

West Plains Schools Board of Education
Regular Session Meeting
5:00 P.M. December 20, 2016
West Plains High School

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. OPEN SESSION – for a motion to go into closed session**
- IV. CLOSED (EXECUTIVE) SESSION**
 - A. Adjournment to Closed Executive Session**
 - 1. Pursuant to Section 610.021.3 Personnel Matters
 - 2. Pursuant to Section 610.021.6 Student Matters
 - B. Adjournment from Closed Executive Session**
- V. CALL TO ORDER – The regular Session of the School Board meeting will be called to order at 5:30 P.M.**
- VI. PLEDGE OF ALLEGIANCE - West Plains High School Cross Country Teams**
- VII. ROLL CALL AND ESTABLISHMENT OF QUORUM**
- VIII. APPROVAL OF AGENDA**
- IX. 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 Meeting Nov. 15, 2016**
 - B. Payment of Bills**
 - C. Monthly Finance Report**
 - D. Program Evaluations:** 1) A+ Program 2) Activities/Athletics 3) Culture & Climate 4) Technology 5) Instructional Effectiveness/Curriculum/Assessment
 - E. Approval Request for resignations:** 1) Michael Hess
 - F. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools:** Substitutes list, Teacher, Custodian
- X. REGULAR AGENDA**
 - A. Previous Business for Approval, Discussion or Information Only**
 - 1. Academic Update (*Goal 1, Obj. 2*)
 - 2. Board Candidate Filing Dates – Dec. 20, 2016 – Jan. 17, 2017 (*Goal 5, Obj. 2*)
 - B. New Business for Approval, Discussion or Information Only**
 - 1. Annual Liability Insurance Renewal (*Goal 6, Obj. 2*)
 - 2. Approval of Bus Bids (*Goal 6, Obj. 2*)
 - 3. 2017-2018 High School Course Offerings – 1st Read (*Goal 1, Obj. 1*)
 - 4. Zizzer Center for Advanced Professional Studies (Z-CAPS) (*Goal 1, Obj. 1*)
 - 5. Budget Update (*Goal 6, Obj. 1*)
 - 6. MSBA Policy Updates, 1st Read (*Goal 3, Obj. 1*)
 - 7. Superintendent’s Report (*Goal 3, Obj. 2*)
- XI. ADJOURNMENT**
- XII. 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.**
- XIII. ADJOURNMENT - Next Board Meeting Scheduled for January 17, 2017, at 5:00 P.M., Central Administration Office**

West Plains R-7 Board of Education
Regular Session Meeting
5:00 P.M. November 15, 2016
Board of Education Building
Minutes

- I. CALL TO ORDER: Jim Thompson called the meeting to order at 5:00 p.m.
- II. MOVE TO CLOSED (EXECUTIVE) SESSION. Mrs. Beykirch made a motion to move into Closed Session to discuss items Pursuant to Section 610.021.3 Personnel Matters and Section 610.021.6 Student Matters. The motion was seconded by Mrs. Bennett and voted as follows: AYE: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, Lee Freeman and Elizabeth Bennett. NAY: None.
- III. RETURN TO OPEN SESSION. Jim Thompson called the meeting to order at 6:00 p.m.
- IV. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by the Girls Softball Team with coaches Long, Marshall and Tyree.
- V. ROLL CALL: Board members present: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, Lee Freeman and Elizabeth Bennett. Absent: None. Also in attendance: Superintendent Dr. John Mulford, Assistant Superintendents Dr. Scott Smith, Dr. Luke Boyer, Dr. Julie Williams and Board Secretary Linda Y. Collins.
- VI. APPROVAL OF AGENDA. Jim Thompson indicated an amendment to the Consent Agenda, Item E. Resignations – Add Andrew Mandrell. Mrs. Beykirch made a motion to approve the Agenda as amended. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Bennett. 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 October 18, 2016 and Special Meeting Minutes from October 24, 2016
 - B. Payment of Bills
 - C. Monthly Finance Report
 - D. Program Evaluations
 - Food Service
 - E. Approval Request for Resignations or Termination
 - Suzanna Kimes Preschool Teacher
 - Roy Conchinha Custodian
 - Jeffery Holland Custodian
 - Diane Slavings SF Kitchen Manager
 - Gus Steckman Bus Driver
 - Andrew Mandrell Custodian (Amended)
 - F. Approval Request for the employment of individuals as recommended by the Superintendent of Schools:
 - Spencer Atkinson Lunch/Recess Supervisor – WP EL
 - Molly Floyd HS English
 - Nicole Hardison Paraprofessional

- Gary Maynard Bus Driver
- Lauren Mitchell Preschool Teacher

Substitute Teachers

- Jennifer Burton
- Anthony Hutchinson
- Leyna McMahon
- Miriam Stout
- Nikki Wood

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

VIII. REGULAR AGENDA

A. Previous Business for Approval , Discussion or Information Only

1. Academic Update. (*Goal 1, Obj. 2*)

Dr. Williams presented APR results to board.

2. MSBA Policy Updates, 2nd Read (*Goal 3, Obj. 1*).

The following policies contain changes as a result of fall legislative updates:

- ✓ JFCF Bullying
- ✓ JFCG Hazing
- ✓ JG-R1 Student Discipline – Grades K-4
- ✓ JG-R2 Student Discipline – Grades 5-6
- ✓ JG-R3 Student Discipline – Middle School
- ✓ JG-R4 Student Discipline – High School & Career Center

Mrs. Tyree made a motion to approve the policies listed above as presented. The motion was seconded by Mr. Riggs and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Bennett. NAY: None

B. New Business for Approval, Discussion or Information Only

1. Board Candidate Filing Dates – Dec 20, 2016 – Jan 17, 2017. (*Goal 5, Obj. 2*)

2. 2016 Annual Audit Review. (*Goal 6, Obj. 1*)

Mrs. Tyree made a motion to approve the 2015-16 annual audit for the West Plains R-VII School District. The motion was seconded by Mr. Riggs and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Bennett. NAY: None.

3. Surplus Item Request. (*Goal 6, Obj.2*) Mrs. Tyree made a motion to declare the following items as surplus:

- ✓ 1987 Isuzu Utility Vehicle (donated to district)
- ✓ 2x5 1 foot lockers (spray painted/glittered)
- ✓ 3 Old metal and wood lockers

The motion was seconded by Mrs. Bennett and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Bennett. NAY: None.

4. Superintendent's Report. (*Goal 3, Obj. 2*)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. At 7:15 p.m. Mrs. Tyree made a motion to adjourn from Open Session. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Bennett. NAY: None. ABSTAIN: None.

Jimmy E. Thompson, President

Linda Y. Collins, Secretary

Next Board Meeting Scheduled December 20, 2016 at 5:00 P.M, Board of Education Building

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

15:29:42 08 DEC 2016

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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	6455	12/08/16	003466 ACCURATE LABEL DESIGNS	262.95
CC	6456	12/08/16	005189 ALDI INC.	44.91
CC	6457	12/08/16	003349 ALMOST FAMOUS BBQ	383.25
CC	6458	12/08/16	000162 ALTON FLORIST	40.00
CC	6459	12/08/16	000008 AMAZON	708.48
CC	6460	12/08/16	000008 GE MONEY BANK/AMAZON	505.13
CC	6461	12/08/16	000008 AMAZON.COM, INC.	2,425.60
CC	6462	12/08/16	000008 AMAZON MARKETPLACE	75.07
CC	6463	12/08/16	003316 ANDY'S FROZEN CUSTARD	22.82
CC	6464	12/08/16	000197 ASHA	225.00
CC	6465	12/08/16	002737 ATHLETICA, INC.	509.36
CC	6466	12/08/16	005521 AWARDS UNLIMITED, INC.	92.65
CC	6467	12/08/16	000239 BIG LOTS #1157	1,099.96
CC	6468	12/08/16	005486 BILLS QUICK MART	18.33
CC	6469	12/08/16	004860 BLINDS.COM	231.43
CC	6470	12/08/16	003838 BRODER BROTHERS	334.06
CC	6471	12/08/16	003101 CASEY'S GENERAL STORE #2861	40.36
CC	6472	12/08/16	004393 CASH SAVER	2,231.73
CC	6473	12/08/16	005470 CAVE CITY FLORIST	32.55
CC	6474	12/08/16	003007 CHICK-FIL-A	60.86
CC	6475	12/08/16	003007 CHICK-FIL-A	78.75
CC	6476	12/08/16	004031 COUNTRY MEATS.COM	356.00
CC	6477	12/08/16	004855 COURTYARD BY MARRIOTT	451.89
CC	6478	12/08/16	005501 DANIEL YOHANNES	51.75
CC	6479	12/08/16	000414 DEMCO	86.29
CC	6480	12/08/16	003125 DENNIS' SPECIALTY CUTS	198.79
CC	6481	12/08/16	000428 DICK BLICK	176.00
CC	6482	12/08/16	000437 DOLLAR GENERAL STORE #07371	5.89
CC	6483	12/08/16	003861 DOLLAR TREE STORES, INC	7.57
CC	6484	12/08/16	000438 DOMINOS PIZZA	140.63
CC	6485	12/08/16	005479 DRURY INN ST LOUIS CONV CTR	779.43
CC	6486	12/08/16	000461 E GROUP ENGAGE	210.00
CC	6487	12/08/16	004602 EASTBAY INC	187.57
CC	6488	12/08/16	003014 EL CHARRO WEST PLAINS	155.40
CC	6489	12/08/16	005514 EMBASSY SUITES NW ARKANSAS	452.88
CC	6490	12/08/16	005071 EPSON AMERICA, INC.	164.68
CC	6491	12/08/16	005468 EXPRESSIONERY	39.03
CC	6492	12/08/16	004998 FACEBOOK	61.57
CC	6493	12/08/16	002308 FAMILY CAREER & COMMUNITY LEAD	946.00
CC	6494	12/08/16	005502 FARMERS FISHERS BAKERS	120.60
CC	6495	12/08/16	000511 FAZOLIS #5141	54.77
CC	6496	12/08/16	005386 FIRST BOOK	20.26
CC	6497	12/08/16	005519 FLOWERS BY LEGACY	85.98
CC	6498	12/08/16	004107 FLYING J #672	18.50
CC	6499	12/08/16	000530 FOLLETT SCHOOL SOLUTIONS, INC.	876.61
CC	6500	12/08/16	000530 FOLLETT SCHOOL SOLUTIONS, INC.	311.14
CC	6501	12/08/16	005491 FORKLIFTS OF CAPE, INC.	189.90
CC	6502	12/08/16	005503 FOUNDING FARMERS	141.60
CC	6503	12/08/16	005481 FOX THEATRE GROUP SERVICES	1,418.50
CC	6504	12/08/16	005509 FTD.COM	67.98
CC	6505	12/08/16	005500 GEORGE WASHINGTON UNIVERSITY H	56.21
CC	6506	12/08/16	005508 HILTON HOTEL ALEXANDRIA	2,503.43
CC	6507	12/08/16	005028 HISET	7.00

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

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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	6508	12/08/16	003592 HOBBY LOBBY	71.42
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CC	6511	12/08/16	003352 KUM & GO	57.45
CC	6512	12/08/16	002450 LITTLE CAESAR'S PIZZA	92.14
CC	6513	12/08/16	000894 LODGE OF FOUR SEASONS	469.08
CC	6514	12/08/16	005498 LOVE'S STORE #607	31.24
CC	6515	12/08/16	005456 MARRIOTT HOTEL	1,018.20
CC	6516	12/08/16	005495 MAURICES	190.60
CC	6517	12/08/16	003204 MCALISTERS DELI	78.35
CC	6518	12/08/16	003204 MCALISTERS DELI	163.67
CC	6519	12/08/16	003032 MCDONALD'S	21.19
CC	6520	12/08/16	003032 MCDONALD'S	35.93
CC	6521	12/08/16	005493 MEMPHIS INT'L AIRPORT	36.00
CC	6522	12/08/16	005493 PARADIES AIRPORT SHOPS-MEMPHIS	14.76
CC	6523	12/08/16	005504 METRO 007-WOODLEY PARK	23.75
CC	6524	12/08/16	005497 METRO 044-PENTAGON CITY	72.00
CC	6525	12/08/16	005507 MICHEALE TEFATSION	50.00
CC	6526	12/08/16	005485 MISSOURI COORDINATED SCHOOL HE	450.00
CC	6527	12/08/16	000988 MISSOURI DEPARTMENT OF	14.25
CC	6528	12/08/16	000986 CSI MISSOURI DEPARTMENT OF REV	48.00
CC	6529	12/08/16	003819 MONTY'S OUTDOORS	54.93
CC	6530	12/08/16	002467 MTCCCA	200.00
CC	6531	12/08/16	005522 MYLOCKER.NET	182.80
CC	6532	12/08/16	001095 NCS PEARSON INC.	28.50
CC	6533	12/08/16	003289 NEWEGG.COM	1,106.04
CC	6534	12/08/16	005406 NORTHERN TOOL & EQUIPMENT	229.34
CC	6535	12/08/16	005131 ONE STOP	1,035.65
CC	6536	12/08/16	001132 ORIENTAL TRADING CO.	181.36
CC	6537	12/08/16	001694 OZARK CAFE	101.60
CC	6538	12/08/16	004705 PAPA JOHN'S #2263	288.00
CC	6539	12/08/16	003593 PARTY CITY	218.33
CC	6540	12/08/16	004323 PHILLIPS 66-MPC 41	15.00
CC	6541	12/08/16	004323 PHILLIPS 66-PETE'S 46	25.00
CC	6542	12/08/16	004323 PHILLIPS 66-SEVEN STOP	28.44
CC	6543	12/08/16	003370 PIZZA SHACK	169.00
CC	6544	12/08/16	000087 PLAYSRIPTS, INC	25.63
CC	6545	12/08/16	003540 RAMEY	214.55
CC	6546	12/08/16	005499 RED TOP CAB OF ARLINGTON	20.15
CC	6547	12/08/16	000736 RICOH USA, INC.	3,053.33
CC	6548	12/08/16	000737 RICOH USA, INC.	3,764.50
CC	6549	12/08/16	005480 RIGAZZI'S	226.95
CC	6550	12/08/16	003494 RUBY TUESDAY	66.95
CC	6551	12/08/16	002452 SAM'S CLUB	287.71
CC	6552	12/08/16	005246 SAVOR GRILL & BBQ	145.86
CC	6553	12/08/16	003036 SCHOOL HEALTH CORPORATION	47.44
CC	6554	12/08/16	001309 SCHWEGMAN OFFICE SUPPLY	103.14
CC	6555	12/08/16	004540 SERVSAFE-NATIONAL RESTAURANT A	380.29
CC	6556	12/08/16	005056 SETTLE INN & SUITES	84.75
CC	6557	12/08/16	005056 SETTLE INN & SUITES	254.25
CC	6558	12/08/16	005056 SETTLE INN & SUITES	593.25
CC	6559	12/08/16	003459 SHELL OIL/CIRCLE K	43.47
CC	6560	12/08/16	002896 SHOE SENSATION	156.63

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

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CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	6561	12/08/16	005512 SLEEP INN & SUITES	616.14
CC	6562	12/08/16	000155 TAN TAR A RESORT	189.22
CC	6563	12/08/16	000129 SUBWAY	43.60
CC	6564	12/08/16	003080 SURVEYMONKEY.COM, LLC	204.00
CC	6565	12/08/16	003681 THE DONUT PALACE	250.44
CC	6566	12/08/16	005506 THE GROVE-WASHINGTON AIRPORT	19.38
CC	6567	12/08/16	005505 TRAVEL TRADERS #210	34.95
CC	6568	12/08/16	005469 UBERPRINTS	0.24
CC	6569	12/08/16	005469 UBERPRINTS	224.00
CC	6570	12/08/16	002845 VERIZON WIRELESS	2,103.42
CC	6571	12/08/16	001502 WALMART COMMUNITY	4,755.14
CC	6572	12/08/16	001502 WALMART COMMUNITY	127.06
CC	6573	12/08/16	004944 WEST PLAINS DAILY QUILL	80.00
CC	6574	12/08/16	001523 WEST PLAINS POSEY PATCH	87.22
CC	6575	12/08/16	005518 YANKEE CANDLE FUNDRAISING	3,589.24

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

50,127.98*

Checks Issued Since November Board Meeting

AP3069

West Plains R-VII School District
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
CHECKS FROM 64750 TO 64810

18:30:43 14 DEC 2016

PAGE 1

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
10	64750	11/16/16	000273 BROCAW BEARING & DRIVE	18.04
10	64751	11/16/16	000280 BUFFALO HIGH SCHOOL	336.00
10	64752	11/16/16	000332 CITY OF WEST PLAINS	892.50
10	64753	11/16/16	005449 DANIEL H DYE	125.74
10	64754	11/16/16	000664 HIRSCH FEED & FARM SUPPLY	560.73
10	64755	11/16/16	002749 HOWELL COUNTY TREASURER	6,266.49
10	64756	11/16/16	000952 MEEKS	62.34
10	64757	11/16/16	005379 C.LAMBERT, LLC.	8,000.00
10	64758	11/16/16	001580 OPAA FOOD MANAGEMENT INC.	1,300.00
10	64759	11/16/16	001129 OREILLY AUTOMOTIVE	572.37
10	64760	11/16/16	004841 PROJECT LEAD THE WAY, INC.	494.50
10	64761	11/16/16	004020 R.P.LUMBER CO., INC.	27.98
10	64762	11/16/16	001391 SPRINGFIELD STAMP &	28.80
10	64763	11/16/16	004294 SUMMIT TRUCK GROUP	207.61
10	64764	11/21/16	001816 SCMCDA	520.00
10	64765	11/21/16	005488 DUANE HICKS	1,050.00
10	64766	11/21/16	001391 SPRINGFIELD STAMP &	54.70
10	64767	11/21/16	001723 T&T GLASS, LLC	25,380.62
10	64768	11/21/16	005489 MIKE DURHAM	4,700.00
10	64775	12/01/16	005250 MISSOURI ASSOCIATION OF STUDEN	375.00
10	64776	12/01/16	005513 PHILLIP E. FRANZ, JR.	60,000.00
10	64777	12/01/16	005511 WILES ABSTRACT & TITLE CO, INC	1,471.00
10	64778	12/02/16	004166 GLORIA DEO ACADEMY	231.00
10	64779	12/02/16	003996 WILLARD BROTHERS MOTOR SALES	7,995.00
10	64780	12/05/16	005517 JARRETT MCCULLOUGH	13,250.00
10	64781	12/05/16	005515 VICKI BOND	271.39
10	64791	12/07/16	002898 HEATHER BUTLER	287.10
10	64792	12/07/16	004841 PROJECT LEAD THE WAY, INC.	5,995.95
10	64793	12/07/16	001395 ST. JAMES R-I SCHOOL DISTRICT	112.00
10	64795	12/13/16	000878 LEBANON SPEECH & DEBATE	286.00
10	64796	12/13/16	001168 PEPSI MIDAMERICA	214.51
10	64810	12/14/16	005461 PAUL LANCE HAYHURST	500.00

