty in the ~~a~~ **Armed f** **Forces**; ~~(including the National Guard or Reserves)~~; or that existed before the beginning of the **service** **member's** active duty and was aggravated by service in the line of duty, that may render the **service** **member** medically unfit to perform the duties of the **service** **member's** office, grade, rank or rating; and 2) ~~in the case of a veteran who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy,~~ an injury or illness **that meets one or more of the standards listed in 29 C.F.R. § 825.127 and** that was incurred by the member in the line of duty on active duty in the Armed Forces, or that existed before the beginning of the **service** **member's** active duty and was aggravated by service in the line of duty, and that manifested itself before or after the **service** **member** became a veteran.

*Spouse* – Husband or wife as defined or recognized under the state law in the state in which the employee resides.

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~~*Uniformed Services*—The armed forces, the Commissioned Corps of the National Oceanic and Atmospheric Administration and the Commissioned Corps of the Public Health Service.~~

~~*Veteran* – A person who served in the active military, naval or air service and who was discharged or released therefrom under conditions other than dishonorable.~~ An individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the veteran. For veterans discharged or released prior to March 8, 2013, the period between October 28, 2009, and March 8, 2013, does not count toward the determination of the five-year period mentioned in the previous sentence.

## Eligibility

To be eligible for FMLA leave benefits, the employee must:

1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

An absence may qualify for FMLA protection if it is for one of the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered servicemember (including some veterans) with a serious illness or injury (military caregiver leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the aArmed fForces.

## Notice to Employees

### *General Notice*

The district will post notice to employees explaining FMLA benefits in accordance with law. If the district employs 50 or more employees, it will include FMLA notice in an employee handbook or other written guidance to employees concerning employee benefits or leave rights; or ~~by distributing~~ will distribute a copy of the general notice to each new employee upon hiring. Notice may be provided electronically in accordance with law.

### *Eligibility and Rights and Responsibilities Notices*

Absent extenuating circumstances, the district will provide the employee notice of the employee's eligibility to take FMLA leave and the rights and responsibilities of the employee within five business days of the request for leave or acquiring knowledge that an employee's leave may be for an FMLA-qualifying reason. Such notice will be provided at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period, and no subsequent notice is required in the 12-month period unless leave is taken for a different qualifying reason or the employee's eligibility status has changed.

### *Designation Notice*

When the district has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the district will ~~notify~~ provide written notice to the employee ~~in writing~~ within five business days, absent extenuating circumstances, regarding whether the leave will be counted as FMLA leave ~~within five business days, absent extenuating circumstances~~. The district will notify the employee ~~whether~~ if a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. The district will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. The district may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

### **Employee Notice to the District**

~~An e~~Employees must notify the district of the need for leave and explain the reasons for the leave so the district can determine whether the leave qualifies for FMLA. The leaves may be delayed or denied if the employee fails to give such notice.

In all cases of foreseeable leave, the employee must provide notice, in the same manner that is required under the district's leave policies, to the superintendent or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave, ~~in the same manner~~

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~~that is required under the district's leave policies.~~ If an employee fails to provide the required notice, the district may delay or deny the FMLA-protected leave.

When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case, in the same manner that notice is required under the district's leave policies. The employee or the employee's spokesperson, if necessary, shall provide sufficient information for the district to reasonably determine whether the FMLA may apply to the leave request.

If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is unforeseeable or impractical, the employee must provide notice as soon as practicable. If fewer than 30 days' notice is given, the employee shall explain upon request why such notice was not practicable.–

"As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

## Leave Use

For all FMLA purposes except military caregiver leave, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30.

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
  - ▶ The birth and first-year care of the employee's child.
  - ▶ The adoption or foster placement of a child with the employee.
  - ▶ A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
  - ▶ A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the ~~a~~ Armed ~~f~~ Forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.

2. The FMLA leave year for military caregiver leave begins on the first day that such leave is taken and runs for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 workweeks of leave per single 12-month period for the care of a spouse, child, parent or next of kin who is a covered servicemember. Twenty-six weeks of leave are available per covered servicemember, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
3. ~~During the 12-month duration of military caregiver leave, an employee is limited to a total of 26 weeks of leave for all combined FMLA reasons, with a 26-week limit on military caregiver leave and a 12-week limit for birth, adoption and serious health condition of the employee or the employee's spouse, child or parent.~~ An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during a single 12-month period, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the following: the birth of the employee's child or to care for such child; the placement of a child with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter or parent with a serious health condition; for the employee's own serious health condition; or because of a qualifying exigency. For example, an employee could take 16 weeks of military caregiver leave and still have ten weeks available for the birth of a child. However, an employee who used ten weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver leave.
4. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where the husband and wife both use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the husband and wife would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When a husband and wife are both employed by the district and both wish to use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
5. The district shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying

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reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.

6. When an employee has an absence that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent under paid or unpaid leave in accordance with law or district policy. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in increments ~~used by the employer~~ **no greater than the shortest period of time that the district uses** to account for use of other **forms of** leaves, provided that it is not greater than one hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when the district and the employee have reached agreement for how the leave will be used.
8. The district reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

### Instructional Employees

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.



## **Leave Protections**

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. ~~Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law.~~ Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection; however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. However, the district has the discretion to assign employees taking intermittent leave or returning from FMLA leave to a different position or a position in a different building, grade level or classroom as long as the employee has the appropriate certification or license for the position. Depending on the circumstances, instructional employees may be assigned to substitute teacher positions, positions as in-school suspension supervisors or other district positions for which they are certificated if the district determines that such placement is necessary to ensure consistency of instruction.

The FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

## **Recordkeeping**

The superintendent or designee will ensure that personnel records regarding FMLA eligibility and leave are maintained in accordance with law and available for inspection, copying and transcription by representatives of the U.S. Department of Labor upon request.

## **Enforcement**

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division.

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*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: 01/20/2009

Revised: 04/20/2010;

Cross Refs: DLB, Salary Deductions

Legal Refs: 10 U.S.C. § 101(a)(13)

Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2611-2619

————— ~~10 U.S.C. § 101(a)(13)~~

29 C.F.R. §§ 825.100 - ~~825.702~~

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

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## EXPLANATION: STAFF USE OF COMMUNICATION DEVICES

This policy was amended to conform to House Bill 103 (2013), § 304.820, RSMo., which makes it an infraction and a moving traffic violation for a person to operate a commercial motor vehicle while using a hand-held mobile telephone or a wireless communication device to send, read or write a text message or other electronic message. Because most district vehicles are commercial motor vehicles, MSBA has revised the section titled "Use in Vehicles" to conform with the new law.

MSBA's policy actually goes further than the law in some respects. For example, the laws only apply to those driving commercial vehicles, but MSBA's policy applies to all district-provided vehicles as well as any vehicle in which an employee transports students as part of his or her job duties. The law does not apply when the vehicle is parked, but MSBA's policy imposes restrictions even when the vehicle is parked and the driver has responsibility for supervising students entering and exiting the vehicle. Districts that wish to modify this policy should ensure that the modifications do not allow for activity that is prohibited by the new law.

This policy was also amended for clarity and to address additional issues such as hands-free devices and global positioning systems (GPS).

*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
	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
X	Transportation		Public Info/Communications		Technology

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## STAFF USE OF COMMUNICATION DEVICES

The West Plains R-VII School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

### Definitions

*Communication Device* – Any mobile telephone, personal digital assistant, pager, tablet, laptop or other portable device that sends, or receives or retrieves calls, or text messages, allows the retrieval of e-mail, other electronic communications or data, or provides access to the Internet.

*Use/Using* – ~~Dialing, answering the phone or talking on the phone~~; sending, reading or responding to a text, e-mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students. An employee is considered to be using a device even when the use is hands-free.

### General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occurs:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.

3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

### **Use in Vehicles**

Regardless of other provisions of this policy **and in accordance with law**, ~~unless there is an emergency~~, employees shall not use communication devices when:

1. Driving district-provided vehicles, **regardless of whether the vehicle is owned, leased or otherwise obtained for district use in a district activity.**
2. Operating **any** vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations **when such supervision is part of the employee's job.**

**The district will make an exception to the rules in this section when the communication device is used to:**

1. **Report illegal activity.**
2. **Summon medical or other emergency help.**
3. **Prevent injury to a person or property.**
4. **Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.**
5. **Play music, as long as the employee operating the vehicle does not turn on, select or otherwise manipulate the device while operating the vehicle or supervising students as described above.**
6. **Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.**

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Even in emergency **these** situations, employees should first take all possible safety precautions before using communication devices.

## **Use of District-Provided Communication Devices**

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

## ***Personal Use of District-Provided Communication Devices***

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

\* \* \* \* \*

***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: 04/20/2010

Revised: 04/16/2013

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Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation  
EHB, Technology Usage

Legal Refs: § 304.820, RSMo.  
U.S. Const. amend. IV  
47 C.F.R. §§ 54.500, .513

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

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## EXPLANATION: REFERENCES

MSBA has revised this policy to reflect the changes brought about by House Bill 505 (2013). School districts are already statutorily required to meet the following obligations:

1. If the Children's Division (CD) of the Department of Social Services has substantiated a complaint against any former employee of the district involving sexual misconduct with a student, and another public school contacts the district for a reference, the district is required to disclose the results of the CD investigation.
2. If an employee "whose job involves contact with children" is dismissed or resigns due to allegations of sexual misconduct or as a result of allegations being substantiated, the district must disclose the allegations to a potential employing district.

House Bill 505 now requires school districts to also provide this information when the potential employer is a charter school. This policy change is important because the statute makes the district liable for harm due to subsequent misconduct if the district fails to provide the information as required by law.

MSBA has also made other clarifying changes.

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	Board Secretary		Business Office		Coaches/Sponsors
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X	Human Resources	X	Principals		Library/Media Center
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	Transportation		Public Info/Communications		Technology



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## REFERENCES

### Definitions

*Employee* – Any staff member or student teacher of the West Plains R-VII School District.

*Former Employee* – An employee who was terminated or resigned or whose contract was nonrenewed; an employee who has been notified that his or her contract with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.

*Potential Employer* – Another school district, business or person seeking to hire a current or former employee or screening the current or former employee for a volunteer position, internship or other activity.

*Reference* – Information regarding the employment of, or services provided by, a current or former employee including, but not limited to, specific information regarding dates of employment or service, salary, job duties, performance or character.

*Sexual Misconduct* – 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 Children's Division (CD) of the Department of Social Services.

### General

The district will maintain information regarding current and former employees as confidential within the limits of the law. Only the superintendent or a person or persons specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the superintendent or designee. Upon request, employees will assist the superintendent or designee with the preparation of accurate reference information.

Employees other than the superintendent or designee may provide personal references ~~at the request of a current or former employee~~, but by doing so, they are acting ~~outside of the scope of their employment~~ **in their individual capacities and not as employees of the district**. Employees **providing personal references** may not use district letterhead or otherwise indicate that the reference is sponsored by the district, **but may identify the working relationship they have or had with the current or former employee**. The district will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references.

**Content**

In accordance with law, the following information about employees will be provided to any member of the public upon request:

1. Names
2. Positions
3. ~~Salary~~Salaries
4. Lengths of service

Unless otherwise required under this policy or by law, before providing a reference for a current or former employee, the superintendent or designee will verify that the employee consents to the release of further information. The district may obtain a blanket consent from the employee when the employee leaves the district, **contact the employee when a request is made or rely on written consent provided through the application process.**

**Even with consent, u**Unless otherwise authorized by the Board or the district's attorney, the superintendent or designee may only provide the following factual information when requested, without offering opinions or commentary on job performance:

1. A description of the employee's job duties when employed.
2. Additional district-sponsored committees, activities or duties the employee volunteered for or was designated to perform.
3. Honors and awards received by the employee.
4. ~~Documented, f~~Factual information on work performance.
5. Whether the employee resigned or was nonrenewed or terminated. Based on documentation in the personnel file, potential employers will be notified if the employment was ended due to the financial condition of the district, a decrease in enrollment or reorganization of the department, school or district.
6. When requested, a "yes" or "no" answer to a question about whether the district would re-employ the current or former employee if an appropriate position existed or whether the superintendent would recommend re-employment.
7. Allegations of sexual misconduct with a student as required below.

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## Disclosing Allegations of Sexual Misconduct to Other Public Schools

If a potential public **or charter** school employer requests a reference regarding a former employee whose job involved contact with children, the district will, in accordance with state law, notify the potential public **or charter** school employer if the employee was terminated, nonrenewed or allowed to resign in lieu of termination as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated by the CD's child abuse and neglect review board.

If a potential public **or charter** school employer contacts the district for a reference for any former employee about whom the CD has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, the district will provide the results of the CD investigation to the potential public **or charter** school employer, regardless of whether the employee's job involved contact with children.

The district must provide these notifications regardless of whether the former employee has authorized the release of information. The district will provide due process as required by law prior to releasing information in accordance with this section, if feasible. The superintendent or designee is authorized to contact the district's attorney for advice on implementing this policy in accordance with law.

## Recordkeeping

When the district is contacted for a reference for a current or former employee, the superintendent or designee will document the date, the name of the person and entity requesting the information, the person responding to the request, the method of disclosure, the information provided and, when applicable, the consent received.

In accordance with law, if the district responds to any requests ~~by letter~~ **in writing**, the district will forward a copy of the **written** reference ~~letter~~ to the current or former employee at the employee's last known address.

## Notice

The district will notify all current employees of this policy. The superintendent or designee will provide notification of the existence of this policy to all potential employers who contact the district for a reference. The notification must also include a statement that the district's responses are limited to the scope of this policy. The district will also provide copies of the policy to former employees upon request.

**Immunity**

Any district employee who is permitted under this policy to respond to requests for references regarding former employees and who communicates only the information authorized by this policy in good faith and without malice is entitled to immunity against any civil action for damages brought by the former employee arising out of the communication of such information, in accordance with law. District employees responding to requests for references in accordance with this policy may request the attorney general to defend them if sued.

\* \* \* \* \*

***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: 05/15/2012

Revised:

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation  
BDC, Closed Meetings, Records and Votes  
BDDL, Release of Information  
JHG, Reporting and Investigating Child Abuse/Neglect

Legal Refs: §§ 162.068, 290.152, 610.021, RSMo.  
*Jamison v. State Dept. of Soc. Serv.*, 218 S.W.3d 399 (Mo. 2007)

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

# REFERENCE COPY

FILE: IGAC  
Critical

## EXPLANATION: TEACHING ABOUT RELIGION

MSBA has modified this policy to reflect the change in the law brought about by Senate Bill 17, § 170.340, RSMo. This new legislation does little to change the law regarding the teaching of religion. Districts have always been allowed to teach about religion and use religious texts as long as the teaching does not violate the Establishment Clause of the First Amendment of the U.S. Constitution. The new law, which allows books of a religious nature to be used in elective courses in literature and history, is actually more limiting than the current case law interpreting the First Amendment.