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE 10 *****

141,587.37*

Athletic Department Checks

AP3069

West Plains R-VII School District
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
CHECKS FROM 64718 TO 64790

18:31:50 14 DEC 2016

PAGE 1

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
AD	64718	11/16/16	002911 BOB FLOREZ	148.00
AD	64719	11/16/16	004489 DANNY DURKEE	80.00
AD	64720	11/16/16	004489 DANNY DURKEE	55.00
AD	64721	11/16/16	004489 DANNY DURKEE	80.00
AD	64722	11/16/16	004489 DANNY DURKEE	160.00
AD	64723	11/16/16	004489 DANNY DURKEE	80.00
AD	64724	11/16/16	002855 EMILY PETTY	300.00
AD	64725	11/16/16	000598 GREG ALFORD	320.00
AD	64726	11/16/16	004713 JACQUELINE BRAZEAL	94.40
AD	64727	11/16/16	004613 JEREMY HAYNES	100.80
AD	64728	11/16/16	000830 KEVIN WRAY	104.00
AD	64729	11/16/16	002997 KODDY FREDRICK	80.00
AD	64730	11/16/16	002997 KODDY FREDRICK	80.00
AD	64731	11/16/16	002997 KODDY FREDRICK	80.00
AD	64732	11/16/16	002997 KODDY FREDRICK	160.00
AD	64733	11/16/16	002997 KODDY FREDRICK	120.00
AD	64734	11/16/16	005346 LAYNIE NOBLE	180.80
AD	64735	11/16/16	005346 LAYNIE NOBLE	75.80
AD	64736	11/16/16	005346 LAYNIE NOBLE	180.80
AD	64737	11/16/16	005346 LAYNIE NOBLE	75.80
AD	64738	11/16/16	003828 LEE BRAZEAL	69.40
AD	64739	11/16/16	003828 LEE BRAZEAL	69.40
AD	64740	11/16/16	004480 MELISSA WOOD	320.80
AD	64741	11/16/16	002390 MISSY LEE	360.00
AD	64742	11/16/16	001389 SPRINGFIELD PUBLIC SCHOOLS	100.00
AD	64743	11/16/16	000762 JAY TOWELL	80.00
AD	64744	11/16/16	000762 JAY TOWELL	160.00
AD	64745	11/16/16	000762 JAY TOWELL	80.00
AD	64746	11/16/16	000762 JAY TOWELL	55.00
AD	64747	11/16/16	000762 JAY TOWELL	160.00
AD	64748	11/16/16	000762 JAY TOWELL	120.00
AD	64749	11/16/16	000762 JAY TOWELL	80.00
AD	64769	11/21/16	002576 ERNEST GRAYER, JR.	110.00
AD	64770	11/21/16	003828 LEE BRAZEAL	78.40
AD	64771	11/21/16	002434 MELVIN RESPRESS	186.76
AD	64772	11/21/16	002433 REGINALD WALKER	110.00
AD	64773	11/21/16	005014 THE SCOREBOARD GUY SHOOTOUT	75.00
AD	64774	11/21/16	000762 JAY TOWELL	64.00
AD	64782	12/07/16	004489 DANNY DURKEE	35.00
AD	64783	12/07/16	002576 ERNEST GRAYER, JR.	110.00
AD	64784	12/07/16	005346 LAYNIE NOBLE	35.00
AD	64785	12/07/16	002434 MELVIN RESPRESS	186.00
AD	64786	12/07/16	001231 RANDY WARD	110.00
AD	64787	12/07/16	005088 ROBERT WILLIAMS	110.00
AD	64788	12/07/16	005088 ROBERT WILLIAMS	110.00
AD	64789	12/07/16	001389 SPRINGFIELD SCHOOL	150.00
AD	64790	12/07/16	002544 WILLIAM MARSHALL	203.00

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE AD *****

5,883.16*

December Board Checks For Approval

AP3069

West Plains R-VII School District
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
CHECKS FROM 64811 TO 64979

10:22:53 14 DEC 2016

PAGE 1

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
10	64811	12/20/16	003757 5 STAR CLEANERS	434.00
10	64812	12/20/16	000119 AIRGAS USA,LLC	23.36
10	64813	12/20/16	004802 ALPHA IMAGING SUPPLIES,INC.	1,980.00
10	64814	12/20/16	005473 ALYSSA HOLLINGSHAD	33.60
10	64815	12/20/16	000189 AREAWIDE MEDIA INC.	58.74
10	64816	12/20/16	000208 ARTS ON THE AVENUE	500.00
10	64817	12/20/16	000204 AUTO ZONE	5.26
10	64818	12/20/16	000213 BALLEW SAW & TOOL INC	137.40
10	64819	12/20/16	000770 JERRY C. BEAN	100.00
10	64820	12/20/16	001689 BENJAMIN GRACE	44.62
10	64821	12/20/16	004690 BEST WESTERN HOTELS	834.70
10	64822	12/20/16	005036 BLACKBOARD INC.	19,366.62
10	64823	12/20/16	002214 SUSAN M BOWLES	93.20
10	64824	12/20/16	001607 LUKE A BOYER	94.40
10	64825	12/20/16	005388 BRENNNA WILLIAMS	30.80
10	64826	12/20/16	000273 BROCAW BEARING & DRIVE	2.94
10	64827	12/20/16	001844 KAROL BROWN	76.80
10	64828	12/20/16	002700 BUCKEYE CLEANING CENTER	8,816.57
10	64829	12/20/16	005215 CASSIDY SOLODKOV	78.00
10	64830	12/20/16	000309 CAWVEYS ELECTRIC MOTOR	1,068.50
10	64831	12/20/16	000316 CENTURYLINK	4,549.94
10	64832	12/20/16	001213 CENTURYLINK	141.03
10	64833	12/20/16	001213 CENTURYLINK	7.60
10	64834	12/20/16	002607 CINTAS #569	470.80
10	64835	12/20/16	000332 CITY OF WEST PLAINS	290.00
10	64836	12/20/16	000333 CITY UTILITIES	29,630.32
10	64837	12/20/16	002591 MICHAEL L COCHRAN	1,096.00
10	64838	12/20/16	000347 COLORVISION CORPORATION	266.12
10	64839	12/20/16	002707 COMMUNITY FIRST BANKING CO.	56,350.32
10	64840	12/20/16	005169 COMPUTER INFORMATION CONCEPTS,	1,260.00
10	64841	12/20/16	004178 CORLEY PRITCHARD OSBORNE TECH	19,527.50
10	64842	12/20/16	004983 CREDIT BUREAU ASSOCIATES	285.17
10	64843	12/20/16	000388 DAKTRONICS INC	13,930.00
10	64844	12/20/16	004068 DAVENPORT GROUP	627.00
10	64845	12/20/16	000412 DECORATIONS FOR CELEBRA.	35.96
10	64846	12/20/16	005146 DEVIN WHEELER	24.00
10	64847	12/20/16	000438 DOMINOS PIZZA	636.06
10	64848	12/20/16	001621 LENNY R EAGLEMAN	48.80
10	64849	12/20/16	000482 ELSEVIER	8,636.34
10	64850	12/20/16	000514 FELLERS	1,174.98
10	64851	12/20/16	000530 FOLLETT SCHOOL SOLUTIONS,INC.	421.39
10	64852	12/20/16	001622 LISA J FOX	180.80
10	64853	12/20/16	001623 PENNY RAE FOX-JONES	84.45
10	64854	12/20/16	000535 FRANCE FIRE EXTINGUISHER	215.90
10	64855	12/20/16	002581 GAMMILL SEWING CENTER, LLC	1,995.00
10	64856	12/20/16	002509 GLOBAL EQUIPMENT CO	531.50
10	64857	12/20/16	005073 GOLDEN PEANUT COMPANY,LLC	2,150.00
10	64858	12/20/16	004615 VICKI GREGORY	21.60
10	64859	12/20/16	000602 GRENNAN COMMUNICATIONS	1,342.32
10	64860	12/20/16	002853 MISTY J HATHCOCK	216.00
10	64861	12/20/16	003760 HEALTHPORT	35.21
10	64862	12/20/16	005400 HEATHER SMITH	90.72
10	64863	12/20/16	005534 HEIDI KAMMERER	232.74
10	64864	12/20/16	000660 HILLYARD/SPRINGFIELD	3,514.15
10	64865	12/20/16	000664 HIRSCH FEED & FARM SUPPLY	197.95
10	64866	12/20/16	005377 HOUNDSTOOTH AND POLKA DOTS,LLC	1,301.00
10	64867	12/20/16	003291 OZARK AWARDS	340.25
10	64868	12/20/16	002749 HOWELL COUNTY TREASURER	2,814.62
10	64869	12/20/16	001626 SETH A HUDDLESTON	160.00
10	64870	12/20/16	001991 COURTNEY HUGHES	40.76
10	64871	12/20/16	000722 HUMMERT INTERNATIONAL	125.36
10	64872	12/20/16	000757 JACKSON TERMITE CO INC	185.00
10	64873	12/20/16	005174 JAIME MCCOY	16.80
10	64874	12/20/16	002549 JOHN FABICK TRACTOR CO.	466.84
10	64875	12/20/16	001628 KELLY L JONES	30.00
10	64876	12/20/16	000803 JOSTENS	412.50
10	64877	12/20/16	005531 KANSAS SCHOOL PUBLIC RELATIONS	90.00
10	64878	12/20/16	002062 KATHY MILLER	73.60
10	64879	12/20/16	004558 KATIE JENSEN	425.61
10	64880	12/20/16	000938 KENT YARBER CANDY CO	1,396.50
10	64881	12/20/16	000833 KEY SPORT SHOP INC.	372.00
10	64882	12/20/16	000835 KHOM RADIO	540.00
10	64883	12/20/16	004185 WAYMAN L. KING	329.55
10	64884	12/20/16	002025 JANE KRAMER	112.00
10	64885	12/20/16	004358 KRISTEFF GROUP,LLC	70.00
10	64886	12/20/16	005447 KRISTEN RAMEY	128.00
10	64887	12/20/16	000859 LAKELAND REGIONAL HOSP.	30.00
10	64888	12/20/16	002518 LC FUNDRAISER	14,244.15
10	64889	12/20/16	002029 LEE LAUGHARY	109.13
10	64890	12/20/16	000893 LOCKEROOM SPORTING GOODS	2,400.00
10	64891	12/20/16	004943 M & M TELECOM CONTRACTORS,INC.	1,610.45
10	64892	12/20/16	001047 M-S MUSIC, INC.	35.53
10	64893	12/20/16	005110 MATTHEW WARREN	22.00
10	64894	12/20/16	004681 MAYFIELD AUTO REPAIR,LLC	211.41
10	64895	12/20/16	003032 MCDONALD'S	781.10
10	64896	12/20/16	001632 JODIE L MCKINNEY	40.40
10	64897	12/20/16	000952 MEEKS	537.68
10	64898	12/20/16	000954 MEEKS	133.25
10	64899	12/20/16	004517 MEGGIN HOGSETT	530.00
10	64900	12/20/16	001796 METALWELD, INC.	2,107.13
10	64901	12/20/16	005476 MICHAEL STONE	41.44
10	64902	12/20/16	004296 MIDWEST TRANSIT EQUIPMENT	64.50

West Plains R-VII School District
ACCOUNTS PAYABLE CHECK REGISTER SUMMARY LISTING
CHECKS FROM 64811 TO 64979

18:22:53 14 DEC 2016

PAGE 2

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
10	64903	12/20/16	004052 HEATHER N MILLER	203.44
10	64904	12/20/16	003299 MISSOURI FBIA	140.00
10	64905	12/20/16	000989 MISSOURI FCCIA	625.00
10	64906	12/20/16	001000 MISSOURI S&T AR	2,520.00
10	64907	12/20/16	003819 C&K CLOTHING	59.98
10	64908	12/20/16	003819 MONTY'S OUTDOORS	382.40
10	64909	12/20/16	002356 MORLAN-SHELL FORD, INC	94.96
10	64910	12/20/16	001044 MOUNTAIN VIEW STANDARD NEWS	52.00
10	64911	12/20/16	001048 MSBA	530.08
10	64912	12/20/16	001587 JONATHAN D MULFORD	262.00
10	64913	12/20/16	001069 MUSIC	265,624.00
10	64914	12/20/16	001083 NATIONAL BETA CLUB	740.00
10	64915	12/20/16	001086 NATIONAL FFA ORGANIZA.	54.50
10	64916	12/20/16	001087 NATIONAL FORENSIC LEAGUE	80.00
10	64917	12/20/16	001635 ANITA M NELSON	72.40
10	64918	12/20/16	002384 NEWBERRY AUTO SALES	688.80
10	64919	12/20/16	001611 MTN.GROVE NEWS JOURNAL	62.00
10	64920	12/20/16	001104 NORMAN ORR OFFICE SUPPLY	1,948.80
10	64921	12/20/16	001580 OPAA FOOD MANAGEMENT INC.	102,454.61
10	64922	12/20/16	001128 OREILLY AUTO	961.88
10	64923	12/20/16	001129 OREILLY AUTOMOTIVE	1,012.62
10	64924	12/20/16	001130 OREILLY AUTOMOTIVE	509.85
10	64925	12/20/16	001131 OREILLY AUTOMOTIVE	77.41
10	64926	12/20/16	005417 OUTPOST EXPRESSIONS,LLC	94.25
10	64927	12/20/16	001140 OZARK HORSE TRADER, INC.	1,240.10
10	64928	12/20/16	001140 OZARK HORSETRADER INC.	11.50
10	64929	12/20/16	001144 OZARKO TIRE CENTER	471.41
10	64930	12/20/16	001141 OZARKS MEDICAL CENTER	25,187.50
10	64931	12/20/16	001146 PALEN MUSIC CENTER	245.00
10	64932	12/20/16	001149 PARCEL EXPRESS	28.42
10	64933	12/20/16	002090 PATRICIA POINTER	16.80
10	64934	12/20/16	001168 PEPSI MIDAMERICA	536.20
10	64935	12/20/16	003370 PIZZA SHACK	42.00
10	64936	12/20/16	001233 RDJ SPECIALTIES,INC.	439.40
10	64937	12/20/16	005533 REBECCA BRIDGES	24.00
10	64938	12/20/16	005286 RENTAL SUPPLY-WEST PLAINS	68.00
10	64939	12/20/16	002105 RHONDA RICHTER	30.21
10	64940	12/20/16	005490 RONALD D. DAWSON	400.00
10	64941	12/20/16	003233 AMY M ROSS	152.00
10	64942	12/20/16	001724 ROTARY CLUB OF WEST PLAINS	284.00
10	64943	12/20/16	002109 DENISE ROWLAND	32.00
10	64944	12/20/16	001308 SCHULTZ WOOD & RAPP, P.C.	7,400.00
10	64945	12/20/16	001309 SCHWEGMAN OFFICE SUPPLY	599.10
10	64946	12/20/16	000652 SCREENSHOTS PRINTING & DESIGN	400.00
10	64947	12/20/16	002524 SEITZ FUNDRAISING	15,057.60
10	64948	12/20/16	001640 GREGORY B SIMPKINS	78.00
10	64949	12/20/16	001343 SKEETER KELL SPORTING	1,835.01
10	64950	12/20/16	001641 SCOTT A SMITH	149.20
10	64951	12/20/16	001354 SO.HOWELL CNTY AMBULANCE	70.00
10	64952	12/20/16	001833 SPRINGFIELD GROCER COMPANY	958.15
10	64953	12/20/16	003925 SPRINGFIELD MUSIC	110.89
10	64954	12/20/16	001389 SPRINGFIELD PUBLIC SCHOOLS	100.00
10	64955	12/20/16	002137 DEBORAH STAUFFER	51.25
10	64956	12/20/16	004122 SYSCO KANSAS CITY	1,156.96
10	64957	12/20/16	001723 T&T GLASS, LLC	401.09
10	64958	12/20/16	004706 TESS MILEY	65.52
10	64959	12/20/16	004420 THE LINCOLN ELECTRIC COMPANY	250.00
10	64960	12/20/16	001405 THE STEEL YARD INC	2,098.76
10	64961	12/20/16	002154 CYNTHIA J THOMPSON	60.00
10	64962	12/20/16	004047 TERRI J TOMLINSON	76.80
10	64963	12/20/16	002011 TRACIE JOINER	116.00
10	64964	12/20/16	001450 TRASHWAGON EXPRESS	362.00
10	64965	12/20/16	001499 W. SCHILLER & CO., INC.	401.50
10	64966	12/20/16	005058 KIMBERLY WADE	40.80
10	64967	12/20/16	002181 ERICA N WALKER	196.00
10	64968	12/20/16	001506 WEST PLAINS CHAMBER OF COMMERCE	36.00
10	64969	12/20/16	004944 WEST PLAINS DAILY QUILL	1,188.86
10	64970	12/20/16	001512 WEST PLAINS ELECTRIC	136.30
10	64971	12/20/16	001516 WEST PLAINS FLORAL	55.00
10	64972	12/20/16	001520 WEST PLAINS MUSIC STORE	19.70
10	64973	12/20/16	001825 WEST PLAINS OCCUPATIONAL & INS	1,545.00
10	64974	12/20/16	001523 WEST PLAINS POSEY PATCH	156.00
10	64975	12/20/16	001529 WEST PLAINS ROOFING INC.	21,700.00
10	64976	12/20/16	001646 JULIE R WILLIAMS	261.60
10	64977	12/20/16	002198 MARTHA A WILLIAMS	81.60
10	64978	12/20/16	001545 WOOD MECHANICAL INC.	495.00
10	64979	12/20/16	001551 XEROX CORPORATION	411.83

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODE 10 *****

682,906.78*

Grand Total Amount Of All Checks Reported Codes 10 & AD:
\$830,377.31

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

*****ADDITIONAL DECEMBER BOARD CHECKS FOR APPROVAL #64988 - #65041*****

10	64988	12/20/16	204	AUTOZONE,INC.	\$104.85
10	64989	12/20/16	273	BROCAW BEARING & DRIVE	\$11.87
10	64990	12/20/16	299	CAPE ELECTRICAL SUPPLY LLC	\$1,779.61
10	64991	12/20/16	4393	CASH SAVER	\$2,958.11
10	64992	12/20/16	309	CAWVEYS ELECTRIC MOTOR	\$55.98
10	64993	12/20/16	5277	CENTERPOINT ENERGY SERVICES RE	\$1,525.91
10	64994	12/20/16	5277	CENTERPOINT ENERGY SERVICES RE	\$1,786.58
10	64995	12/20/16	314	CENTRAL STATES BUS	\$428.44
10	64996	12/20/16	332	CITY OF WEST PLAINS	\$24,948.62
10	64997	12/20/16	35	COLORVISION	\$15.15
10	64998	12/20/16	1617	JOSHUA C COTTER	\$432.04
10	64999	12/20/16	4652	DALLAS MITCHELL	\$75.00
10	65000	12/20/16	1972	DAVID HENSLEY	\$14.99
10	65001	12/20/16	446	DOSS & HARPER	\$110.32
10	65002	12/20/16	4606	JULIE DUNN	\$130.96
10	65003	12/20/16	509	FASTENAL COMPANY	\$63.22
10	65004	12/20/16	530	FOLLETT SCHOOL SOLUTIONS,INC.	\$675.90
10	65005	12/20/16	5535	NICOLE L HARRIS	\$57.60
10	65006	12/20/16	3323	HILAND DAIRY	\$241.20
10	65007	12/20/16	664	HIRSCH FEED & FARM SUPPLY	\$178.45
10	65008	12/20/16	5537	CHRISTINA HODGSON	\$36.00
10	65009	12/20/16	706	HORN PLUMBING	\$3,127.42
10	65010	12/20/16	3291	OZARK AWARDS	\$50.00
10	65011	12/20/16	1991	COURTNEY HUGHES	\$29.62
10	65012	12/20/16	5174	JAIME MCCOY	\$12.00
10	65013	12/20/16	5517	JARRETT MCCULLOUGH	\$8,000.00
10	65014	12/20/16	2549	JOHN FABICK TRACTOR CO.	\$341.88
10	65015	12/20/16	1628	KELLY L JONES	\$850.00
10	65016	12/20/16	1716	KIWANIS CLUB OF WEST PLAINS	\$96.57
10	65017	12/20/16	4358	KRISTEFF GROUP,LLC	\$80.00
10	65018	12/20/16	1720	LARSON FARM & LAWN INC.	\$35.60
10	65019	12/20/16	1047	M-S MUSIC, INC.	\$91.22
10	65020	12/20/16	931	MASA	\$200.00
10	65021	12/20/16	952	MEEKS	\$122.77
10	65022	12/20/16	954	MEEKS	\$11.76
10	65023	12/20/16	4296	MIDWEST TRANSIT EQUIPMENT	\$50.96
10	65024	12/20/16	1000	MISSOURI S&T AR	\$660.00
10	65025	12/20/16	1129	OREILLY AUTOMOTIVE	\$197.52
10	65026	12/20/16	847	OZARK RADIO NETWORK	\$680.00
10	65027	12/20/16	1179	EASYPERMIT POSTAGE	\$3,000.00
10	65028	12/20/16	4841	PROJECT LEAD THE WAY,INC.	\$5,995.95
10	65029	12/20/16	5286	RENTAL SUPPLY-WEST PLAINS	\$1,441.33

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

10	65030	12/20/16	5378	SHERRY MCAFEE	\$757.50
10	65031	12/20/16	1327	SHERWIN WILLIAMS	\$196.67
10	65032	12/20/16	1327	SHERWIN WILLIAMS	\$82.73
10	65033	12/20/16	5492	KEYARRA SMITH	\$150.37
10	65034	12/20/16	1833	SPRINGFIELD GROCER COMPANY	\$540.05
10	65035	12/20/16	1447	TOWNE & COUNTRY LIGHTING	\$15.00
10	65036	12/20/16	2306	WEST PLAINS BEVERAGE DIST. CO.	\$54.25
10	65037	12/20/16	1506	WEST PLAINS CHAMBER OF COMMERC	\$90.00
10	65038	12/20/16	4944	WEST PLAINS DAILY QUILL	\$55.00
10	65039	12/20/16	1512	WEST PLAINS ELECTRIC	\$95.47
10	65040	12/20/16	1523	WEST PLAINS POSEY PATCH	\$40.00
10	65041	12/20/16	1524	WEST PLAINS PROPANE INC.	\$12,153.27

***** GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODES 10 & AD *****

\$74,935.71

2017

WEST PLAINS SCHOOL DISTRICT
MONTHLY
FINANCE REPORTS

*THROUGH THE MONTH OF NOVEMBER
SCHOOL YEAR 2016-2017*

PRINTED ON: DECEMBER 14, 2016

DATA COLLECTED ON: NOVEMBER 7, 2016

REVENUES & EXPENDITURES

PAGE 1

This report includes the month of November.

Printed On: December 14, 2016

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
2017	903,105	2,038,901	3,197,474	4,448,429	6,781,961							
2016	762,183	1,795,397	3,014,502	4,719,792	6,622,225	8,982,563	15,991,395	18,140,225	20,205,625	22,226,210	24,048,107	26,464,139
2015	799,672	1,739,816	3,078,361	4,671,065	6,040,635	8,765,498	15,597,049	17,477,994	19,236,147	21,375,181	23,200,818	25,804,867
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	20,360,108	22,682,150	24,894,243

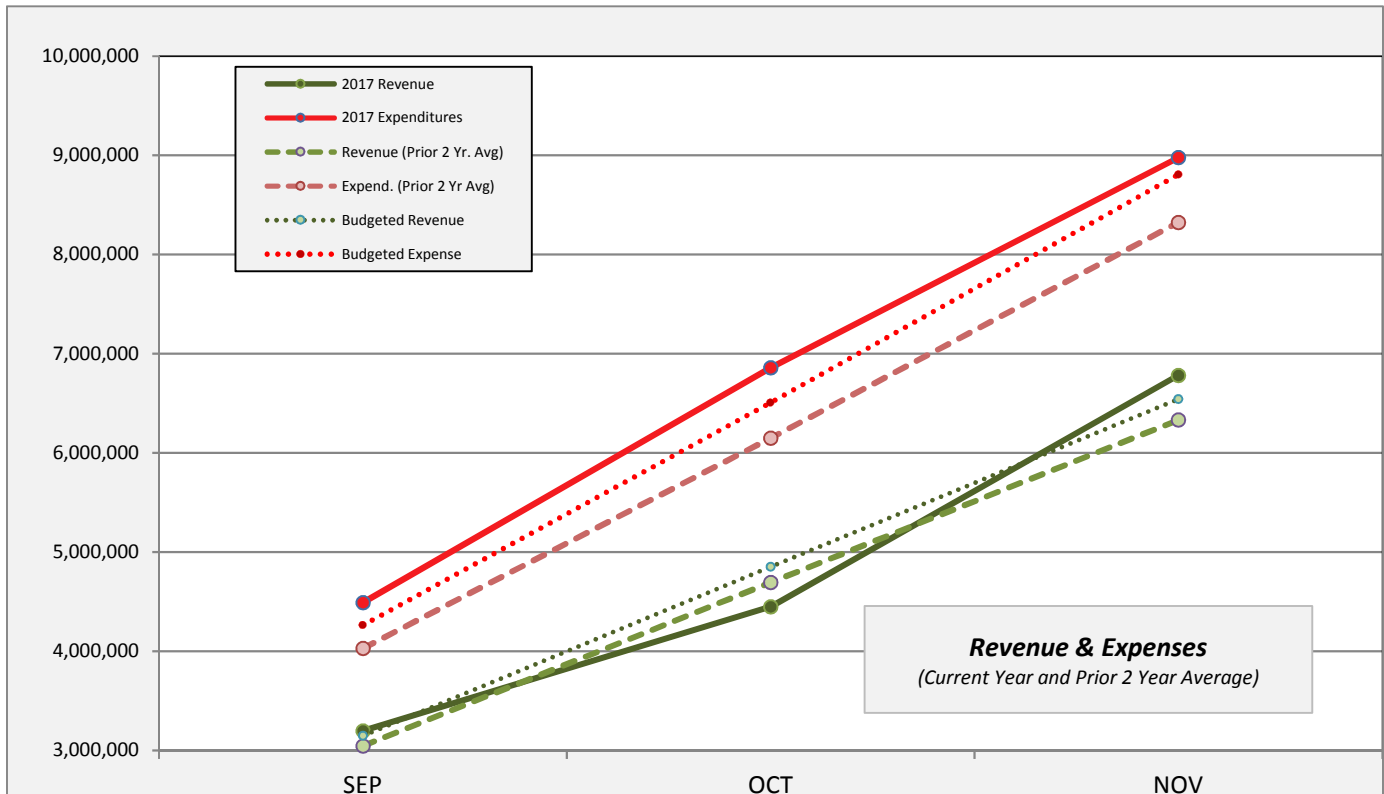
Total Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2017	1,193,003	2,116,414	4,490,434	6,859,769	8,976,778							
2016	898,700	1,889,689	4,040,905	6,100,457	8,200,828	10,155,577	13,449,731	15,531,243	17,483,359	19,461,207	21,560,866	26,402,911
2015	1,005,374	1,834,941	4,016,990	6,198,503	8,446,589	10,400,661	13,819,658	16,156,864	17,962,515	20,064,367	22,086,103	26,707,773
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	18,615,452	20,526,074	25,183,121

Revenues less Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2017	-289,898	-77,512	-1,292,960	-2,411,340	-2,194,818							
2016	-136,517	-94,293	-1,026,403	-1,380,665	-1,578,603	-1,173,014	2,541,663	2,608,982	2,722,266	2,765,004	2,487,242	61,228
2015	-205,703	-95,125	-938,630	-1,527,438	-2,405,954	-1,635,163	1,777,391	1,321,130	1,273,632	1,310,813	1,114,715	-902,906
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	1,744,656	2,156,076	-288,878

	Revenue Budget	Through NOV	Total	% of Actual Through NOV	Estimate based on Prior Year %	Expense Budget	Through NOV	Total	% of Actual Through NOV	Estimate based on Prior Year %
2017	27,003,469	6,781,961	27,003,469		27,398,836	28,095,303	8,976,778	28,095,303		28,616,102
2016	25,711,398	6,622,225	26,464,139	25.02		26,608,194	8,200,828	26,402,911	31.06	
2015	24,891,141	6,040,635	25,804,867	23.41		26,682,433	8,446,589	26,707,773	31.63	
2014	24,565,546	6,429,165	24,894,243	25.83		25,854,694	7,913,229	25,183,121	31.42	



GRAPHICAL FINANCIAL DATA

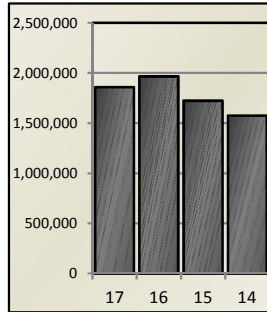
PAGE 1

This report includes the month of November.

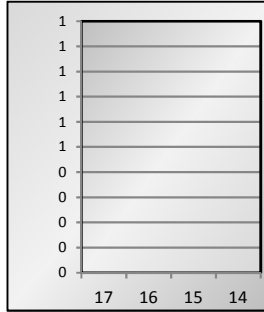
Printed On: December 14, 2016

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

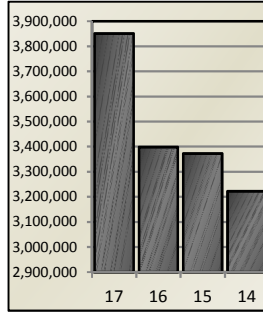
4 YEAR REVENUE COMPARISON THROUGH THE MONTH OF NOVEMBER



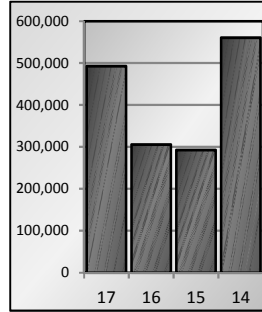
Local Revenue



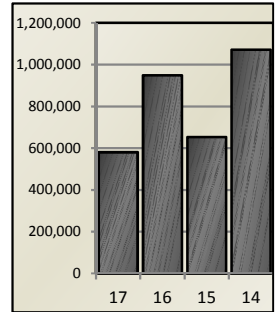
County Revenue



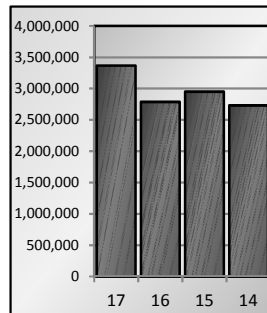
State Revenue



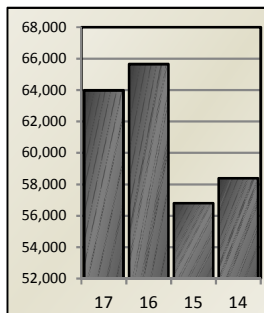
Federal Revenue



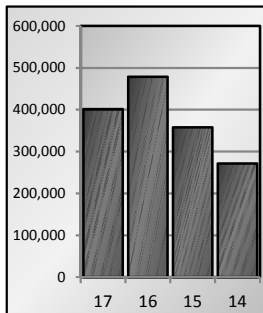
Tuition Revenue



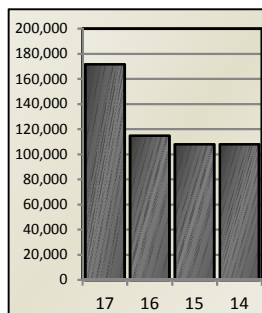
Basic Formula



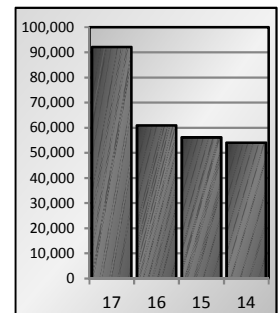
State Transportation



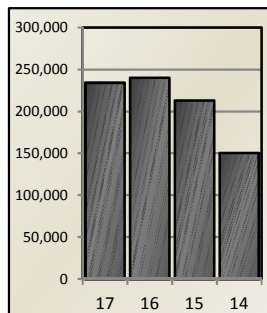
Student Activities (Fund 60)



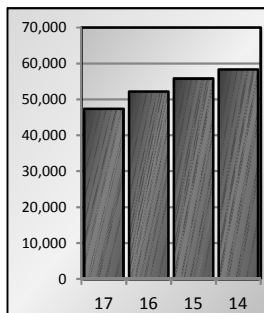
Fed. School Lunch (5445)



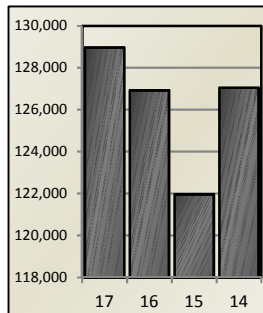
Fed. School Breakfast (5446)



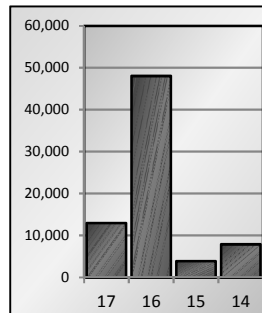
Adult Tuition (5123)



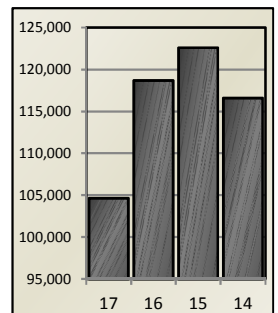
Interest Earned (5141)



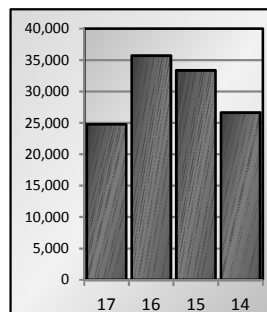
Local Food Service



Miscellaneous Local Rev. (5198)



Current & Delinquent Taxes



Admissions & Gate (5171)

2015:
Ag Building Donations

REVENUE BY SOURCE

PAGE 1

This report includes the month of November.