MSBA advises all districts to clearly define the purpose of the use of religious texts in classes and seek legal advice before using them. Model curricula involving the teaching of religious texts are readily available, but some models do not satisfy the test the courts have established to determine Establishment Clause violations.

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

FILE: IGAC  
Critical

**REFERENCE COPY**

# REFERENCE COPY

FILE: IGAC  
Critical

## TEACHING ABOUT RELIGION

Pursuant to state and federal law, the West Plains R-VII School District may teach about religion but may not promote any particular religion or religious belief. Books of a religious nature may be used in the classroom as part of instruction as long as such books are not used in a manner that violates the Establishment Clause of the First Amendment to the U.S. Constitution.

No course or portion of any course taught in the district will have the primary purpose or effect of illegally advancing or inhibiting religion.

Nothing in this policy is to be construed as inhibiting otherwise constitutionally protected religious expression by any 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: 08/18/1992

Revised: 11/18/2003;

Legal Refs: Mo. Const., Art. I, §§ 5-7  
§ 170.340, RSMo.  
U.S. Const., Art. I

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



# REFERENCE COPY

FILE: IHB  
Basic

**EXPLANATION:** CLASS SIZE

**PLEASE DISCUSS THIS POLICY WITH YOUR DISTRICT'S PRIVATE ATTORNEY BEFORE ADOPTING IT!**

**This is a NEW policy for district consideration. Previously supplemental, it is not required by law, but it is a good model for districts to consider. MSBA initially developed this policy to assist districts in responding to current law regarding transfers from unaccredited districts. However, class sizes do impact student achievement, and many school boards set target class sizes for buildings and grade levels. MSBA encourages this practice and is therefore recommending this policy.**

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	Health Services		Counselor		Special Education
	Transportation	X	Public Info/Communications		Technology

FILE: IHB  
Basic

## REFERENCE COPY

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FILE: IHB  
Basic

## CLASS SIZE

The Board of Education is aware that class size impacts student achievement, and the Board directs the superintendent to work with the administrative staff to assign a reasonable number of students to each class and building in the district.

The Board will adopt target class sizes for the various grade levels after considering the recommendations of the superintendent or designee. The superintendent or designee will annually review these target class sizes and recommend changes when necessary. The Board understands that achieving these targets is dependent upon the financial, physical and staffing resources available to the district and that the district might be required to exceed its target class sizes in some instances in order to educate its resident students. However, the Board will not admit a nonresident student if the admission would cause the district to exceed the target class sizes or student-to-teacher ratios unless required by law to do so.

The superintendent or designee may modify the target class size in situations where the classroom is substantially smaller than the average classroom or when other staffing or physical limitations exist. The superintendent or designee may also modify the target class size when necessary for specialized instruction or in situations where equipment is limited, such as music, art, drama, computer or specialized science courses.

\* \* \* \* \*

***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:

Cross Refs: JECA, Admission of Students

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

# REFERENCE COPY

FILE: IL  
Critical

## EXPLANATION: ASSESSMENT PROGRAM

MSBA has revised this policy to remove outdated references to adequate yearly progress (AYP) and the Show-Me Standards and to otherwise clarify portions of the policy. MSBA has also changed the section that requires the Board to annually review student assessment data to have the Board review such data "regularly." MSBA encourages Boards to review student performance data several times per year, even monthly. School districts should be generating data through their own student performance assessments administered frequently throughout the year rather than waiting for state assessments. This will become especially important when new evaluation tools are implemented and current student performance is a part of those evaluations.

MSBA has also clarified that all students are required to participate in assessments.

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	Health Services	X	Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: IL  
Critical

## REFERENCE COPY

# REFERENCE COPY

FILE: IL  
Critical

## ASSESSMENT PROGRAM

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will ~~annually~~ regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

### District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers ~~have a baseline against which to~~ can monitor academic progress. ~~Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.~~
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.

- c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district **and individual schools** toward established goals.
5. ~~*Adequate Yearly Progress* – To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left Behind Act.~~ *Accreditation* – To ensure the district maintains accreditation.

There shall be broad-based involvement **of staff and others with appropriate expertise** in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it **and that cultural bias does not affect the accuracy of assessments**. ~~Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.~~

### Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of its **district** students with limited English proficiency.

### Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the ~~Show-Me Standards~~, as set forth **standards adopted** by the Missouri State Board of Education.

# REFERENCE COPY

FILE: IL  
Critical

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

## National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

\* \* \* \* \*

***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: 10/16/2001

Revised: 03/15/2005; 04/20/2010;

Cross Refs: JHD, Student Guidance and Counseling  
JO, Student Records  
KB, Public Information Program



FILE: IL  
Critical

## REFERENCE COPY

MSIP Refs: 6.2

Legal Refs: §§ 160.257, .518, .570, 167.645, RSMo.  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g  
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

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

# REFERENCE COPY

FILE: JEA  
Critical

## EXPLANATION: COMPULSORY AND PART-TIME ATTENDANCE

**This policy was modified to more accurately and clearly state the compulsory attendance age.**

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

FILE: JEA  
Critical

## REFERENCE COPY

# REFERENCE COPY

FILE: JEA  
Critical

## COMPULSORY AND PART-TIME ATTENDANCE

The West Plains R-VII School District exists to improve lives through education. The district seeks to enroll and educate all resident children in the community, as required by law.

The West Plains R-VII School District provides educational programming for all students between the ages of 5 and 21 years of age. In addition, students as young as three may qualify for and receive special education services. The district may also provide preschool and adult education programs.

### Compulsory Attendance

While the Board seeks to provide educational services beyond the mere minimum requirements of the law, the law requires all children between 7 and 17 years of age, or 16 years of age if fewer than 16 credits toward graduation have been earned, within the compulsory attendance age to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring students to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the West Plains R-VII School District provides educational programming for all students between the ages of five and seven and beginning at the age of three for students qualified for special education services. The district may also provide preschool and adult education programs. The compulsory attendance age is between 7 and 17 years of age or, if under 17, until the student successfully completes 16 credits toward high school graduation.

Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the West Plains R-VII School District Board and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents/guardians regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

### Part-Time Attendance

Although the district believes that all students will benefit from attending the West Plains R-VII School District full-time, state law allows students to attend public school part-time, as long as their total educational experience meets the requirements of the state compulsory education law and the student is not already enrolled full-time in another public school. The superintendent or designee

will create procedures on enrollment of part-time students to ensure that such enrollments do not jeopardize the discipline, health and academic standards of the district. The Board also directs the superintendent to annually analyze the number of students attending school part-time and to create vocational, dual-credit, advanced placement or other programs and incentives to encourage these students to attend school full-time. Eligible students may also participate in the School Flex Program per district policy.

### **Students Withdrawing from or Dropping Out of School**

Once enrolled, the student will be considered a district student until the district is directed to withdraw the student or until multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after several absences. The district will encourage all families and students to consult with district staff prior to withdrawing a student.