Printed On: December 14, 2016

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 (2017)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	220,318	660,470	1,037,097	1,435,983	1,858,253							
County	0	0	0	0	0							
State	675,486	1,370,813	2,052,535	2,736,020	3,850,656							
Federal	7,301	7,618	87,842	273,144	492,574							
Tuition	0	0	0	3,289	580,484							
Other	0	0	20,000	-7	-7							
Total	903,105	2,038,901	3,197,474	4,448,429	6,781,961							

Revenues By Source (2016)

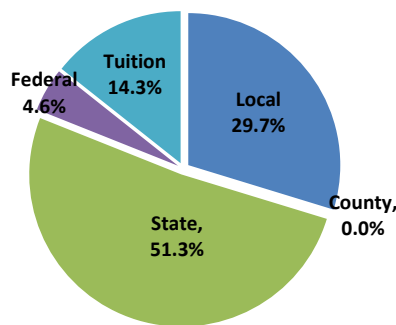
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	221,911	649,257	1,126,119	1,595,842	1,966,468	3,280,861	8,124,667	8,740,963	9,152,703	9,493,575	9,979,423	10,304,464
County	0	0	0	0	0	0	0	95,945	318,684	318,684	318,684	318,071
State	576,476	1,172,243	1,851,463	2,554,549	3,397,895	4,070,871	4,801,965	5,545,000	6,256,594	7,192,486	7,907,830	8,988,319
Federal	0	610	31,152	129,830	305,680	506,736	1,126,613	1,331,650	1,714,641	1,888,783	2,306,344	2,886,881
Tuition	-36,204	-26,713	2,557	436,359	948,971	1,120,884	1,934,938	2,423,456	2,759,793	3,329,471	3,532,615	3,952,970
Other	0	0	3,211	3,211	3,211	3,211	3,211	3,211	3,211	3,211	3,211	13,435
Total	762,183	1,795,397	3,014,502	4,719,792	6,622,225	8,982,563	15,991,395	18,140,225	20,205,625	22,226,210	24,048,107	26,464,139

Revenues By Source (2015)

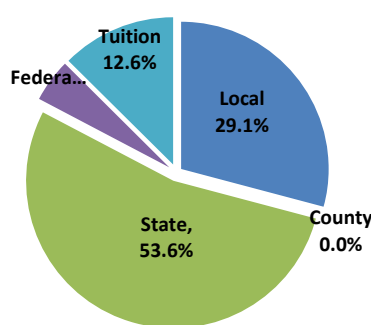
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	219,432	574,931	977,977	1,327,036	1,723,056	2,853,181	7,700,417	8,213,511	8,570,180	8,924,011	9,394,201	9,901,902
County	0	0	0	0	0	0	0	319,612	319,612	319,612	313,084	313,084
State	571,564	1,155,358	1,912,562	2,651,124	3,372,190	4,224,606	4,922,619	5,626,927	6,371,867	7,351,219	8,106,504	9,096,537
Federal	1,625	2,477	86,847	145,075	292,702	415,643	968,719	1,168,536	1,347,808	1,667,473	1,758,768	2,583,370
Tuition	7,050	7,050	100,974	547,831	652,687	1,271,743	2,004,969	2,149,083	2,626,355	3,112,540	3,627,935	3,909,648
Other	0	0	0	0	0	325	325	325	325	325	325	325
Total	799,672	1,739,816	3,078,361	4,671,065	6,040,635	8,765,498	15,597,049	17,477,994	19,236,147	21,375,181	23,200,818	25,804,867

2017 Revenues By Fund

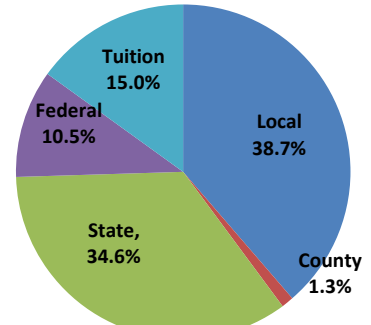
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
10	305,079	775,321	1,149,763	1,669,590	2,476,546							
20	523,018	1,038,538	1,640,211	2,184,382	3,520,483							
30	0	0	0	0	0							
40	64,902	128,781	213,164	257,529	337,939							
60	7,605	86,898	181,903	313,479	401,088							
65	2,500	9,364	12,434	23,449	45,905							
70	0	0	0	0	0							
Other	0	0	0	0	0							
Total	903,105	2,038,901	3,197,474	4,448,429	6,781,961	0	0	0	0	0	0	0



Through November, 2017



Through November, Prior 2 Year Avg.



2 Year Average, End of Year Totals

ITEMIZED REVENUES

PAGE 1

This report includes the month of November.

Printed On: December 14, 2016

4 YEAR REVENUE COMPARISON OF MAJOR REVENUE SOURCES

Each month represents total for that month plus prior months.

Current Taxes (5111)

	SEP	OCT	NOV	DEC	JAN
2017	28,732	28,732	28,732		
2016	27,655	27,655	27,655	952,144	5,480,867
2015	0	0	0	736,274	4,971,409
2014	0	0	0	768,524	4,890,182

Prop C (5113)

	SEP	OCT	NOV	DEC	JAN
2017	518,660	680,018	874,231		
2016	499,465	660,994	828,659	973,623	1,110,001
2015	486,095	622,566	777,847	929,597	1,096,786
2014	480,612	599,260	776,875	917,327	1,064,882

Interest Revenue (5141)

	SEP	OCT	NOV	DEC	JAN
2017	33,223	40,190	47,408		
2016	37,745	44,809	52,173	59,274	72,625
2015	40,247	47,319	55,817	63,431	75,936
2014	40,223	49,956	58,331	66,900	79,507

Fines & Escheats (5211)

	SEP	OCT	NOV	DEC	JAN
2017	0	0	0		
2016	0	0	0	0	0
2015	0	0	0	0	0
2014	0	0	0	0	102,193

State Basic Formula (5511)

	SEP	OCT	NOV	DEC	JAN
2017	1,801,292	2,402,255	3,365,715		
2016	1,626,669	2,221,271	2,787,131	3,322,140	3,880,820
2015	1,695,619	2,361,903	2,949,972	3,540,778	4,091,487
2014	1,622,952	2,178,442	2,730,389	3,258,112	3,807,905

ECSE (5514)

	SEP	OCT	NOV	DEC	JAN
2017	0	0	70,207		
2016	0	0	72,304	144,608	216,913
2015	0	0	57,963	120,525	183,086
2014	0	37,499	74,998	112,497	149,997

Career Education (5552)

	SEP	OCT	NOV	DEC	JAN
2017	0	0	0		
2016	0	0	132,315	132,315	136,066
2015	0	0	0	122,315	122,315
2014	0	0	0	0	0

Medicaid (5412)

	SEP	OCT	NOV	DEC	JAN
2017	35,387	41,465	46,766		
2016	618	618	20,170	20,170	41,223
2015	19,104	19,389	19,389	22,566	44,722
2014	18,904	19,498	40,220	44,942	70,634

IDEA (5441)

	SEP	OCT	NOV	DEC	JAN
2017	0	48,778	95,494		
2016	0	0	0	0	159,885
2015	0	0	0	0	133,113
2014	0	58,029	58,029	58,029	58,029

Fed Breakfast (5446)

	SEP	OCT	NOV	DEC	JAN
2017	17,892	54,826	92,152		
2016	0	23,251	60,957	128,227	154,192
2015	0	19,793	56,172	91,471	117,133
2014	0	20,995	54,090	90,667	116,368

Delinquent Taxes (5112)

	SEP	OCT	NOV	DEC	JAN
2017	51,028	60,583	75,896		
2016	66,877	76,741	91,032	102,001	128,739
2015	96,596	105,606	122,606	135,018	157,647
2014	89,245	105,671	116,587	127,772	145,423

M&M Surcharge (5115)

	SEP	OCT	NOV	DEC	JAN
2017	1,512	1,530	1,862		
2016	2,376	2,664	2,705	37,702	39,223
2015	3,246	3,246	3,442	33,242	306,461
2014	2,742	2,936	3,017	26,885	289,768

Pupil Food Service (5151)

	SEP	OCT	NOV	DEC	JAN
2017	34,778		77,878		
2016	33,239	52,321	68,922	81,983	102,296
2015	31,915	49,162	61,055	72,996	90,129
2014	27,592	49,126	63,310	70,378	86,053

RR & Utility Tax (5221)

	SEP	OCT	NOV	DEC	JAN
2017	0	0	0		
2016	0	0	0	0	0
2015	0	0	0	0	0
2014	0	0	0	0	0

State Transportation (5512)

	SEP	OCT	NOV	DEC	JAN
2017	39,302	48,488	63,981		
2016	34,167	52,585	65,652	78,803	91,670
2015	35,947	45,642	56,791	68,196	79,992
2014	35,303	46,630	58,391	69,665	81,361

Classroom Trust Fund (5519)

	SEP	OCT	NOV	DEC	JAN
2017	193,164	257,536	318,603		
2016	179,498	252,247	307,078	359,483	419,353
2015	173,400	231,366	289,052	344,162	404,410
2014	216,994	283,819	342,395	392,265	459,533

High Need Fund (5581)

	SEP	OCT	NOV	DEC	JAN
2017	0	0	0		
2016	0	0	0	0	0
2015	0	0	0	0	0
2014	0	0	0	0	0

Perkins (5421)

	SEP	OCT	NOV	DEC	JAN
2017	0	10,603	64,372		
2016	18,597	40,042	81,598	81,598	100,093
2015	61,289	61,289	92,760	106,758	144,957
2014	25,747	42,847	65,921	65,921	85,742

Fed Lunch (5445)

	SEP	OCT	NOV	DEC	JAN
2017	33,744	100,788	171,569		
2016	0	43,752	114,707	240,986	290,276
2015	0	38,149	107,935	178,402	228,945
2014	0	40,900	107,895	183,197	234,925

Title I (5451)

	SEP	OCT	NOV	DEC	JAN
2017	0	0	0		
2016	0	0	0	0	299,501
2015	0	0	0	0	243,413
2014	0	187,264	187,264	422,239	422,239

EXPENSE BY FUND

PAGE 1

This report includes the month of November.

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

Expense By Source (2017)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	643,617	1,207,327	2,153,246	3,053,421	3,818,540							
Fund 20	378,127	630,991	1,802,908	2,987,674	4,175,751							
Fund 40	166,446	238,654	376,290	575,660	688,699							
Fund 60	4,813	37,742	141,332	224,331	267,527							
Fund 65	0	1,700	16,659	18,683	26,261							
Fund 70	0	0	0	0	0							
Total	1,193,003	2,116,414	4,490,434	6,859,769	8,976,778							

Expense By Source (2016)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	382,403	936,730	1,731,405	2,510,079	3,277,862	3,939,320	5,025,987	5,803,072	6,486,138	7,184,333	7,964,537	9,346,591
Fund 20	361,321	659,145	1,830,461	3,000,691	4,190,517	5,358,023	6,605,824	7,768,876	8,938,812	10,097,784	11,279,035	14,466,172
Fund 40	146,824	254,153	345,986	383,575	406,012	462,535	1,352,481	1,373,849	1,379,291	1,431,585	1,479,835	1,686,610
Fund 60	7,461	38,889	123,812	195,297	308,651	375,855	444,735	564,432	657,600	723,072	808,535	869,208
Fund 65	690	772	9,241	10,814	17,785	19,843	20,704	21,015	21,518	24,434	28,924	34,331
Fund 70	0	0	0	0	0	0	0	0	0	0	0	0
Total	898,700	1,889,689	4,040,905	6,100,457	8,200,828	10,155,577	13,449,731	15,531,243	17,483,359	19,461,207	21,560,866	26,402,911

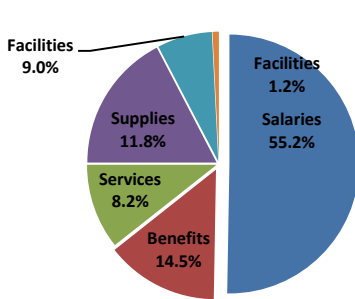
Expense By Source (2015)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	588,593	1,019,778	1,822,272	2,594,479	3,341,203	3,983,451	5,013,797	5,820,748	6,389,057	7,108,479	7,829,136	9,117,114
Fund 20	234,534	473,280	1,668,851	2,828,060	4,000,345	5,174,915	6,347,344	7,512,495	8,677,762	9,837,208	11,007,528	14,132,157
Fund 40	180,100	316,823	471,724	624,184	862,030	935,656	2,014,266	2,322,150	2,339,981	2,500,207	2,591,339	2,629,416
Fund 60	2,146	24,160	49,492	146,740	215,651	276,465	409,530	463,226	516,242	575,145	608,242	669,938
Fund 65	0	900	4,651	5,039	27,360	30,174	34,722	38,245	39,473	43,329	49,857	159,147
Fund 70	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,005,374	1,834,941	4,016,990	6,198,503	8,446,589	10,400,661	13,819,658	16,156,864	17,962,515	20,064,367	22,086,103	26,707,773

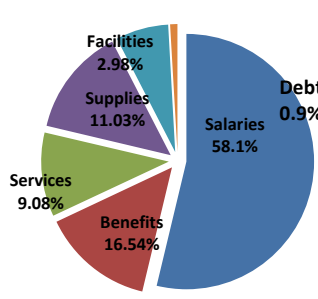
Expense By Source (2014)

	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	6,831,733	7,511,822	8,995,328
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	9,962,509	11,133,271	14,300,061
Fund 40	214,364	305,687	348,374	385,915	422,685	446,205	1,308,848	1,336,210	1,345,526	1,354,910	1,366,367	1,292,476
Fund 60	1,225	11,101	45,598	104,067	163,886	242,625	266,622	318,852	351,499	405,452	448,951	521,457
Fund 65	0	5,663	6,320	11,155	12,866	13,879	25,370	41,510	42,431	48,177	49,408	53,027
Fund 70	0	0	0	0	0	489	4,632	12,079	12,079	12,671	16,256	20,773
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	18,615,452	20,526,074	25,183,121

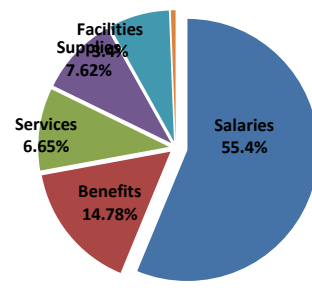
EXPENSE



Through November, 2017



Through November, Prior 2 Year Avg.



2 Year Average, End of Year Totals

	2017 Budget	2016 Budget	Thru NOV 2017	Thru NOV 2016	Thru NOV 2015	2016 Total	2015 Total	2016 Date %	2015 Date %	2017 Projected	Compared to Prior 2 Years
Fund 10	10,408,536	9,400,749	3,818,540	3,341,203	3,218,465	9,117,114	8,995,328	36.6%	35.8%	10,544,538	
Fund 20	14,468,603	14,110,761	4,175,751	4,000,345	4,095,327	14,132,157	14,300,061	28.3%	28.6%	14,665,853	
Fund 40	2,318,164	2,680,923	688,699	862,030	422,685	2,629,416	1,292,476	32.8%	32.7%	2,103,297	
Fund 60	850,000	450,000	267,527	215,651	163,886	669,938	521,457	32.2%	31.4%	841,041	
Fund 65	50,000	40,000	26,261	27,360	12,866	159,147	53,027	17.2%	24.3%	126,694	
Fund 70	0	0	0	0	0	0	20,773	0.0%	0.0%	#DIV/0!	
Other											
Total	28,095,303	26,682,433	8,976,778	8,446,589	7,913,229	26,707,773	25,183,121			#DIV/0!	0

EXPENSE BY OBJECT CODE

PAGE 1

This report includes the month of November.

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Expenditures By Object Code (2017)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	455,945	788,702	2,016,450	3,258,246	4,512,947							
Benefits (62)	104,171	198,576	560,230	910,928	1,264,865							
Services (63)	85,182	205,933	409,626	702,908	955,762							
Supplies (64)	381,259	684,549	1,127,838	1,412,028	1,554,505							
Facilities (65)	95,280	167,489	303,535	502,905	615,944							
Debt (66)	71,165	71,165	72,755	72,755	72,755							
Other	0	0	0	0	0							
Total	1,193,003	2,116,414	4,490,434	6,859,769	8,976,778							

Expenditures By Object Code (2016)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	438,032	829,777	2,042,622	3,273,229	4,519,254	5,744,139	6,963,200	8,172,179	9,388,782	10,600,880	11,842,107	15,031,000
Benefits (62)	92,810	179,422	534,427	882,134	1,227,967	1,553,980	2,088,267	2,415,903	2,742,506	3,068,331	3,396,155	4,243,562
Services (63)	139,373	263,128	485,487	731,407	993,029	1,186,743	1,612,252	1,917,258	2,116,746	2,336,804	2,580,663	2,897,064
Supplies (64)	81,661	363,209	632,382	830,111	1,054,566	1,208,180	1,433,531	1,652,054	1,856,034	2,023,608	2,262,105	2,544,676
Facilities (65)	67,168	174,497	264,714	302,303	324,740	375,548	1,193,672	1,215,041	1,220,482	1,271,186	1,319,437	1,524,621
Debt (66)	79,656	79,656	81,273	81,273	81,273	86,987	158,808	158,808	158,808	160,398	160,398	161,988
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	898,700	1,889,689	4,040,905	6,100,457	8,200,828	10,155,577	13,449,731	15,531,243	17,483,359	19,461,207	21,560,866	26,402,911

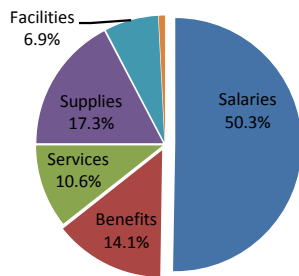
Expenditures By Object Code (2015)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	315,268	659,814	1,921,163	3,166,637	4,425,061	5,652,341	6,889,144	8,117,438	9,320,834	10,532,417	11,769,250	14,839,484
Benefits (62)	78,745	161,678	490,459	817,292	1,147,004	1,489,314	1,935,965	2,284,153	2,627,590	2,970,021	3,318,047	4,179,101
Services (63)	74,211	171,347	357,726	553,458	775,939	939,574	1,329,778	1,609,363	1,733,988	1,938,051	2,180,528	2,482,882
Supplies (64)	357,050	525,279	775,918	1,036,931	1,236,556	1,383,776	1,650,505	1,823,761	1,940,122	2,123,671	2,226,937	2,576,889
Facilities (65)	117,103	247,846	402,747	555,208	793,053	859,893	1,858,766	2,166,649	2,184,480	2,343,117	2,427,996	2,472,326
Debt (66)	62,997	68,977	68,977	68,977	68,977	75,763	155,501	155,501	155,501	157,091	163,343	157,091
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,005,374	1,834,941	4,016,990	6,198,503	8,446,589	10,400,661	13,819,658	16,156,864	17,962,515	20,064,367	22,086,103	26,707,773

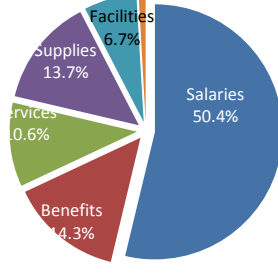
Expenditures By Object Code (2014)

	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	10,688,640	11,925,252	15,076,516
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	2,907,642	3,235,644	4,061,263
Services (63)	32,120	117,740	369,120	547,343	718,380	1,174,128	1,299,779	1,481,438	1,611,076	1,830,118	2,021,574	2,361,904
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	1,834,142	1,977,237	2,390,962
Facilities (65)	156,659	247,982	290,669	328,210	364,979	388,500	1,184,488	1,211,850	1,221,166	1,230,549	1,242,006	1,168,115
Debt (66)	57,705	57,705	57,705	57,705	57,705	57,705	124,360	124,360	124,360	124,360	124,360	124,360
Other	0	0	0	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	18,615,452	20,526,074	25,183,121

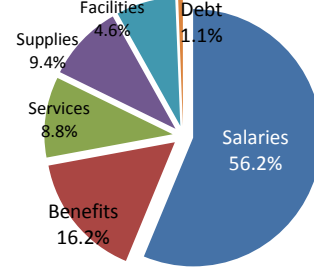
EXPENSE



Through November, 2017



Through November, Prior 2 Year Avg.



2 Year Average, End of Year Totals

	2017 Budget	2016 Budget	Thru NOV 2017	Thru NOV 2016	Thru NOV 2015	2016 Total	2015 Total	2016 Date %	2015 Date %	2017 Projected
Salaries (61)	15,125,421	14,867,351	4,512,947	4,425,061	4,548,334	14,839,484	15,076,516	29.8%	30.2%	15,046,207
Benefits (62)	4,338,624	4,257,643	1,264,865	1,147,004	1,161,765	4,179,101	4,061,263	27.4%	28.6%	4,513,170
Services (63)	3,008,466	2,866,521	955,762	775,939	718,380	2,482,882	2,361,904	31.3%	30.4%	
Supplies (64)	3,300,628	2,788,582	1,554,505	1,236,556	1,062,066	2,576,889	2,390,962	48.0%	44.4%	
Facilities (65)	2,171,270	1,664,018	615,944	793,053	364,979	2,472,326	1,168,115	32.1%	31.2%	
Debt (66)	150,894	164,078	72,755	68,977	57,705	157,091	124,360	43.9%	46.4%	
Other	0									
Total	28,095,303									

ITEMIZED REVENUE REPORT

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This report includes the month of November.

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Local	2017 Budget	2016 Budget	Thru NOV 2017	Thru NOV 2016	Thru NOV 2015	2016 Total	2015 Total	2016 Date %	2015 Date %	2017 Projected	Compared to Prior 2 Years
Current Taxes	5,429,000	5,429,000	28,732	27,655	0	5,429,460	5,159,714	0.5%	0.0%	11,281,827	
Delinquent Taxes	320,000	320,000	75,896	91,032	122,606	339,023	351,827	26.9%	34.8%	246,018	
Prop C (STF)	1,998,068	1,861,426	874,231	828,659	777,847	1,915,619	1,847,196	43.3%	42.1%	2,048,155	
Interest	50,000	55,000	0	0	0	45,808	52,939	0.0%	0.0%		
M & M Surcharge Tax	310,000	310,000	1,862	2,705	3,442	313,252	315,133	0.9%	1.1%	190,448	
In Lieu of Tax	0	0	0	0	0	0	0	0.0%	0.0%		
Presch & BASE Tuition	0	0	0	0	0	0	0	0.0%	0.0%		
Adult Ed Tuition	554,300	554,300	234,254	240,142	213,081	391,555	553,678	61.3%	38.5%	469,376	
Interest Earned	142,850	147,850	47,408	52,173	55,817	162,835	157,566	32.0%	35.4%	140,541	
Food Service	181,500	187,000	81,559	74,749	66,146	190,620	162,232	39.2%	40.8%	203,933	
Food Service-Non Program	60,000	65,000	1,698	26,831	24,011	62,185	58,440	43.1%	41.1%	4,032	
Admission	45,000	35,000	24,774	35,706	33,357	48,580	49,378	73.5%	67.6%	35,127	
SA & Boosters	900,000	900,000	443,673	523,920	390,721	1,031,072	818,643	50.8%	47.7%	900,483	
Prior Period Adjustment	40,000	30,000	27,542	0	7,478	56,972	64,339	0.0%	11.6%	473,955	
Misc Local Rev.	125,650	59,650	12,954	48,048	3,895	107,012	256,169	44.9%	1.5%	55,812	
Other	39,000	39,000	0	0	0	0	0	0.0%	0.0%		
Total	10,195,368	9,993,226	1,858,253	1,723,056	1,575,408	9,901,902	9,240,770	17.4%	17.0%	10,788,206	

County	2017 Budget	2016 Budget	Thru NOV 2017	Thru NOV 2016	Thru NOV 2015	2016 Total	2015 Total	2016 Date %	2015 Date %	2017 Projected	Compared to Prior 2 Years
Fines, Escheats, Forfeit	95,000	105,000	0	0	0	95,332	94,105	0.0%	0.0%		
State RxR Utility	215,000	210,000	0	0	0	222,739	218,980	0.0%	0.0%		
Other	0	0	0	0	0	0	0	0.0%	0.0%		
Total	310,000	315,000	0	0	0	313,084	322,369	0.0%	0.0%		

State	2017 Budget	2016 Budget	Thru NOV 2017	Thru NOV 2016	Thru NOV 2015	2016 Total	2015 Total	2016 Date %	2015 Date %	2017 Projected	Compared to Prior 2 Years
Basic Formula	7,530,000	6,670,439	3,365,715	2,787,131	2,949,972	6,738,422	7,018,536	41.4%	42.0%	8,071,943	
Transportation	165,000	140,000	63,981	65,652	56,791	157,129	158,363	41.8%	35.9%	164,807	
ECSE - State	500,000	518,433	70,207	72,304	57,963	515,551	402,671	14.0%	14.4%	494,081	
Basic Formula CTF	772,590	750,408	318,603	307,078	289,052	725,350	721,557	42.3%	40.1%	773,358	
Vocational/At-Risk	20,000	20,000	0	0	0	20,000	20,000	0.0%	0.0%		
Early Childhood (PAT)	0	0	0	0	0	0	0	0.0%	0.0%		
Vocational Tech Aid	403,630	393,630	0	132,315	0	566,705	521,182	23.3%	0.0%		
Food Service	8,000	8,000	0	0	0	7,475	7,203	0.0%	0.0%		
Adult Basic Ed	0	0	0	0	0	0	0	0.0%	0.0%		
Enhancement Grant	135,568	125,524	0	0	0	127,765	109,095	0.0%	0.0%		
A+ Schools Grant	13,858	13,858	12,950	22,244	10,280	38,681	38,626	57.5%	26.6%	30,788	
Spec Ed High Need Fund	45,000	50,000	0	0	0	43,663	43,868	0.0%	0.0%		
Mo PreSch Project	0	0	0	0	0	0	28,800	0.0%	0.0%		
Misc. State Rev.	6,929	7,429	19,201	11,170	8,132	25,983	14,292	43.0%	56.9%	38,443	
Other	0	0	0	0	0	0	0	0.0%	0.0%		
Total	9,600,575	8,697,720	3,850,656	3,372,190	3,221,790	9,096,537	8,614,458	37.1%	37.4%	10,341,367	

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Federal	2017 Budget	2016 Budget	Thru NOV 2017	Thru NOV 2016	Thru NOV 2015	2016 Total	2015 Total	2016 Date %	2015 Date %	2017 Projected	Compared to Prior 2 Years
Medicaid	100,000	100,000	46,766	19,389	40,220	111,256	124,162	17.4%	32.4%	187,737	
Basic Formula (ARRA)	0	0	0	0	0	0	0	0.0%	0.0%		
Vocational Ed	186,238	205,246	64,372	92,760	65,921	221,331	134,330	41.9%	49.1%	141,501	
Jobs Bill	0	0	0	0	0	0	0	0.0%	0.0%		
Voc Ed - Perkins	0	0	0	0	0	0	0	0.0%	0.0%		
WIA-JTPA	0	0	0	0	0	0	0	0.0%	0.0%		
Adult Basic Ed.	0	0	0	0	5,927	0	5,927	0.0%	100.0%		
Spec Ed High Need Fund	5,000	8,000	0	0	0	0	6,181	0.0%	0.0%		
IDEA (Part B)	400,522	400,522	95,494	0	58,029	441,785	432,555	0.0%	13.4%	1,423,654	
ECSE	96,000	60,000	0	4,598	0	97,821	93,748	4.7%	0.0%		
School Lunch Prog	550,000	550,000	171,569	107,935	107,895	517,949	473,760	20.8%	22.8%	786,778	
School Breakfast P.	250,000	250,000	92,152	56,172	54,090	265,258	235,948	21.2%	22.9%	417,914	
After School Snack	0	0	0	0	0	0	0	0.0%	0.0%		
Title I	1,078,000	790,000	0	0	187,264	695,793	1,030,074	0.0%	18.2%		
Title V	0	0	0	0	0	0	0	0.0%	0.0%		
Title IV	0	0	0	0	0	0	0	0.0%	0.0%		
Title I (ARRA)	0	0	0	0	0	0	0	0.0%	0.0%		
21st Cent Gnt (BASE)	0	0	0	0	0	0	0	0.0%	0.0%		
Title IVA-Drug Free	0	0	0	0	0	0	0	0.0%	0.0%		
Title III-ELL	0	0	0	0	0	0	0	0.0%	0.0%		
Title IIA	124,821	124,821	0	0	27,346	120,717	161,077	0.0%	17.0%	5	
T IID Tech E-mints	0	0	0	0	0	0	0	0.0%	0.0%		
T VIIB-Homelss	0	0	0	0	0	0	0	0.0%	0.0%		
T IID (ARRA)	0	0	0	0	0	0	0	0.0%	0.0%		
Voc Rehab	11,058	61,301	3,286	0	3,095	1,832	3,095	0.0%	100.0%	6,573	
Dept Health Food Svc Prog	40,000	28,924	0	0	5,140	42,144	47,160	0.0%	10.9%		
JTPA - WIA	41,573	41,573	7,184	11,848	429	36,285	47,494	32.7%	0.9%	42,823	
Voc - Pell Grants	0	0	0	0	0	0	0	0.0%	0.0%		
TRA	13,858	13,858	11,750	0	0	0	0	0.0%	0.0%		
Title VI B	30,000	30,000	0	0	0	26,077	36,415	0.0%	0.0%		
Title VI B (ARRA)	0	0	0	0	0	0	0	0.0%	0.0%		
ECSE (ARRA)	0	0	0	0	0	0	0	0.0%	0.0%		
Misc. Fed. Funds	0	0	0	0	5,100	1,400	20,400	0.0%	25.0%		
Other	0	0	0	0	0	3,723	0	0.0%	0.0%		
Total	2,927,069	2,664,244	492,574	292,702	560,455	2,583,370	2,852,326	11.3%	19.6%	3,180,023	

Non Revenue Funds	2017 Budget	2016 Budget	Thru NOV 2017	Thru NOV 2016	Thru NOV 2015	2016 Total	2015 Total	2016 Date %	2015 Date %	2017 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	6,778	0.0%	0.0%		
Property Sales	0	0	-7	0	0	325	0	0.0%	0.0%		
Other	0	0	0	0	0	0	31,526	0.0%	0.0%		
Total	0	0	-7	0	0	325	38,304		0.0%		

Tuition	2017 Budget	2016 Budget	Thru NOV 2017	Thru NOV 2016	Thru NOV 2015	2016 Total	2015 Total	2016 Date %	2015 Date %	2017 Projected	Compared to Prior 2 Years
Rural Tuition	3,668,548	3,762,433	555,865	641,765	1,050,669	3,780,348	3,748,174	17.0%	28.0%	2,470,079	
Area VoTech Tuition	296,910	278,774	21,330	0	20,843	103,045	73,592	0.0%	28.3%	150,623	
SpecEd Tuition	0	0	0	0	0	0	0	0.0%	0.0%		
Local Tax Effort	5,000	0	3,289	10,922	0	26,256	4,250	41.6%	0.0%	15,814	
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%		
Total	3,970,458	4,041,207	580,484	652,687	1,071,512	3,909,648	3,826,016	16.7%	28.0%	2,597,231	

MULTI-YEAR FINANCIAL HISTORY

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11
Revenues	27,003,469	26,464,139	25,804,867	24,894,243	25,447,148	24,998,562	25,179,868
Expenditures	28,095,303	26,402,911	26,707,773	25,183,121	24,996,098	25,227,463	24,485,598
Difference	-1,091,834	61,228	-902,906	-288,878	451,050	-228,901	694,270

Ending Balance		5,610,766	6,513,672	6,802,549	7,080,293	6,629,234	6,858,134
Operating		4,310,766	4,803,080	5,199,092	5,629,912	5,719,265	5,455,224
Capital		1,300,000	1,710,592	1,603,457	1,450,381	909,969	1,402,910

ASBR Fund Balance		17.90%	25.87%	27.20%	28.33%	26.28%	28.01%
Operating Fund Balance		21.25%	24.39%	21.92%	22.89%	24.74%	23.82%

Revenue	27,003,469	26,464,139	24,894,243	25,004,774	25,449,715	24,998,561	25,179,868
Local	10,195,368	10,304,464	9,240,770	9,425,653	9,293,209	8,632,907	8,237,250
County	310,000	318,071	322,369	350,780	289,248	281,258	275,805
State	9,600,575	8,988,319	8,614,458	8,801,998	8,554,691	7,857,045	7,835,648
Federal	2,927,069	2,886,881	2,852,326	2,540,576	3,358,201	4,374,666	4,812,049
Tuition (K-8)	3,668,548	3,780,348	3,748,174	3,808,811	3,885,080	3,686,474	3,626,593
Tuition (Vocational)	301,910	129,300	73,592	76,956	66,720	86,211	371,692
Other	0	56,757	42,554	0	2,566	80,000	20,831

Expenditures	28,095,303	26,402,911	40,383,997	25,282,520	25,228,836	24,195,892	24,485,599
Certified Salaries	11,008,360	14,839,484	15,076,516	11,452,196	11,461,787	11,092,997	10,710,903
Non-Certified	4,117,061	3,888,657	15,076,516	3,676,352	3,735,836	3,723,523	3,866,106
Employee Benefits	4,338,624	4,179,101	4,061,263	4,131,093	4,229,385	4,056,091	3,979,297
Purchased Services	3,008,466	2,482,882	2,361,904	2,093,007	2,123,355	1,832,905	1,623,512
Supplies	3,300,628	2,576,889	2,390,962	2,369,196	2,374,869	2,061,690	2,361,067
Capital Outlay	2,171,270	2,472,326	1,168,115	1,153,030	657,586	1,199,696	1,741,298
Debt	150,894	157,091	124,360				
Other	0		124,360	407,646	646,018	228,990	203,416

Beginning Debt	6,489,400	5,033,168	5,798,168	3,583,168	4,083,168	3,518,168	5,815,000
New Debt		14 Bus & Fclty 1,456,232		12-13 Field 3,030,100		2010 B 1,555,000	
Principal			765,000	815,100	500,000	990,000	2,296,832
Interest Payment			124,360	155,908	142,883	170,726	203,416
End of Year Debt		6,489,400	5,033,168	5,798,168	3,583,168	4,083,168	3,518,168

Through November		
2016-17	2015-16	2014-15
6,781,961	6,622,225	6,040,635
8,976,778	8,200,828	8,446,589
-2,194,818	-1,578,603	-2,405,954

6,781,961	6,622,225	6,040,635
1,858,253	1,966,468	1,723,056
0	0	0
3,850,656	3,397,895	3,372,190
492,574	305,680	292,702
555,865	641,765	1,050,669
24,619	10,922	20,843
-7	299,495	-418,826

8,976,778	8,200,828	8,446,589
4,512,947	4,519,254	4,425,061
1,264,865	1,227,967	1,147,004
955,762	993,029	775,939
1,554,505	1,054,566	1,236,556
615,944	324,740	793,053
72,755	81,273	68,977
0	0	0
0	0	0

SALARY REPORT

This report includes the month of November.