Any student age 16 years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office.

\* \* \* \* \*

***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: 12/19/2006; 04/20/2010;

Cross Refs: IGBD, At-Risk Students  
IGCE, District-Sponsored Instruction Options

Legal Refs: §§ 160.539, 161.670, 163.011 - .012, 167.031 - .111, .275, 211.034, RSMo.

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

# REFERENCE COPY

FILE: JEC  
Critical

## EXPLANATION: SCHOOL ADMISSIONS

MSBA has updated this policy to address new legislation. In addition, the law requiring students to have a vision examination prior to entering school has expired. MSBA has removed references to this law from its policies, procedures and forms.

House Bill 1577 (2012), § 160.1990, RSMo., requires school districts to make certain exceptions when enrolling, placing and graduating students in foster care. This is the second such piece of legislation in the past few years, and MSBA anticipates that more will be forthcoming. For that reason, MSBA is moving most language about foster care students to policy IGBE, which is specific to foster care students.

MSBA has also modified the list of crimes for which students cannot be enrolled in the regular school program. House Bills 215 and 301 (2013), § 160.261, RSMo., have amended and renamed several crimes, including the crimes of forcible rape and sodomy.

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	Human Resources	X	Principals		Library/Media Center
X	Health Services	X	Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: JEC  
Critical

## REFERENCE COPY

## SCHOOL ADMISSIONS

### Student Admission

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of five<sup>5</sup> and 21 years and who otherwise qualify for admission under Missouri law unless otherwise required by federal law. Federal law also requires the district to provide services to resident students qualifying for special education services between the ages of three<sup>3</sup> and 21. Any senior qualifying for graduation at the end of the school semester and attaining age 21 during the course of the semester may complete that particular semester tuition free.

Persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, discipline and other eligibility prerequisites as established by Board policy and law. ~~Students enrolling in kindergarten or first grade must provide proof of a comprehensive vision examination by January 1 of the first year in the district, in accordance with law.~~ Students who are homeless, in foster care or are otherwise entitled to admission will be admitted in accordance with Board policy and law.

Students who transfer to the district from another district will be placed in accordance with Board policy.

### Entrance Age

In accordance with law, a student is eligible for admission to attend the West Plains R-VII School District, and is eligible for admission to summer school the summer prior to entering kindergarten, if the student:

1. Reaches the age of five before August 1 of the school year in which he or she plans to enroll.
2. Has attended school, or the summer school prior to a kindergarten school term, in the St. Louis City School District or the Kansas City<sup>33</sup> School District, regardless of the age of the student.
3. Is a child in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who has successfully completed an accredited pre-kindergarten program or has attended an accredited kindergarten in another state, regardless of the age of the student.

A student eligible to attend who has previously attended a kindergarten program or otherwise demonstrates to the satisfaction of the district that he or she is socially and academically ready to progress may be placed in a class, grade or program that would best meet the student's educational



needs, after consultation with the student's parent/guardian. Likewise, a student who demonstrates that he or she is not socially or academically ready to enter kindergarten or the grade in which he or she would otherwise be placed may be placed in a preschool or other appropriate class or program offered by the district, after consultation with the student's parent/guardian.

Students who are entering kindergarten or first grade are encouraged to preregister in the spring prior to the fall semester in which they are to begin attendance. Students entering the schools in the district will be required to present a birth certificate or other acceptable proof of age if necessary to determine whether the student is eligible to attend school.

### **Requests for Student Records**

Within two business days of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.

Within 48 hours of enrolling a nonresident student placed in the district pursuant to §§ 210.481 - .536, RSMo., via foster homes, residential care facilities or child-placing agencies, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools and facilities previously attended by the student; the Department of Social Services; the Department of Mental Health; the Department of Elementary and Secondary Education; and any entity involved with the placement of the student within the last 24 months.

The district will accept hand-carried or unofficial records for the purpose of enrolling a student transferring from another state who is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, but will request official records in accordance with this policy.

### **Foster Children**

~~The district designates special education director as the liaison for foster care children. The liaison will provide advisory assistance regarding all aspects of the enrollment, placement, transfer and withdrawal of children in foster care.~~

### **Statement of Prior Suspension, Expulsion or Criminal Offense**

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that

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FILE: JEC  
Critical

the student has not been convicted of or charged with an act listed in the "Admission Restriction" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

## Students Suspended or Expelled from Another District

Without the superintendent's or designee's permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent/guardian or student may request a conference with the superintendent or designee to consider whether the conduct of the student would have resulted in a suspension or expulsion in this district. The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. The superintendent or designee will consider whether the student has received the due process required by law before making any decision.

A remedial conference will be held in accordance with Board policy prior to **the** enrollment of any student following a suspension or expulsion from another school for an act of school violence as defined in § 160.261.2, RSMo. The remedial conference will be held regardless of whether such act was committed at a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

## Admission Restriction

In accordance with § 167.171, RSMo, no student may be readmitted or enrolled to a regular program of instruction in the school district ~~who~~ **if he or she** has been convicted of or charged with an act that if committed by an adult would be one of the following:

1. First degree murder under § 565.020, RSMo.
2. Second degree murder under § 565.021, RSMo.
3. First degree assault under § 565.050, RSMo.
4. Forcible rape **(as it existed prior to August 28, 2013) or rape in the first degree** under § 566.030, RSMo.

5. Forcible sodomy (as it existed prior to August 28, 2013) or sodomy in the first degree under § 566.060, RSMo.
6. Statutory rape under § 566.032, RSMo.
7. Statutory sodomy under § 566.062, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Distribution of drugs to a minor under § 195.212, RSMo.
10. Arson in the first degree under § 569.040, RSMo.
11. Kidnapping, when classified as a class A felony under § 565.110, RSMo.

Nothing in this section shall prohibit the readmittance or enrollment of any student if a charge has been dismissed or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program, and the district determines that the placement is appropriate, a student subject to these admissions restrictions may be admitted to such an alternative education program.

\* \* \* \* \*

***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: 09/17/2002

Revised: 03/15/2005; 05/21/2008; 01/20/2009; 04/20/2010;

Cross Refs: IGBCA, Programs for Homeless Students  
IGBCB, Programs for Migrant Students  
IGBE, Students in Foster Care

Legal Refs: §§ 43.408, 160.051 - .053, .055, .261, 167.018--023, .101, .122, .161, .171, ~~194,~~  
~~195.212,~~ 565.020 - .021, .050, .110, 566.030, .032, .060, .062, 569.020, .040,  
RSMo.

# REFERENCE COPY

FILE: JEC  
Critical

McKinney-Vento Homeless Education Assistance Improvements Act of 2001,  
42 U.S.C. §§ 11431 - 11435

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

# REFERENCE COPY

FILE: JECA  
Critical

**EXPLANATION:** **ADMISSION OF STUDENTS (District Allows Tuition-Paying Nonresident Students to Enroll and Attend)**

In the past few years the exceptions to the residency rules for enrollment in public schools have seemed to overwhelm the original rule. For that reason, policies JECA, Admission of Resident Students, and JECB, Admission of Nonresident Students, have slowly blended together. MSBA has combined these policies to avoid confusion and to more clearly set out the legal requirements for attendance.