Printed On: December 14, 2016

		2014 Budget	2013 Budget	2014 Through NOV	2013 Through NOV	2012 Through NOV	2011 Through NOV	2013 Actual	2012 Actual	2011 Actual
#REF!	Certified Salaries	0	0	0	0	0	0	0	0	0
#REF!	Substitute Salaries	0	0	0	0	0	0	0	0	0
#REF!	Part-Time Salaries	0	0	0	0	0	0	0	0	0
#REF!	Cert/Sick Severance	0	0	0	0	0	0	0	0	0
#REF!	Supplemental Pay	0	0	0	0	0	0	0	0	0
#REF!	Early Separation Incentive	0	0	0	0	0	0	0	0	0
#REF!	Support Staff Salaries	0	0	0	0	0	0	0	0	0
#REF!	Office Support Staff	0	0	0	0	0	0	0	0	0
#REF!	Bus Trip Activity	0	0	0	0	0	0	0	0	0
#REF!	Classified Unused Sick/Vac.	0	0	0	0	0	0	0	0	0
	Other									
Salaries		0	0	0	0	0	0	0	0	0

		2014 Budget	2013 Budget	2014 Through NOV	2013 Through NOV	2012 Through NOV	2011 Through NOV	2013 Actual	2012 Actual	2011 Actual
#REF!	PSRS	0	0	0	0	0	0	0	0	0
#REF!	PEERS	0	0	0	0	0	0	0	0	0
#REF!	OASDI	0	0	0	0	0	0	0	0	0
#REF!	Medicare	0	0	0	0	0	0	0	0	0
#REF!	Health Insurance	0	0	0	0	0	0	0	0	0
#REF!	Life Insurance	0	0	0	0	0	0	0	0	0
#REF!	Workers Comp	0	0	0	0	0	0	0	0	0
#REF!	Unemployemnt	0	0	0	0	0	0	0	0	0
	Other									
Benefits		0	0	0	0	0	0	0	0	0

Salaries	0	0	0	0	0	0	0	0	0	0
Benefits	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

PROGRAM EVALUATIONS

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. A+ Program

2. Activities/Athletics

3. Culture & Climate

4. Technology

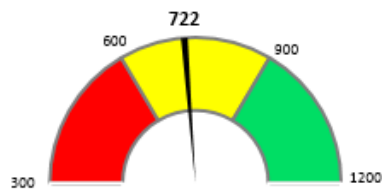
5 Instructional Effectiveness

A+ PROGRAM

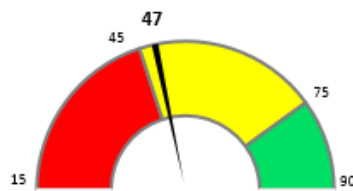
PROGRAM EVALUATION

Program Goals:

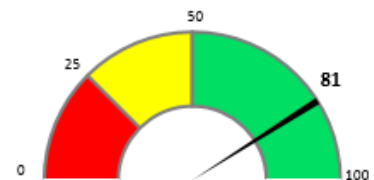
1. Promote access to higher education for all high school students
 2. Provide students with affordable access to post-secondary education
 3. Promote service to others through program requirements
-



Number of current students participating in the A+



Percentage of prior year graduates that were A+



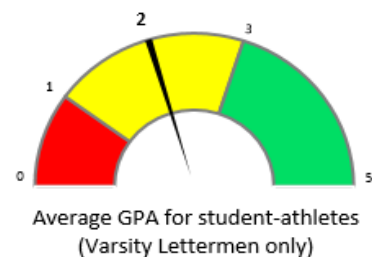
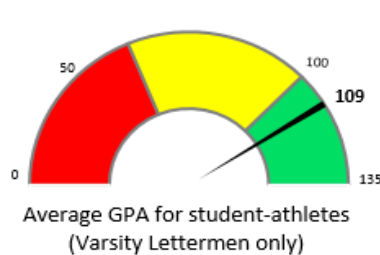
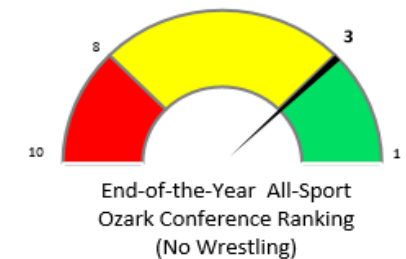
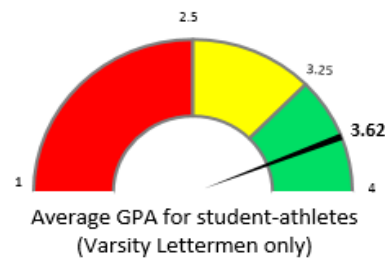
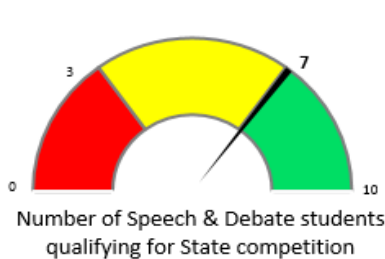
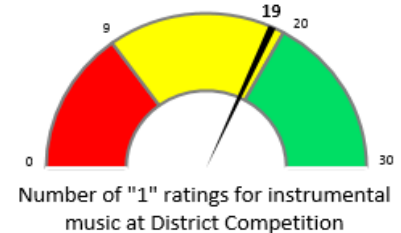
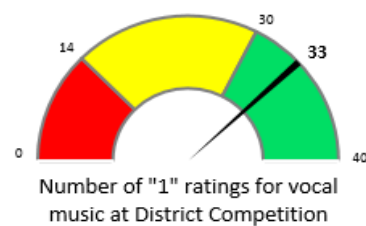
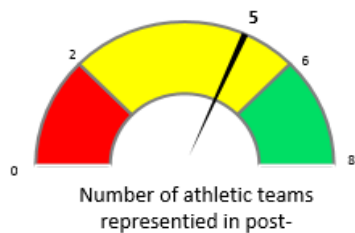
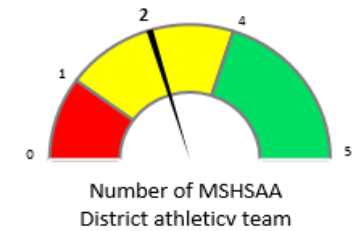
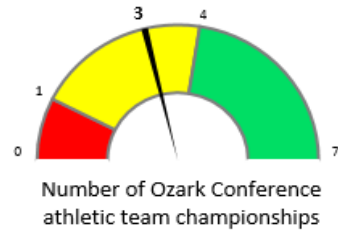
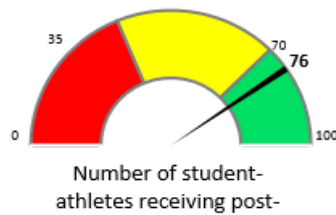
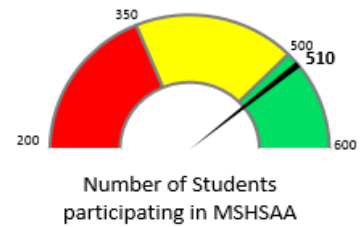
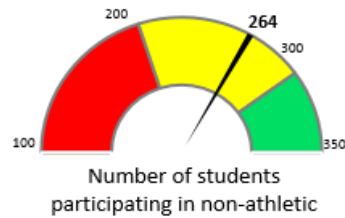
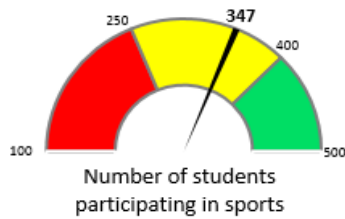
Average number of hours spent tutoring per student

ATHLETICS & ACTIVITIES

PROGRAM EVALUATION

Program Goals:

1. Transfer life lessons through the participation in extra-curricular activities/athletics to develop productive citizens.
2. Promote school spirit and unity through team environments.
3. Develop and enhance the individual talents, abilities, and interests of all students.

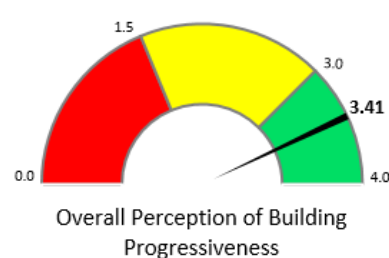
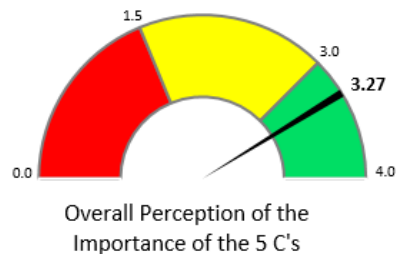
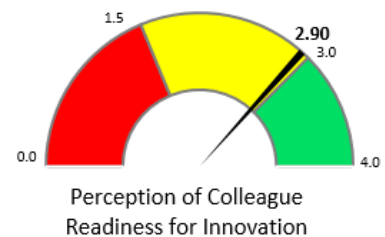
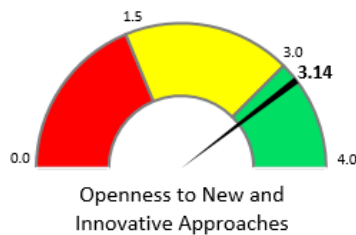
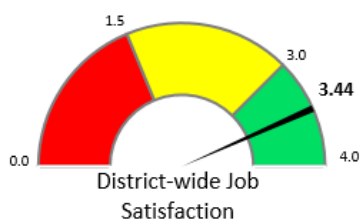
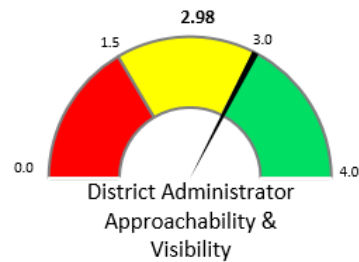
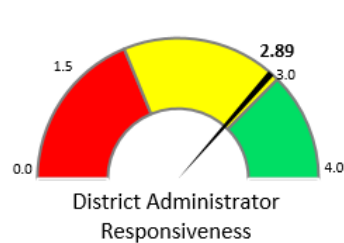
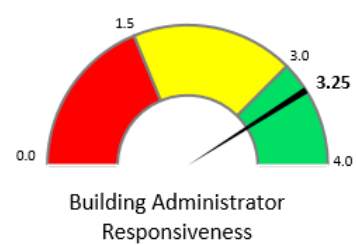
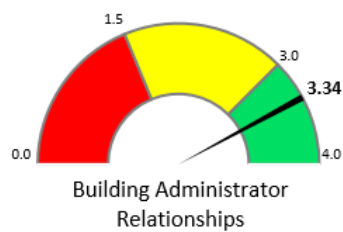
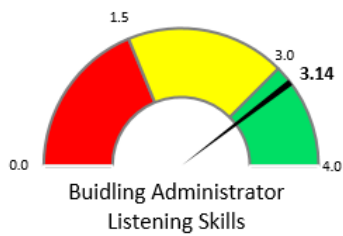


CULTURE & CLIMATE

PROGRAM EVALUATION

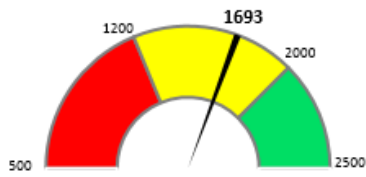
Program Goals:

1. To provide an atmosphere conducive to growth and collaboration.
2. To provide a climate of trust and collegiality between administration, faculty, and staff.
3. To promote a culture that values innovation and progressiveness.

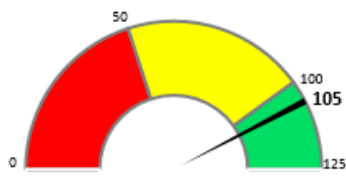


TECHNOLOGY

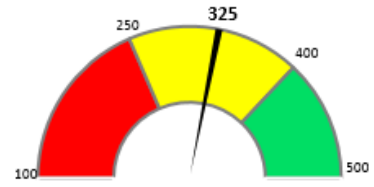
PROGRAM EVALUATION



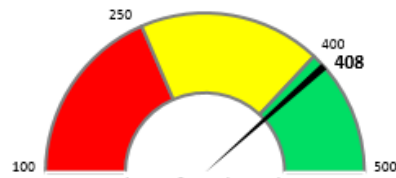
Number of student devices
district-wide



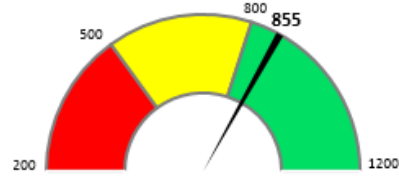
Number of student devices
@ SFE



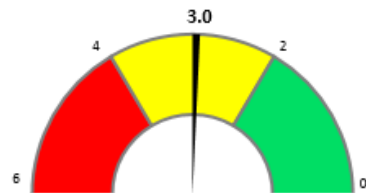
Number of student devices
@ WPE



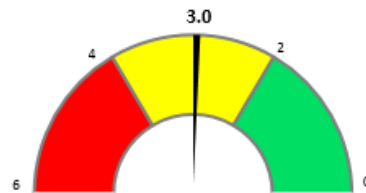
Number of student devices
@ WPMS



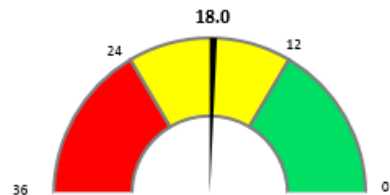
Number of student devices @
WPHS



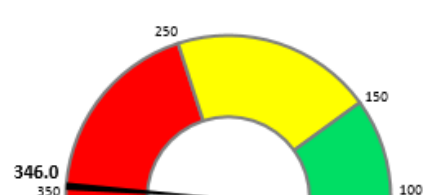
Average age of student
devices district-wide



Average age of teacher
computers district-wide



Average response time for IT work
orders



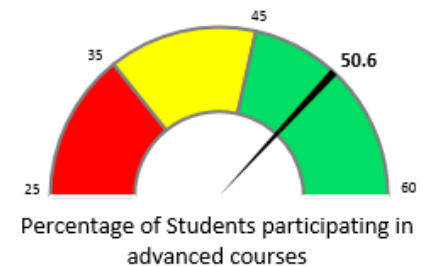
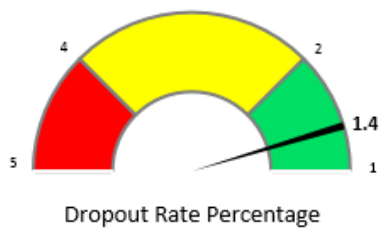
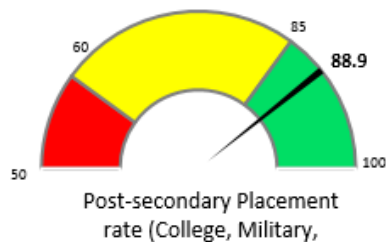
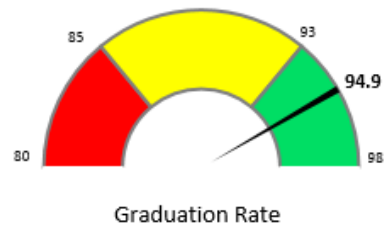
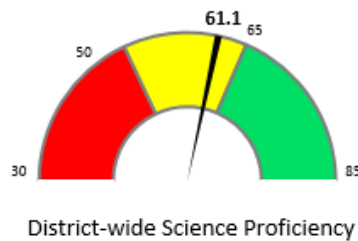
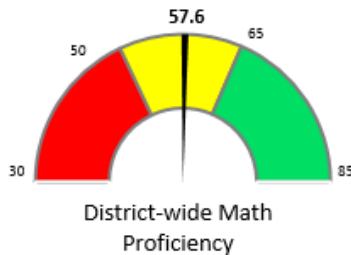
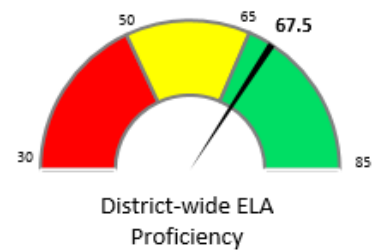
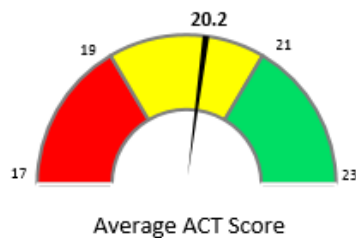
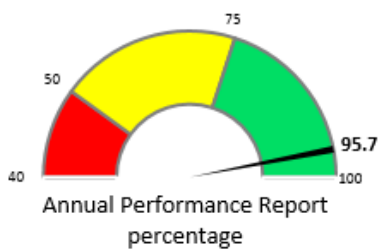
Average # of devices per IT employee

INSTRUCTIONAL EFFECTIVENESS

PROGRAM EVALUATION

Program Goals:

1. Improve academic achievement for each student on an annual basis
2. The district will improve and monitor academic rigor in district-wide curriculum to ensure proficiency in college and career readiness.
3. The district will provide resources (training, assessment tools, instructional support, etc.) with which teachers may more readily identify learning gaps in order to ensure measurable student achievement.



12/13/16

West Plains High School
602 E Olden Street
West Plains, MO, 65775

Dear Mr. Randolph:

I am writing to inform you that I will be resigning from my position after this school year. My husband will be assigned to a duty station after his training for a Marine band and as to keep our family together, I will be relocating to the same base.

I have thoroughly enjoyed teaching our wonderful students and being a part of the Zizzer family. It has been both a rewarding and memorable experience. I cannot thank you enough for taking a chance and allowing me to learn and grow with the guidance of my wonderful peers.

With great dismay, I must give my resignation letter and with much respect, I have appreciated the opportunity that was given to me. Hopefully, I will be replaced by someone with the same passion for knowledge and teaching that I had.

Best regards,

A handwritten signature in cursive script that reads "Mollie Botkin".

Mollie Botkin



West Plains High School

602 East Olden Street • West Plains, MO 65775 • (417) 256-6150

From the Desk of Michael Hess – Science Instructor

Monday, December 12, 2016

Mr. Randolph & Dr. Mulford,

After e-mailing you both in November, I am submitting this letter officially notifying you of my intention to retire at the end of the current school year. I have submitted my PSRS retirement form online, and have confirmation that all applicable documents have been received.

One of the reasons that I am notifying you this early is that I want there to be sufficient time to find a suitable replacement. If requested, I will gladly help in the selection process.

Thank you both for allowing me the opportunity to work with the students here in West Plains - I have enjoyed my time here - but after 35 years in Education - it is time for a change.

Sincerely,

Michael H. Hess

Shyla Simpson
PO Box 62, Caulfield, MO 65626
417-712-1140
72ssimpson@gmail.com

December 20, 2016

West Plains R-VII School Board of Administration
305 Valley View Drive
West Plains, MO 65775

Dear Administration,

It is with regret that I must resign my position with the R-VII school district. My last day of employment will be May 18, 2017.

It has been my pleasure working for the R-VII school district. In each of the unique and challenging positions that I was assigned, I gained valuable experience and had the opportunity to work with some of the most knowledgeable professionals in the field of Early Childhood and Special Education.

If I can be of any further assistance with the smooth transition of a new teacher, I would be happy to help in any way that I can. I will make certain that all of my Sped paperwork is updated and complete before May.

Again, thank you for this opportunity. I wish West Plains R-VII school district the best. I know that it only has bright things in its future.