In addition to combining the two policies, MSBA has addressed the following issues in this new policy:

**1. Students Living in K–8 Districts**

Section 167.131, RSMo., allows students living in a district that does not maintain a school for all grade levels, such as a K–8 district, to attend a school district in the same or an adjoining county for those missing grade levels. MSBA has added language addressing this circumstance to the policy. If the district does not have any K–6 or K–8 districts in the same or an adjoining county, the district may remove this language.

**2. Transfers from Unaccredited Districts**

Two cases from the Missouri Supreme Court have now affirmed that students residing in unaccredited districts may transfer to accredited districts in the same or adjoining counties pursuant to § 167.131, RSMo. MSBA has included language to this effect in this policy. MSBA has also created model procedures outlining how to facilitate these transfers. Districts interested in these sample procedures should contact the MSBA Policy department.

**3. Military**

House Bill 159 (2013), § 167.020, RSMo., expanded state statute to allow for enrollment of a student who is placed in the care of another person living in the district because one or both of the student's parents or guardians is deployed by the military. In addition, if the active duty orders expire during the school year, the student may finish the school year in the district in accordance with law.

This is really not new in that existing law requires districts to enroll students who are living in the district for reasons other than purely accessing the district's schools, which

would qualify in this circumstance. Nevertheless, MSBA has included this exception on the list.

**4. Unusual or Unreasonable Transportation Hardship**

Section 167.121, RSMo., allows the Commissioner of Education to assign students to different districts if attendance in the resident district "constitutes an unusual or unreasonable transportation hardship because of natural barriers, travel time or distance." The district of residence must then pay tuition for the student to attend the neighboring school. While this does not happen often, MSBA has included this provision in the policy.

**5. Summer School**

Section 167.227, RSMo., allows districts to enroll nonresident students for summer school as long as the students are not attending summer school in another district. The district is not required to enroll these students, but if it does it may either collect state aid for the students or require payment of tuition by the parents/guardians or other districts if they so agree. Nonresident students cannot be enrolled in programs paid for solely by federal funds.

**6. Process for Removing Students**

MSBA has received several calls from districts that have discovered students who were no longer residents of the district or who otherwise did not qualify to attend the district. While it is tempting to remove the student immediately, students have a property right to a public education and should not be removed from school without the district first offering the students and parents/guardians appropriate due process. In *Washington v. Ladue School District Board of Education*, 564 F.Supp. 2d 1059 (E.D. Mo. 2008), the court found that a contested case hearing, a high level of due process that includes a hearing, was owed to a student removed from the district's rolls due to lack of residency.

**7. Educational Larceny**

Section 167.020, RSMo., makes it a crime to knowingly submit false information regarding residency. This statute also allows schools to file civil actions to recover tuition if a parent/guardian files false information regarding residency. MSBA has added language to this policy making it clear when the district may seek recourse for false information.

# REFERENCE COPY

FILE: JECA  
Critical

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	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

FILE: JECA  
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## ADMISSION OF RESIDENT STUDENTS

### *(District Allows Tuition-Paying, Nonresident Students to Enroll and Attend)*

In general, in order to register/enroll in the West Plains R-VII School District, a student, the parent, legal guardian, military guardian, person acting as a parent or the student shall/must provide proof of residency in the district or request a waiver of proof of residency (as outlined below in this policy) and shall/must complete all admission requirements as determined by Board policies, regulations and procedures. Students who do not meet the residency requirements and are not eligible for a waiver of provide proof of residency may only apply for admission in accordance with Board policy JECB in the district will only be admitted without payment of tuition if permitted in this policy or required by law. This district allows nonresident students living in Missouri who are otherwise entitled to attend the West Plains R-VII School District to enroll or attend this district upon payment of tuition.

The Board directs the superintendent or designee to create procedures for enrolling students and for collecting tuition or other payments when applicable and authorized under this policy.

### Resident Students

A student is a "resident" student if he or she meets at least one of the following criteria:

1. The student physically resides and is domiciled in the district. The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military-issued guardianship or court-appointed legal guardian. A "power of attorney" document alone, except with the exception of a special power of attorney document relevant to the guardianship of a child in the household of an active duty member of the military, is insufficient to satisfy the "court-appointed legal guardian" requirement.
2. The student physically resides in the district for reasons other than obtaining access to the district's schools, regardless of with whom the student is living, and has a waiver of proof of residency on file.
3. ~~The student is otherwise legally entitled to attend school in the district including, but not limited to: a student who is a homeless child; a student attending a school not in the student's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program; a student who is a ward of the state and has been placed in a residential care facility by state officials; a student who has been placed in a residential care facility due to a mental illness or developmental disability; a student attending a school pursuant to §§ 167.121 and 167.151, RSMo.; a student placed in a residential facility by a juvenile court; a student with a disability identified under state eligibility criteria if the student is in the district for reasons other than accessing the district's~~

~~educational program; a student attending a regional or cooperative alternative education program; or a student attending an alternative education program on a contractual basis.~~

4. ~~The student is a transitioning military student who was enrolled in the West Plains R-VII School District, but is placed in the care of someone other than the student's parent or military or legal guardian who resides in another school district. Such student will be allowed to continue to attend school in the West Plains R-VII School District without payment of tuition. A transitioning military student is a student who is in the process of transferring from one state or school district to another state or school district and was or is currently in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law.~~

### Waiver of Proof of Residency

In cases where a student living in the district wishes to register, but the student does not live with a parent, military guardian or court-appointed guardian in the district **and is not otherwise allowed by law or contractual relationship with another district to attend**, the student, parent, military guardian, legal guardian or person acting as a parent must request a waiver of proof of residency. Waiver of proof of residency ~~may~~**will** only be granted on the basis of hardship or good cause. Good cause shall include situations where the student is living in the district for reasons other than attending school in the district. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver.

The Board delegates to the superintendent or designee the responsibility of bringing to the Board's attention any application for a waiver in which the student is not clearly entitled to attend school in the district. All other applications will be accepted and granted **by the superintendent or designee** on behalf of the Board. Once an application for a waiver has been identified for Board review, the Board shall convene a hearing to consider the request as soon as possible, but no later than 45 days after the receipt of the waiver request, or else the waiver shall be granted. The Board president may appoint a committee of the Board to act in lieu of the Board to consider waiver requests.

Once a waiver of proof of residency has been requested **and the superintendent or designee has determined that attendance is in the best interest of the student**, the student may be permitted to register and attend school until such time as the Board decides to grant or deny the waiver request. If the Board grants the waiver request, the student will be allowed to continue attending school in the district. If the Board denies the waiver request, the student shall not be allowed to continue attending school in the district.

In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other students and employees of the district, the superintendent or designee

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may convene a hearing within five working days of the registration request to determine whether the student may register.

~~A transitioning military student who is placed in the care of someone other than the student's parent or military or legal guardian who resides within the district will be granted a waiver without a hearing and allowed to attend school in the district without the payment of tuition.~~

## **Students Otherwise Entitled by Law to Enroll**

In accordance with law, students will be enrolled and admitted without going through the waiver process when they:

1. Are considered homeless in accordance with state and federal law (42 U.S.C. § 11431 - 11435; § 167.020, RSMo.).
2. Are attending the district as participants in an interdistrict transfer program established under a court-ordered desegregation program (§ 167.020, RSMo.).
3. Are wards of the state and have been placed in a residential care facility within the district by state officials (§ 167.020, RSMo.).
4. Have been placed in a residential care facility within the district due to a mental illness or developmental disability (§ 167.020, RSMo.).
5. Have been placed in a residential care facility within the district by a juvenile court (§ 167.020, RSMo.).
6. Are assigned to the district by the commissioner of education due to an unusual or unreasonable transportation hardship (§ 167.121, RSMo.). The resident district will pay the tuition.
7. Have been identified as students with disabilities under state eligibility criteria and are in the district for reasons other than accessing the district's educational program (§ 167.020, RSMo.).
8. Have a permanent or temporary home in the district and are orphans, have only one parent living or their parents do not contribute to their support, as long as the students are between the ages of 6 and 20 years old and are unable to pay tuition (§ 167.151, RSMo.).
9. Are children of parents/guardians who pay school taxes on property in the school district but do not live in the district. These students may attend school in the district on a tuition basis

(§ 167.151, RSMo.). School taxes paid to the school district by the parents/guardians of nonresident students shall be deducted from the tuition charge applicable to the school term or fractional part thereof, concurrent with the calendar year in which the taxes are paid. The deduction will be prorated among the number of students per family attending the district's schools. A tax statement must be submitted to the superintendent or designee before a student will be admitted.

10. Are children of parents/guardians who own real estate of which 80 acres or more are used for agricultural purposes and upon which their residence is situated. These children may attend school, without paying tuition, in any district in which a part of such real estate, contiguous to that upon which their residence is situated, lies, provided that 35 percent of the real estate is located in the district of choice (§ 167.151, RSMo.). Such parents/guardians are required to send notification by June 30 to all school districts involved specifying which district their children will attend, and the children will only attend the district notified for that school year. If notification is not received, such children shall attend the school in which the majority of the parent's/guardian's property lies.
11. Have been placed by the Missouri Department of Mental Health, the Missouri Department of Social Services or by court order in facilities or programs located within the district, even if their domicile is in another district (§ 167.126, RSMo.).

The domicile district of a student is the school district where he or she would have been educated if not placed in the facility or program. Each domicile district will pay the West Plains R-VII School District the average sum produced per child by the domicile district's local tax effort. A special school district will pay the average sum produced per child by the local tax efforts of the domiciliary districts. The district may, if such funds are available, receive payment from the Department of Elementary and Secondary Education (DESE) for educational costs that exceed the amount received from the domicile district, state aid and other state funds. In addition, the district may receive payments from DESE in lieu of receiving the local tax effort from the domiciliary district in some situations.

12. Are residing in a Missouri school district that has been declared unaccredited by the Missouri State Board of Education (State Board) and that is located in the same county as the West Plains R-VII School District or an adjoining county (§167.131, RSMo.). The unaccredited district will pay tuition as calculated by the West Plains R-VII School District or the State Board. The West Plains R-VII School District is not responsible for providing transportation.

The Board will annually set tuition for each grade-level grouping in accordance with law. If an unaccredited district disputes the amount of tuition, the Board will submit the dispute to the State Board for resolution.

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13. Are living in a district that is located in the same county as the West Plains R-VII School District or an adjoining county if that district does not provide education for all grade levels, such as K–6 or K–8 districts (§ 167.131, RSMo.). The sending district will pay tuition as calculated by the West Plains R-VII School District or the State Board. The West Plains R-VII School District is not responsible for providing transportation.

The Board will annually set tuition for each grade-level grouping in accordance with law. If a sending district disputes the amount of tuition, the Board will submit the dispute to the State Board for resolution.

14. Are placed in the care of another person living in the district because one or both of their parents/guardians are deployed by the military or because of active duty military service. These students will be allowed to attend school in the district without the payment of tuition (§§ 160.2000, 167.020, RSMo.). In addition, if the active duty orders expire during the school year, the students may finish the school year in the district in accordance with law.
15. Were enrolled in the West Plains R-VII School District but, due to the active duty military service of a parent/guardian, are placed in the care of a person who resides in another school district. These students will be allowed to continue to attend school in the West Plains R-VII School District without payment of tuition (§ 160.2000, RSMo.).
16. Attend a private school within the district and are enrolled in the district for the limited purpose of special education identification and the receipt of some special education services when available as mandated by federal special education law (§ 167.020, RSMo.).
17. Have been placed in foster care outside the district if they previously attended the district and are placed in an adjacent district (§ 167.019, RSMo.).
18. Are otherwise required by law to be enrolled and admitted.

## Enrollment at the Option of the District

The Board in its discretion may also allow students to enroll and attend under the following circumstances without going through the waiver process. Unless required by law, no student will be enrolled in the West Plains R-VII School District if the enrollment might result in overcrowding, disruption to the educational environment or a financial hardship to the district.

1. The district may enroll and educate nonresident students on a contractual basis with another school district that will pay the tuition or educational expenses (§ 167.020, RSMo.). For example, students may attend a district alternative education program on a contractual basis or as part of a regional or cooperative education program.

2. The children of nonresident teachers and regular employees may enroll in the district without paying tuition when the resident district is not otherwise liable for tuition (§§ 163.011, 168.151, RSMo.). In accordance with law, these students will be considered resident students for the purpose of determining average daily attendance, and the Board shall not solicit or receive money from a teacher employed by the district for the purpose of paying tuition or any other expenses for the operation of schools.
3. The district may enroll students pursuant to a contractual arrangement that complies with the Enrollment Option Act (§§ 162.1040 - .1059, RSMo.). A nonresident student enrolled pursuant to an enrollment option program shall be counted as a resident student for the purposes of determining state aid.
4. Nonresident students living in Missouri will be permitted to enroll in the district's schools upon payment of tuition as long as the admission will not require the district to exceed the district's target class sizes and student-to-teacher ratios set by the Board. Nonresident students will only be permitted to enroll upon agreement to pay tuition, as calculated by the West Plains R-VII School District or the State Board, unless the students are exempt from payment of tuition as allowed by law or another arrangement has been made with Board approval. Tuition rates shall be determined annually on the basis of the per-pupil cost for the preceding year for the operation, maintenance and debt service of the schools, as prescribed by state law. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the West Plains R-VII School District, as defined in Board policies and law.
5. In accordance with law, the district may enroll nonresident students in its summer school program if there is room in the district's program to accommodate the students and the students are not attending summer school in another district (§ 167.227, RSMo.). The district will either count the students as residents for state aid purposes or allow them to attend upon payment of tuition by another district or the parents/guardians.

The district will not enroll nonresident students in summer programs funded entirely by federal funds unless there is an interdistrict agreement to provide those services.
6. Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the school district. Such enrollment will be conditioned upon approval of the superintendent and in accordance with procedures set forth by the superintendent or designee. The Board of Education reserves the right to limit the number of foreign exchange students enrolled in a given year. Attendance by foreign exchange students is a privilege, not a right.

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7. Children residing in institutions located within the district that provide a place of residence for three or more such children whose domicile is not in the state of Missouri may be admitted pursuant to a contractual arrangement, provided that the school district, its taxpayers, the state of Missouri or its political subdivisions bear no financial burden as a result of the placement (§ 167.126, RSMo.).

## **Tuition**

The amount of tuition, when referenced in this policy, will be determined by the West Plains R-VII School District or the State Board, in accordance with law.