Sincerely,



Ms. Shyla Sasseen Simpson



Mark Stockwell, CPA, CPFO, Executive Director
12444 Powerscourt Drive, Suite 500, St. Louis, MO 63131
office: 314-800-2220 | cell: 636-346-9949
mark.stockwell@musicprogram.org

DIRECTORS

Chairman
Dr. Bernard DuBray
Fort Zumwalt R-II
110 Virgil St.
O'Fallon, MO 63366
(636) 240-2072

Vice-Chairman
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Carl Junction R-I
206 S. Roney
Carl Junction, MO 64834
(417) 649-7026

Secretary
Mr. Blane Keel
Oran R-III
310 Church Street
Oran, MO 63771
(573-) 262-2330

Treasurer
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Pattonville R-III
11097 St. Charles Rock Rd.
St. Ann, MO 63074
(314) 213-8005

Director
Dr. Mark James
Metropolitan Community
College of Kansas City
3200 Broadway
Kansas City, MO 64111
(816) 604-1100

Director
Dr. William Nicely
Kearney R-I
1002 S. Jefferson
Kearney, MO 64060
(816) 628-4116

Director
Dr. Gabe Edgar
Marceline R-V
400 E. Santa Fe
Marceline, MO 64658
(660) 376-3371

Director
Dr. Tim Mattson
Savannah R-III
408 West Market Street
Savannah, MO 64485
(816) 324-3144

Director
Patricia Thompson
Crawford Co. R-I
1444 Old Highway 66
Bourbon, MO 65441
(573) 732-4426

November 4, 2016

INVOICE ENCLOSED

Dr. Jonathan Mulford
Superintendent
West Plains R-VII School District
305 Valley View Dr.
West Plains, MO 65775

Dear Dr. Mulford:

Please find enclosed your renewal assessment for the period of December 31, 2016 through December 31, 2017.

The Board of Directors has announced a Membership Credit of 10.0% for 2017 which is the same as the credit for 2016. As a result, your 2017 net assessment will only be up or down depending on any changes in your payroll, property values, number of buses, and/or workers' compensation experience modification factor. Your 2017 experience mod is .68.

2017 Renewal Assessment – \$295,138
Total Credit – (\$29,514)
2017 Net Assessment – \$265,624

The following are the exposures used in calculating the assessment per the answers to your renewal questionnaire:

Property Values	Number of Buses	Payroll
\$73,727,251	31	\$15,031,000

Per the Articles and By-Laws of MUSIC, I am asking that all checks be received at the MUSIC office before December 31, 2016:

MUSIC
Attn: Mark Stockwell
12444 Powerscourt Drive
Suite 500
St. Louis, MO 63131

If this presents a problem, please let me know and I will try and work with you, but you must receive permission from me to go beyond December 31. Failure to provide this notification could result in your coverage being compromised. All late payments without notice are subject to a penalty.

Should you have any questions at all about your assessment billing, please do not hesitate to contact the MUSIC Staff at musicprogram@ajg.com or by calling Deanna Sharley at 314-800-2244 or Peggy Wilson at 314-800-2223. The table below shows the impact of each of the rating factors on your total assessment before the application of the 10.0% Membership Credit:

West Plains R-VII School District

	Assessment Before Credit	Work Comp Experience Mod	Total Payroll	Property Values	Number of Buses
2016	\$318,337	.90	\$14,839,484	\$73,452,301	31
2017	\$295,138	.68	\$15,031,000	\$73,727,251	31
Difference	\$-23,199	- .22	\$191,516	\$274,950	0
% Change	-7.29%	-24.44%	1.29%	.37%	.00%
Impact on Assessment	\$-23,199	[1] \$-26,276	\$2,675	\$402	\$

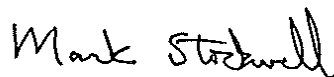
[1] May also include minor differences due to rounding.

I also want to remind everyone of our General Membership Meeting at the Lodge of Four Seasons on January 26 & 27, 2017. More information on the meeting and details on how to register can be found at www.musicprogram.org under the Events tab.

For those of you who currently carry umbrella and/or cyber coverage, or who may be interested, quotes are enclosed in this packet.

Thank you again for your support!

Sincerely,



Mark Stockwell
Executive Director

BINDING PROCEDURES

The final page of this packet is your MUSIC 2017 Renewal Summary Sheet which needs to be completed and emailed back to musicprogram@ajg.com. We must receive your selections **prior to December 16, 2016 in order to finalize MUSIC's reinsurance program.**

Missouri United School Insurance Council

Breakdown of 2017 Assessment By Line of Coverage

110 West Plains R-VII School District
305 Valley View Dr.
West Plains, MO 65775

Property & Equipment Breakdown	\$99,917
--------------------------------	----------

General Liability	83,930
-------------------	--------

Buses	15,105
-------	--------

School Board Liability	15,987
------------------------	--------

Worker's Compensation

(Using your 12/31/16 Experience Mod of .68)

7380 Bus Drivers	15,629
------------------	--------

8868 Professional/Clerical	46,181
----------------------------	--------

9101 All Other	18,289
----------------	--------

Treasurer's Bond	100
------------------	-----

*Total Assessment:	\$295,138
---------------------------	------------------

Membership Credit (10.0%)	29,514
---------------------------	--------

<u>Amount Due After Credit Applied:</u>	<u>\$265,624</u>
--	-------------------------

Included within the Total Worker's Compensation Premium is a Second Injury Fund Surcharge of \$4,773.

***The above breakdown is based on your assessment not including the credit. How the 10% credit is applied we will leave to you.**

The MUSIC pool pays for up to \$500,000 of each property claim and \$1,000,000 of each liability claim, \$150,000 of each crime claim, \$500,000 of each workers' compensation claim, and \$50,000 of each trustees errors & omissions claim from the pooled (or joint) loss fund. Money for the pooled (or joint) loss fund comes from members' annual contributions or premiums. Article VI, Paragraph (e) of the pool's Restated Articles of Association states that the pool allows assessments. Members may be assessed for additional premium if the MUSIC Board determines that additional funds are needed to pay pool claims and expenses. It is important that members understand that the MUSIC pool is not an insurance company; the pool operates as a cooperative risk sharing organization.

INVOICE

Missouri United School Insurance Council
12444 Powerscourt Drive, Suite 500, St. Louis, MO 63131

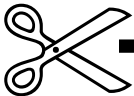
110 West Plains R-VII School District
305 Valley View Dr.
West Plains, MO 65775

IMPORTANT: This payment is due by December 31, 2016. You must receive permission from Mark Stockwell, Executive Director, if there is a problem in meeting this date. Failure to provide this notification could result in your insurance coverage being compromised. All late payments without notice are subject to a penalty. If needed, you may contact Mr. Stockwell at 314-800-2220 or via email at mark.stockwell@musicprogram.org.

Policy Period	Description	DUE DATE: 12/31/2016		
		Assessment	Credits	Amount Due
12/31/16 – 12/31/17	Annual Assessment	\$295,138	\$29,514	\$265,624

Make Your Check Payable to MUSIC

KEEP THIS PORTION



RETURN THIS PORTION WITH YOUR PAYMENT

Missouri United School Insurance Council
12444 Powerscourt Drive, Suite 500, St. Louis, MO 63131

110 West Plains R-VII School District
305 Valley View Dr.
West Plains, MO 65775

Policy Period	Description	DUE DATE: 12/31/2016		
		Assessment	Credits	Amount Due
12/31/16 – 12/31/17	Annual Assessment	\$295,138	\$29,514	\$265,624

UMBRELLA OPTIONS



November 4, 2016

Dr. Jonathan Mulford
Superintendent
West Plains R-VII School District
305 Valley View Dr.
West Plains, MO 65775

RE: Umbrella Quotations

Dear Dr. Mulford:

Your District or College, as a Missouri public entity, is afforded protection from litigation under the doctrine of sovereign immunity. There are two exceptions, though, and they are claims arising from automobile accidents and from the dangerous conditions of your premises. In these two cases, there are caps which limit your entity's exposure to roughly \$2,800,000 per occurrence.

MUSIC provides coverage to its members and to all employees and agents within the scope of their duties. The difficulty is that plaintiff's attorneys routinely name individual employees as defendants and if they can prove any individual acts of negligence on the part of those employees, they can usually circumvent sovereign immunity, and the caps, leaving the District or College (on behalf of the employee) open to unlimited liability. And we have had several recent claims with multi-million dollar demands, including claims arising from school premises, bus accidents and sexual misconduct/harassment.

As a result of the above, we are pleased to offer you Umbrella Liability limits on top of the \$2,800,000 currently covered under the basic MUSIC plan. We believe you should strongly consider increasing your protection for 2017.

On the next page are quotes for your District or College to purchase Umbrella limits at varying levels for the period December 31, 2016 through December 31, 2017. Whatever limit you may purchase would stack on top of the \$2,800,000 per occurrence General and Automobile Liability limit and on top of the School Board Liability coverage of \$2,800,000 per occurrence and \$5,600,000 annual aggregate.

The coverage will follow the 2017 MUSIC Plan Document except that any claim arising out of, related to, or in any way involving lead in any form is also not covered.

The overall umbrella rates are down, on average, 2.5% for 2017. Your premium may vary depending on how your student and vehicle counts may have changed during the year.

Please find on the next page quotes to purchase Umbrella limits from \$1,000,000 to \$15,000,000:

Limits Above MUSIC's Primary \$2,800,000	Premium
--	---------

\$1,000,000	\$4,857
\$2,000,000	\$7,341
\$3,000,000	\$9,414
\$4,000,000	\$10,556
\$5,000,000	\$11,471
\$6,000,000	\$12,319
\$7,000,000	\$13,117
\$8,000,000	\$13,915

Limits Above MUSIC's Primary \$2,800,000	Premium
--	---------

\$9,000,000	\$14,708
\$10,000,000	\$15,565
\$11,000,000	\$16,281
\$12,000,000	\$17,043
\$13,000,000	\$17,852
\$14,000,000	\$18,683
\$15,000,000	\$19,574

The following are the exposures used in calculating the premium per the answers to your renewal questionnaire:

Number of Students	Number of Buses	Number of Other Vehicles
2,555	31	16

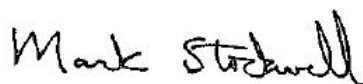
For your reference, you purchased the following limit last year:

Last Year Limit	Last Year Premium
\$	\$

If you would like to purchase an Umbrella at any of the above limits, please simply make your selection of the limit you desire on the **MUSIC 2017 RENEWAL SUMMARY SHEET** at the back of this package. We will follow with an invoice.

Thank you very much for your continued support of the program and if you have any questions at all, please do not hesitate to contact the staff at musicprogram@ajg.com or Peggy Wilson at 314-800-2223, Anita Kiehne at 314-800-2285, or Scott Wightman at 314-800-2211.

Sincerely,



Mark Stockwell
Executive Director

Please be advised the **Employee Benefit Liability** portion of the above-mentioned policy is provided on a **Claims Made** basis and is due to expire on 12/31/2016. We would like to remind you of the claim reporting requirements of this policy.

Subject to the Retroactive and/or Pending & Prior dates, the policy provides employee benefit liability coverage for claims made and reported to the carrier during the policy period or within 60 days after the expiration date. Accordingly, you should report any claims or incident / occurrences that might give rise to a claim in the future in writing to the carrier prior to the expiration date.

Should you elect to change carriers, non-renew this policy, or if a new retro date is provided, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within 60 days of the expiration date. The cost of this extended reporting period is 200% of your annual premium.

The extended reporting period extends only to those claims that occurred prior to the expiration date of the policy and would have been covered by the policy. Claims must be reported to the carrier during the extended reported period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

CYBER COVERAGE OPTIONS



November 4, 2016

Dr. Jonathan Mulford
Superintendent
West Plains R-VII School District
305 Valley View Dr.
West Plains, MO 65775

RE: Cyber Coverage Option

Dear Dr. Mulford:

As a member benefit of your participation in MUSIC, Gallagher has secured an option for you to purchase coverage that will provide you protection from many of the exposures arising from your use of technology. The premiums are about half of what is available from the standard insurance market and down 10% or more from last year depending on the size of your District or College.

Background

As schools move more and more of their administrative functions to the web, and cyber-attacks continue to rise, the MUSIC Board of Directors felt there was a need to explore coverage that could be purchased by the members to provide some financial protection. The theft and misuse of personally-identifiable information has become a real threat and data breaches, from even the most secure networks, have become common and costly.

Program

We have secured a proposal from Indian Harbor Insurance Company (A XV) with the following terms:

LIMITS OF LIABILITY:

\$2,000,000 each claim

\$10,000,000 annual program aggregate

COVERAGES:

Media Content Services Liability –

Actual or alleged personal injury, by reason of an act, error or omission in the performance of media communications, by the Insured or by someone for whom the Insured is legally responsible, including liability assumed under contract.

Network Security Liability –

Claims by reason of an act, error or omission by the Insured in providing or managing the security of a computer system for others for a fee that either (i) causes a network breach, or (ii) prevents a third party who is authorized to do so from gaining access to a computer system.

Privacy Liability (\$1,000,000 sublimit and \$10,000 deductible each) –

1. Privacy notification costs to comply with a breach notification law due to the Insured's failure to prevent unauthorized access, to the extent such unauthorized access results in a data breach from a computer system.
2. Regulatory fines and claim expenses as a result of a regulatory proceeding from a violation of a privacy law.

First Party Extortion Threat –

Extortion damages as a result of an extortion threat by a person other than an Insured or any person acting or proceeding with the knowledge and consent of, at the direction or request of, or with the assistance of an Insured.

First Party Crisis Management –

Fees for public relations consultants for the purpose of averting or reducing damage to the Insured's reputation from a network breach to the Insured's computer system or a privacy wrongful act.

First Party Business Interruption –

Reduction in business income during an actual interruption of the use of the computer system of the Insured from a network breach to the Insured's computer system or other system failure.

The following are the exposures used in calculating the premium per the total on your ASBR:

Actual Expenditures

\$26,402,911

2017 Premium and Deductible

Member	Premium	Deductible
West Plains R-VII School District	\$2,852	\$15,000

Coverage Previously Purchased

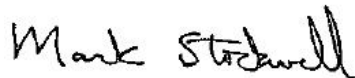
Previous Premium

\$

If you would like to purchase the Cyber Coverage effective December 31, 2016, please check the applicable box on the **MUSIC 2017 RENEWAL SUMMARY SHEET** at the back of this package. We will follow with an invoice.

Thank you very much and if you have any questions at all, please do not hesitate to contact the staff at musicprogram@ajg.com or Peggy Wilson at 314-800-2223, or Scott Wightman at 314-800-2211.

Sincerely,



Mark Stockwell
Executive Director

Please be advised the above-mentioned **Claims Made Policy** is due to expire on 12/31/2016. We would like to remind you of the claim reporting requirements of this policy.

Subject to the Retroactive and/or Pending & Prior dates, the policy provides coverage for claims made and reported to the carrier during the policy period or within 60 days after the expiration date. Accordingly, you should report any claims or incident / occurrences that might give rise to a claim in the future in writing to the carrier prior to the expiration date.

Should you elect to change carriers, non-renew this policy, or if a new retro date is provided, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within 60 days of the expiration date. The cost of this extended reporting period is 75% of your annual premium for one year of extended reporting period or 150% of your annual premium for a three year extended reporting period, both are fully earned.

The extended reporting period extends only to those claims that occurred prior to the expiration date of the policy and would have been covered by the policy. Claims must be reported to the carrier during the extended reported period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

MUSIC 2017 Renewal Summary Sheet for West Plains R-VII School District



MUSIC ASSESSMENT

STEP 1:

Please make check payable to MUSIC for \$265,624 and mail along with the invoice included in this packet to:

MUSIC
12444 Powerscourt Dr.
Suite 500
St. Louis, MO 63131

	2016 Expiring Assessment	2017 Assessment Payable
Annual Assessment	\$318,337	\$295,138
Membership Credit	(31,834)	(29,514)
Surplus Allocation Credit	(0)	(0)
Net Assessment	\$286,503	\$265,624

VOLUNTARY COVERAGES

STEP 2:

No need to pay at this time for either of these coverages (invoice to follow), but please check one of the boxes in each of the Umbrella and Cyber sections and email back to musicprogram@ajg.com prior to December 16, 2016.

Coverage will automatically be renewed if Summary Sheet is not received by due date. However, we ask that everyone return this sheet with your selections.

UMBRELLA OPTIONS

Currently Purchased	Available Limits and Premiums for 2017			
<u>Last Year Limit</u>	<u>Limit</u>	<u>Premium</u>	<u>Limit</u>	<u>Premium</u>
\$	<input type="checkbox"/> \$1,000,000	\$4,857	<input type="checkbox"/> \$9,000,000	\$14,708
	<input type="checkbox"/> 2,000,000	7,341	<input type="checkbox"/> 10,000,000	15,565
<u>Last Year Premium</u>	<input type="checkbox"/> 3,000,000	9,414	<input type="checkbox"/> 11,000,000	16,281
\$	<input type="checkbox"/> 4,000,000	10,556	<input type="checkbox"/> 12,000,000	17,043
	<input type="checkbox"/> 5,000,000	11,471	<input type="checkbox"/> 13,000,000	17,852
	<input type="checkbox"/> 6,000,000	12,319	<input type="checkbox"/> 14,000,000	18,683
	<input type="checkbox"/> 7,000,000	13,117	<input type="checkbox"/> 15,000,000	19,574
	<input type="checkbox"/> 8,000,000	13,915	<input type="checkbox"/> No Umbrella At This Time	

CYBER COVERAGE OPTION

Currently Purchased	2017 Premium Quote and Deductible	Coverage Request
<u>Premium</u>	<u>Premium</u> <u>Deductible</u>	<input type="checkbox"/> I direct you to bind coverage per the Cyber quote enclosed in this packet.
\$	\$2,852 \$15,000	<input type="checkbox"/> I am not interested in pursuing at this time.