## **Removal of Students Ineligible to Attend**

The superintendent or designee will investigate any information the district receives indicating that a student is not a resident of the district or not otherwise entitled to attend the district in accordance with law or this policy. If the superintendent or designee determines after the investigation that the student is not a resident of the district and is not otherwise entitled to enroll in and attend the district in accordance with law and the district's policy, the district will notify the student's parents/guardians, ask them to withdraw the student by a specific date, and offer the parents/guardians a hearing. If the parents/guardians do not request a hearing by the specified deadline and do not withdraw the student, the district will formally remove the student from its rolls and notify the parents/guardians that the student may no longer attend school in the district.

## **Educational Larceny**

It is a crime to provide the district false information regarding residency. The Board authorizes the superintendent or designee to seek all criminal and civil recourse against any person who attempts to fraudulently assert residency in the district.

\* \* \* \* \*

***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.***

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## REFERENCE COPY

Adopted: 12/19/2000

Revised: 03/15/2005; 12/20/2005; 01/20/2009;

Cross Refs: IGBCA, Programs for Homeless Students  
IGBE, Students in Foster Care  
IHB, Class Size

Legal Refs: §§ 160.2000, 162.1040 - .1059, 163.011, 167.020, 019 - .022, .121, .126, .131, .151, .227, 168.151, 452.375, 475.060, RSMo.  
8 U.S.C. § 1101  
McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431 - 11435  
*Blue Springs R-IV Sch. Dist. v. School Dist. of Kansas City*, \_\_\_ S.W.3d \_\_\_ (Mo. 2013)  
*Breitenfeld v. School Dist. of Clayton*, 399 S.W.3d 816 (Mo. 2013)  
*Martinez v. Bynum*, 461 U.S. 321 (1983)  
*Horton v. Marshall Public Sch.*, 769 F.2d 1323 (8th Cir. 1985)  
*Washington v. Ladue Sch. Dist. Bd. of Educ.*, 564 F. Supp. 2d 1059 (E.D. Mo. 2008)

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



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**EXPLANATION:** **ADMISSION OF NONRESIDENT STUDENTS** (*Districts Accepting Nonresident Students*)

**MSBA recommends that districts RESCIND this policy. In the past few years the exceptions to the residency rules for enrollment in public schools have seemed to overwhelm the original rule. For that reason, policies JECA, Admission of Resident Students, and JECB, Admission of Nonresident Students, have slowly blended together. MSBA has combined these policies to avoid confusion and to more clearly set out the legal requirements for attendance.**

*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
	Human Resources	X	Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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## ADMISSION OF NONRESIDENT STUDENTS

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### *(Districts Accepting Nonresident Students)*

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~~Nonresident students will be permitted to attend the district's schools upon payment of tuition as established by the Board unless exempt from payment of tuition as allowed by law. Tuition rates shall be determined annually on the basis of the per-pupil cost for the preceding year for the operation, maintenance and debt service of the schools, as prescribed by state law. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the West Plains R-VII School District, as defined in Board policies and law.~~

~~Nonresident students admitted pursuant to the following exceptions or as otherwise mandated by law will not be required to file for a waiver of residency:~~

~~1. The following nonresident students will be admitted and are exempt from complete or partial tuition charges:~~

~~→ Children placed by the department of mental health, the department of social services or by court order in facilities or programs located within the district will be admitted even if the child's domicile is in another district.~~

~~→ The district is entitled to local tax effort from each student's domiciliary district. The district may, if such funds are available and pursuant to law, receive payment from the Department of Elementary and Secondary Education (DESE) for such students in lieu of the local tax effort payments from the domiciliary district.~~

~~→ Orphaned children, as defined by the courts, who have a permanent or temporary home within the school district may attend school without paying tuition.~~

~~→ Children with only one living parent who have a permanent or temporary home within the school district may attend school without paying tuition.~~

~~→ Children whose parents do not contribute anything to their support and are unable to pay tuition, and who have a permanent or temporary home within the school district, may attend school without paying tuition.~~

~~→ Children whose parents or guardians pay school taxes on property in the school district but do not live in the district may attend school in the district and pay tuition on a tuition/tax credit basis. School taxes paid to the school district by the parents or guardians of nonresident students shall be deducted from the tuition charge applicable to the school term or fractional part thereof, concurrent with the calendar year in which the taxes are paid. The deduction will be prorated among the number~~

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~~of students per family attending the district's schools. A tax statement must be submitted to the appropriate administrator before a student can be admitted.~~

- ~~Children whose parents or guardians own real estate of which 80 acres or more are used for agricultural purposes and upon which their residence is situated may attend school, without paying tuition, in any district in which a part of such real estate, contiguous to that upon which his or her residence is situated, lies, provided that 35 percent of the real estate is located in the district of choice. Such parents or guardians are required to send notification by June 30 to all school districts involved specifying which district their children will attend. If notification is not received, such children shall attend the school in which the majority of the parent or guardian's property lies. Attendance at any other district will require the payment of tuition.~~
- ~~2. Children residing in institutions located within the district that provide a place of residence for three or more such children whose domicile is not in the state of Missouri may be admitted pursuant to a contractual arrangement, provided that the school district, its taxpayers, the state of Missouri or its political subdivisions bear no financial burden as a result of the placement.~~
- ~~3. In the event the Board allows nonresident teachers employed by the district to send their children to the district, such children will be considered resident students for the purpose of determining average daily attendance. The Board shall not solicit or receive money from a teacher employed by the district for the purposes of paying tuition or any other expenses of the operation of schools. Furthermore, the Board may allow nonresident regular employees of the district to send their children to the district and consider them resident students for the purposes of determining average daily attendance.~~
- ~~4. Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the school district. Such enrollment will be conditioned upon approval of the superintendent and in accordance with procedures set forth by the superintendent or designee. The Board of Education reserves the right to limit the number of foreign exchange students enrolled in a given year. Attendance by foreign exchange students is a privilege, not a right.~~
- ~~5. The district may admit nonresident students pursuant to a contractual arrangement, the Enrollment Option Act or as otherwise permitted by law. A nonresident student enrolled pursuant to an enrollment option program shall be counted as a resident pupil for the purposes of determining state aid.~~

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***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: ~~12/21/1999~~

Revised: ~~11/18/2003; 07/19/2005~~

Cross Refs: ~~IGBCA, Programs for Homeless Students~~  
~~IGBE, Students in Foster Care~~

Legal Refs: ~~§§ 162.1040 - .1059, 163.011, 167.121 - .151, 168.151, RSMo.~~  
~~8 U.S.C. §§ 1101, 1372~~

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

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## EXPLANATION: DISCIPLINE REPORTING AND RECORDS

MSBA has updated this policy to reflect changes in state law brought about by House Bill 215 (2013), § 160.261, RSMo. Among other things, these bills changed the name for certain crimes—for example changing the crime of "forcible rape" to "rape in the first degree." These name changes are important for districts to have so that they can meet the reporting requirements of the Safe Schools Act. These updates reflect the name changes.

In addition, MSBA has revised the policy to clarify that reports of crimes must be made "immediately" and to recognize that reports of third-degree assaults might not need to be made "immediately" if the district has entered into an agreement with law enforcement on the reporting of third-degree assaults.

MSBA has created a chart, "Reporting between District and Law Enforcement and Exclusion from School," to assist districts with their reporting obligations. This chart is available on MSBA's website at:

<http://www.msbanet.org/law-policy-a-labor-relations/legal-guidance/legal-articles-and-guides.html>

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	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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## DISCIPLINE REPORTING AND RECORDS

In compliance with state law, the Board of Education establishes ~~explicit~~clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

### Definitions

The following definitions and terms apply to this policy:

*Act of School Violence/Violent Behavior* – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

*Serious Physical Injury* – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

*Serious Violation of District's Discipline Policy* – One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

*Need to Know* – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*School or District Property* – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.



### Reporting to School Staff

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

### Reporting to Law Enforcement Officials

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First-, second- or third-degree assault under §§ 565.050, .060, .070, RSMo.\*
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. ~~Forceful Rape or sodomy in the first or second degree~~ under §§ 566.030, .060, .031, RSMo.
6. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs and distribution of drugs to a minor under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse in the first degree pursuant to § 566.100, RSMo.

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17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

\* Immediate reporting of third-degree assault under § 565.070, RSMo., may not be required if an agreement with law enforcement exists.

~~In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the school district is aware is under the jurisdiction of the court.~~ If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, ~~sexual assault or deviate sexual assault~~ **rape in the second degree or sodomy in the second degree** against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement agency and the superintendent. **However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.**

**School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.**

## **Reporting Third-Degree Assault**

The superintendent and the appropriate local law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

~~School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and~~

~~authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.~~

### **Student Discipline Records**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

### **Confidentiality**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

### **Liability**

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, pursuant to law and district policy.

\* \* \* \* \*

***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: 10/16/2001

Revised: 03/15/2005; 01/20/2009; 01/18/2011;

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Legal Refs: §§ 160.261, .522, 167.020, .115 - .117, .122, 210.865, 211.032, 565.002, RSMo.

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

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## **EXPLANATION: ADMINISTRATION OF MEDICATIONS TO STUDENTS**

MSBA has revised this policy to reflect the changes in law brought about by House Bill 675 (2013), §§ 167.800 - .824, RSMo. House Bill 675 specifically addresses the district's responsibilities related to caring for and supporting students with diabetes.

## **REQUIREMENTS**

1. The new law requires districts to work with parents/guardians and students to review and implement a student's "diabetes medical management plan" as necessary to provide the appropriate services to students with diabetes. However, districts are not required to accept the management plan exactly as presented, but are only required to "review" the plan. MSBA recommends that the district work with the parents/guardians and student as necessary to best implement the plan in a school setting.
2. In accordance with the new law, the revisions to this policy now allow for students to possess at all times (not just while at school) and to self-administer their diabetic medications and to test blood sugar levels.

## **OPTIONAL**

The following language is NOT required by the new law. Because this language is NOT required, MSBA did not include it in the revisions to this policy. Districts MAY include this language if they desire.

Here is a summary of the changes districts MAY include:

1. By January 15, 2014, the Department of Elementary and Secondary Education (DESE) is required to develop guidelines for training school employees in the care of students with diabetes. School boards MAY adopt and implement the DESE training guidelines and annual diabetes training programs for all school nurses and diabetes care personnel.
2. IF the district adopts and implements the training guidelines developed by DESE, it shall ensure that the training is provided to a minimum of three school employees at each school attended by a student with diabetes. If at any time fewer than three school employees are available to be trained, the principal or other administrator shall distribute to staff members a written notice seeking volunteers to serve as diabetes care personnel. Such notice shall:

- ▶ **State that the school shall provide diabetes care to one or more students with diabetes and is seeking personnel willing to be trained to provide care.**
  - ▶ **Include the tasks to be performed.**
  - ▶ **State that participation is voluntary and that the district shall take no action against any staff member who doesn't volunteer.**
  - ▶ **State that training will be provided to those who volunteer.**
  - ▶ **State that trained personnel are protected from any liability.**
  - ▶ **Include whom to contact if interested in volunteering.**
- 3. Each district MAY provide training in the recognition of hypoglycemia and hyperglycemia and actions to take in response to emergency situations to all school personnel who have primary responsibility for supervising a student with diabetes during some portion of the school day and to bus drivers responsible for the transportation of a student with diabetes.**
- 4. The district MAY provide all students with diabetes in the district appropriate and needed diabetes care as specified in their diabetes medical management plan. In accordance with a request from the parent/guardian of a student with diabetes and the student's diabetes medical management plan, the school nurse or trained diabetes care personnel may perform diabetes care functions including:**
- ▶ **Checking and recording blood glucose levels and ketone levels or assisting a student with such testing and recording.**
  - ▶ **Responding to blood glucose levels that are outside the student's target range.**
  - ▶ **Administering glucagon and other emergency treatments as prescribed.**
  - ▶ **Administering insulin or assisting a student in administering insulin through the insulin delivery system the student uses.**
  - ▶ **Providing oral diabetes medications.**
  - ▶ **Following instructions regarding meals, snacks and physical activity.**

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5. The school nurse or at least one of the trained diabetes care personnel MAY be on site and available to provide care to each student with diabetes during regular school hours and during all school-sponsored activities, including school-sponsored before- and after-school care programs, field trips, extended off-site excursions, extracurricular activities and on buses when the driver has not completed the necessary training.
6. If the district does adopt those practices listed above, those activities shall not constitute the practice of nursing and shall be exempted from all applicable statutory and regulatory provisions that restrict what activities can be delegated to or performed by a person who is not a licensed healthcare professional.
7. Further, it shall be lawful for a licensed healthcare professional to provide training to school employees or to supervise such personnel in performing those tasks described above.
8. Finally, no physician, nurse, school employee or school district shall be liable for civil damages or subject to disciplinary action under professional licensing regulations or school disciplinary policies as a result of the activities listed above when such acts are committed as an ordinarily reasonably prudent person would have acted under the same or similar circumstances.

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

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## ADMINISTRATION OF MEDICATIONS TO STUDENTS

### Definitions

*Authorized Prescriber* – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

*Diabetes Medical Management Plan* – A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

*Medications* – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

~~*Authorized Prescriber* – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.~~

### General

The West Plains R-VII School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's educational services. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications.

and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

### **Over-the-Counter Medications**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

### **Prescription Medications**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

### **Possession and Self-Administration of Medications**

The district will permit a student to possess and self-administer medications ~~in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition~~ **as required by law and as allowed in this section.** However, permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the

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student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

## ***Students with Diabetes***

Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access.

## ***Students with IEPs or Section 504 Plans***

Students may possess and self-administer medications in accordance with the student's IEP or Section 504 plan.

## ***Students with Other Chronic Health Conditions***

Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

### **Emergency Medications**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes. The school nurse or another employee trained and supervised by the school nurse may administer this medication when they believe, based on training, that a student is having a life-threatening anaphylactic reaction.

Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

### **Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

\* \* \* \* \*

***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: 12/21/1999

Revised: 04/18/2006; 12/19/2006; 01/18/2011; 04/16/2013;

Cross Refs: EBB, Communicable Diseases  
EBBA, Illness and Injury Response and Prevention

Legal Refs: §§ 167.621 - .635, .800 - .824, 335.016, .066, 338.059, 577.625, .628, RSMo.  
*Davis v. Francis Howell Sch. Dist.*, 138 F.3d 754 (8th Cir. 1998)

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*DeBord v. Board of Educ. of Ferguson-Florissant Sch. Dist.*, 126 F.3d 1102 (8th Cir.  
1997)

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