Customer Quotation

Prepared For:
WEST PLAINS R-VII
613 W. FIRST STREET
WEST PLAINS, MO 65775

Prepared By :
MIDWEST BUS SALES, INC
313 E. FRONT STREET
BONNER SPRINGS, KS 66012

Quote Number:
309700

Quote Date:
12/15/2016

Customer Order No:
171002C2

Model Profile: Saf-T-Liner C2 341TS

Product Type: School Transportation
Year: 2017
Chassis Model: B2 106
Chassis MFG: FLNER
GVWR: 29800
Passenger Capacity: 72
Headroom: 78
Wheelbase: 279
Brake Type: HYDRAULIC
Engine Type: CUMMINS ISB220 DIESEL, 6 Cyl, 220 HP, 2600 RPM
Fuel Type: DIESEL
Fuel Tank Capacity: 100
Transmission Type: ALLISON 2500 PTS AUTOMATIC TRANSMISSION
Axle, Front: DA-F-10-3 10,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE, 10000-lb Capacity
Axle, Rear: DA-RS-23-4 23,000# R-SRS SINGLE REAR AXLE, 23000-lb Capacity
Tires, Front: RADIAL FRONT TIRE, MICHELIN XZE2, 11R22.5 16 PLY
Tires, Rear: REARMICHELIN XDN2 11R22.5 16 PLY RADIAL
Suspension Front: 10,000 LB. TAPERLEAF FRONT SUSPENSION
Suspension Rear : COMFORT TRAC 23K 52 INCH RR SPRING SUSPENSION

Total for 1 complete unit(s): \$ 94,757.00

FOB: West Plains, MO

Estimated delivery 30 – 45 days ARO

Payment due upon delivery of unit

Quote valid for 30 days

CUSTOMER ORDER APPROVAL

Customer Signature:** _____ **Date:** _____

New bus(es) Info:

Name on bus: _____

Bus Number (s): _____

**** I have reviewed the quote detail for accuracy and I agree to order the bus(es) as listed.**

***New stock unit subject to prior sale and/or availability. Letter of intent to buy or purchase order is required to put bus on hold.**

Dealer Signature: Kevin Cheek **Date:** 12/14/2016

The equipment proposed meets and/or exceeds all requirements set forth in the Federal Minimum Standards for School Buses and Federal Motor Vehicle Safety Standards established by the Federal Department of Transportation.

Includes the Following Equipment:

BODY

ACCESSORIES

- 1 LOC-1ST.SEAT DRVRSIDE REFL TRIANGLE
- 1 VISOR-TINTED DRIVER'S SIDE WINDOW 6"X30"
- 1 LOCKS-KEYED ALIKE #CH545
- 1 METHOD-FASTENER SCREWS
- 1 LENS-WIDE ANGLE 14"X14" RR END
- 1 LOCK-DRVR'S INTR STORAGE OVR DRV'S HEADER W/O INTRLK CH545

CERTIFICATION/SAFETY

- 1 REFLECTTAPE-RR END YEL 2" 3M
- 1 FIRE EXTINGUISHER-5 3A-40BC
- 1 REFLECTORS-AMBER (4) MID/FRONT 3"
- 1 REFLECTORS-RED (4) RR/RR SI 3"
- 1 HATCH-RF ESC MODEL 1100 ENG(2)
- 1 ELECTRICAL-ROOF ESCAPE HATCH POS 3
- 1 HANDLES-W/S SERVICE, BLACK
- 1 KIT,FIRST AID 24 UNIT KANSAS
- 1 KIT - BODY FLUID CLEAN-UP NATIONAL STANDARDS
- 1 SWITCH-ROCKER CROSSING ARM DEACTIVATION
- 1 LABEL-PASS ADVISOR INSTRUCTION
- 1 LOC-VEST.FLR.PLT.LEFT 5LB F.E. & BOX
- 1 CUTTER-SEAT BELT W/HAND GRIP
- 1 TRIANGLES-REFL. 3 W/BOX
- 1 MOTOR-XING ARM ELEC.,SPECIALTY
- 1 BRACKET-XING ARM STOWAGE 1/4" BUMP
- 1 ACCUSTL, HTD, RMT, SS, RS EXTD
- 1 MIR-B EXT.CROSSVIEW HTD S.S.BRKT
- 1 SIGN-STOP, ELEC FRT #7980C
- 1 SIGN-STOP, ELEC RR #7981C
- 1 MIRROR-INT 6"X30" CAMERA
- 1 LABEL(S)-SPECIAL DATA, IL
- 1 LABEL-VEHICLE CERTIFICATION
- 1 FRONT BUMP MT CROSS ARM W/DEACTIVATION SWITCH-ELECTRIC

DOORS

- 1 STEP-RS ALUM.ENT.DR W/HTR 8.75"RISER
- 1 HANDLE-EXTERIOR REAR DOOR WITH RECESS
- 1 VANDALOCK-REAR DOOR W/BOLT
- 1 DOOR-ENT AG2 TINT TEMP LOCK
- 1 PWR SYST.-AG2 ELECTRIC ENTRANCE DOOR
- 1 ELEC-AG2 ELECTRICAL OPERATED ENTRANCE DOOR
- 1 VANDALOCK-ALUM.ENT.DR.CYLINDER W/KEY
- 1 PULL-ENTRANCE DOOR, EXTERNAL ALUMINUM
- 1 SWITCH-PAD. ENT.DOOR ELEC. (3 POS.)
- 1 KEY-VANDALOCK REAR DOOR NONE
- 1 TRIM-ENTRANCE DOOR INTERIOR
- 1 PAD-DR HEADER, RR EMER 36"W
- 1 TREAD-STP ALUM.ENT DR GRAY KSEAL W/PEBBLE NOSING
- 1 TRIM-STEPWELL HORIZONTAL WITH RIBBED NOSE
- 1 RAIL-ASSIST FRT ENT DR 39"YEL
- 1 RAIL-ASSIST FRT ENT DR RS YEL 1"

ELECTRICAL - BODY

- 1 FAN-CIRC MID W/S HDR BLACK
- 1 ELEC-FAN MID W/S HDR
- 1 FAN-CIRC DRV'S WDO HDR BLACK
- 1 HORN-SPEAKER LS COWL LEG
- 1 RADIO-AM/FM W/CD & PAGE
- 1 OPER-AUTOMATIC FAST IDLE
- 1 ELEC-VIDEO CAM. PWR FRT-CTR-RR LEADS
- 1 ELEC-COAXIAL TWO-WAY RADIO ROOF
- 1 KIT-ANTENNA MOUNT AT ROOF
- 1 ELEC-ZONAR STANDARD MONITORING
- 1 KIT-ANTENNA GPS
- 1 ELEC-PWR CELL PHONE OUTLET LS

- 1 OPER-DOOR ELEC ENT.& ING.3 POS.
- 1 OPERATION-DOOR REAR EMERGENCY WITH BUZZER/PILOT LAMPS
- 1 OPER-INTERLOCK ENTRANCE DOOR
- 1 MONITOR-LAMPS WARNING/STOP/TAIL/TURN
- 1 LPS-DOME OVER DRIVER LED
- 1 LPS-DOME PASS MEDIUM LED () 341T
- 1 ELEC-PASS DOME LPS MEDIUM 341T
- 1 SWITCH-RKR DOME LPS FRT/RR
- 1 MODULE-PWR.DIST.ELEC.SYS.
- 1 LPS-INT RED IN CEILING OVER RR EMG DR
- 1 ELEC-LPS-INT RED O/H RR EMG DR
- 1 LPS-EXT AFT OF ENT DOOR LED
- 1 ELEC-LPS EXT AFT OF ENT DOOR
- 1 OPER-STPWLL LPSW/PARKLPS&ENT DR.
- 1 LPS-STPWLL LED W/O HOOD (1)
- 1 LPS-STP/TAIL/DIR AMBER/REV LED
- 1 ELEC-LPS STOP/TAIL/TURN/REV
- 1 ADVISORY-PASSENGER BUZZER ACTIVATION, WITH SWITCH
- 1 LPS-PILOT VANDALOCK STATUS RED
- 1 ELEC-PWR, GND, NETWORK, BUZZ
- 1 LAMPS-PILOT BRAKE LIGHTS RED
- 1 LAMPS-PILOT REAR EMERGENCY DOOR RED
- 1 LAMPS-PILOT POST TRIP INSPECTION RED
- 1 LPS-LIC PLATE ILLUMINATION LED
- 1 LAMPS-SIDE DIRECTIONAL AMBER FRONT 2 CP LED
- 1 ELEC-LPS SI FRT DIRECTIONAL
- 1 LPS-WARNING LED STROBE (8)
- 1 OPERATION-LAMPS WARNING (8) PACKAGE 14
- 1 OPERATION-LAMPS REVERSE WITH REAR EMERGENCY DOOR OPEN
- 1 LPS-ID AMB/RED LED
- 1 LPS-MKR ROOF F/R LED W/SHLD
- 1 LPS-MKR ROOF MID LED W/SHLD
- 1 STROBE-2.25"H OVR RR AXLE
- 1 LPS- STOP/TAIL 4" FLS.MT L.E.D.
- 1 SWITCH-ROCKER FAN DEFROST WINDSHIELD
- 1 SWITCH-ROCKER NOISE SUPPRESSION ON/OFF
- 1 OPER-HTR BOOSTER PUMP AUTOMATIC
- 1 SWITCH-ROCKER STROBE LAMPS
- 1 LAMPS-PILOT WARNING LIGHTS RED
- 1 LAMPS-PILOT WARNING LIGHTS AMBER
- 1 OPERATION-LAMP STROBE, IGNITION & SWITCH ACTIVATED
- 1 SWITCH-ROCKER A/C FAN SPEED
- 1 ELEC-CABLE PRIM PWR & GND-CUSTOMER ACCESS
- 1 OPERATION-LAMPS SIDE DIRECT.ONLY
- 1 BLOCK-FUSE CUSTOMER ACCESS
- 1 LPS-STORAGE BOX SINGLE
- 1 LPS-STORAGE BOX DOUBLE
- 1 OPER-PRE-TRIP INSPECTION
- 1 LPS-EXT, OVER RS ENT DR
- 1 OPER-LPS EXT, OVER RS ENT DR
- 1 ELEC-LPS EXT, OVER RS ENT DR
- 1 ELEC-SEAT BELT PILOT LAMP
- 1 OPER-SEAT BELT PILOT LAMP
- 1 LAYOUT-ROCKER SWITCH STANDARD
- 1 SWITCH-STORAGE BOX
- 1 GPS-ZONAR V3
- 1 ELEC-ELECTRIC STOP SIGN FRT
- 1 SPEAKERS-INT. 30 WAT.(6) 341T
- 1 ELEC- (6) INT SPKERS&HORN341T
- 1 DOME LPS - MEDIUM
- 1 ELEC-HTR ENT DOOR STEPWELL
- 1 BRACKET-ZONAR GPS
- 1 ELEC-PEDESTAL, SEAT POWER
- 1 ELEC-PEDESTAL, HEATED SEAT
- 1 SINGLE ELECTRIC WINDSHIELD WIPER MOTOR W/DELAY AND HEADLIGHT

- 1 112DB BACKUP ALARM

EXTERIOR

- 1 FLAPS-MUD, REAR 22.5"W
- 1 FLAPS-MUD, FRONT 16"W X 12"H
- 1 HOOKS-TOW, REAR BOLTED (2)
- 1 STEPS-EXT W/S SERVICE
- 1 FENDER-QUARTER 24" BATTERY BOX DOOR
- 1 BODY ADJUSTMENT-FREIGHTLINER, BTR RS FUEL FILL LOCATION
- 1 REINFORCEMENT-FRAME 24" BATTERY DOOR AND A/C
- 1 CAP-ENTRANCE DOOR STANDARD
- 1 FLOOR-NON ADA
- 1 LATCH-UNDERBODY COMPARTMENT 30/60 LOCK LEFT SIDE 1ST
- 1 BUMPER-RR 2 BRACES LS EXH HOLE
- 1 SKT.FWD.STPWLL LO DEF
- 1 CAP-FRONT ROOF W/WARN.LPS.
- 1 CAP-REAR ROOF W/WARN.LPS.
- 1 GUSSET-21"H LWR SIDE SHEET
- 1 SHEET-LWR, L MID 20G,21"
- 1 SHEET-LWR,L RR 20G,BOX FWD 341
- 1 SHEET-LWR,R MID 20G,21"
- 1 SHEET-LWR,R RR 20G,BOX FWD 341
- 1 DOOR-U/B L BATTERY 24"
- 1 UNDERCOATING-UNDERGUARD
- 1 DOOR-FUEL FILL ACCESS BTR
- 1 FENDERETTE-STEEL 21" BOX BOTH
- 1 LS STORAGE BOX 1 - 60" WIDE
- 1 LATCH-BATT DOOR LOCKING
- 1 LATCH-FUEL FILL ACCESS W/LOCK
- 1 RS STORAGE BOX 1 - 100" WIDE
- 1 RAIL-EXT GRD 21" SKIRT EXTENDED
- 1 VENT-STATIC NONE
- 1 PILASTER - 341T, 900
- 1 LATCH-LOCKING DEF ACCESS DOOR
- 1 TUFFCOAT-STEPWELL
- 1 RAIL-SNOW RAIL PRESENT
- 1 EDGE COAT-EXTERIOR BODY

HVAC

- 1 AC-126K BTU-FREE BLOW BULKHEAD
- 1 AIR CONDITIONING CONTROLS-STANDARD
- 1 CONDENSER- CM3 (2)
- 1 EVAP - IW10 RR, IW4 FRONT
- 1 EVAP TRIM-INT(2) IW10, IW4
- 1 PLUMB.-AC COMP DUAL ISB
- 1 AC CTL.BD.STD.TIE IN SGL.LOOP
- 1 PLUMBING-IW10, IW4
- 1 DOOR-ACC NONE
- 1 CABLE-EVAP 2 FRT BULKHEAD
- 1 HTR-U/S LS 84,000 BTU LOC 3
- 1 HTR-U/S LS 84,000 BTU LOC 10
- 1 HOSE-HTR SGL PLY W/ W/H POS 10
- 1 HEATER-ENTRANCE DOOR STEPWELL
- 1 HOSE-STEPWELL HEATER SINGLE PLY
- 1 CLAMPS-PLUMBING HEATER CONSTANT TORQUE
- 1 CLAMPS-UNDERSEAT HEATER CONSTANT TORQUE
- 1 CONN-HTR(1) CONSTANT TORQUE/SGL PLY
- 1 LOCATION-EVAP NO2 FRONT BULKHEAD
- 2 GRILLE-UNDERSEAT HEATER 84K
- 1 VALVE-SHUTOFF LS U/SEAT HTR WHOUSE
- 1 DUAL TM21 AC COMPRESSORS
- 1 CAST COOLANT BOOSTER PUMP WITH AUTOMATIC CONTROL
- 1 HEATER, DEFROSTER,AND AIR COND
- 1 BODY BUILDER SUPPLIED PLUMBING W/ACCESS HOLES IN FRAME RAIL
- 1 AUXILLARY HEATER PLUMBING WITH BODY SOLENOID SHUTOFF

INTERIOR

- 1 VISOR-WINDSHIELD SUN 6"X30" TINTED
- 1 DOOR-STORAGE BOX W/O GLASS
- 1 TRIM-LOWER REAR HEATER NO A/C
- 1 REINF-RR END A/C EVAP. IW10
- 1 REINFORCEMENT-REAR STOP SIGNAL 40"
- 1 REINF-FRONT A/C EVAP.
- 1 LATCH-DR INT STOR OVR W/S NONE
- 1 BTR FUEL FILL RECESS, W/DOOR
- 1 BULKHEAD-RR END INT.W-A/C IW10
- 1 COVER-ACCESS RR END HARNESS NONE
- 1 COVER-TRIM DRVS HDR W/STORAGE
- 1 COVER-TRIM FRT END W/S HEADER A/C
- 1 H/L-RR LONG SMOOTH GRAY LPS-RED
- 1 STRIPS - AISLE, ALUMINUM 341T
- 1 FLR-GRY VINYL W/13" CTR AISLE
- 1 FLR-BLK WHEELHOUSE AND HEATER
- 1 FLR-PLYWD MARINE GRADE 341T
- 1 LINING-SIDE INT.
- 1 INSULATION-FRT BULKHEAD W/ACRSY 2"POLY
- 1 H/L-PASS AREA ACOUS GREY 341T
- 1 INSULATION - RAFTER CAVITY 341T
- 1 INSULATION - URETHANE
- 1 PAD-SHDR RAIL, 42 OZ WOLF BLK
- 1 HOLDER-STORAGE, CLIP BOARD
- 1 TUBE-FILL BTR & OVERFLOW HOSE
- 1 CAP-FUEL FILL BTR NON-LOCKING

MISC

- 1 PDI IDENTIFIER-DEALER PERFORMED
- 1 CONDENSER ALERT - PRESENT SHORT
- 1 MANUAL-DRVR'S/MAINT.ENGLISH
- 1 APPLICATION - SCHOOL
- 1 ANTI-FREEZE,PRECHARGED SCA -34 DEGREES
- 1 NO COOLANT HEATER - GAS/DIESEL
- 1 ALL UNIT(S) KEYED ALIKE WITH CUSTOMER SPECIFIED KEY #FT101
- 1 SAF-T-LINER C2

PAINT/LETTERING

- 1 DECAL-UNITED AUTO WORKERS
- 72 LETTERING - 4" HIGH
- 40 LETTERING - 6" HIGH
- 1 LOGO-OMIT THOMAS DECALS
- 1 DECAL-RR DR STOP STATE LAW (MO)
- 1 LABEL-P/O WDO EMER EXIT 2" BLACK
- 1 LABEL-ENGLISH AG2.ELEC.ENT DR
- 4 REFLECTTAPE-P/O WDO YEL 3M
- 1 REFLECTTAPE-EMER DR RR YEL 3M
- 1 REFLECTTAPE-SI 2" ABV FLR YEL 3M
- 1 DECAL-LOW SULFUR FUEL
- 1 LABEL-RR DR EMERGENCY DOOR 2"HIGH
- 1 DECAL-ENTRANCE DOOR VANDALOCK ENGLISH
- 1 LABEL-RR EMERGENCY DOOR INSTRUCTION
- 1 LABEL-"DEF ONLY"
- 1 LABEL-REGENERATION WARNING 2010/2013 EPA ENGLISH
- 1 HANDLE-INT RR DR RED
- 1 PAINT-EXT HNDLE(S) BLACK
- 1 DECAL-REFL FRT CAP "SCHOOL BUS" 3M
- 1 DECAL-REFL RR CAP "SCHOOL BUS" 3M
- 1 DECAL-"DIESEL"
- 1 PAINT-EXTERIOR ROOF WHITE 341T
- 1 PAINT-EXT WINDOW AREA BLACK
- 1 PAINT-EXT GRD RAIL @ WINDOW BLACK
- 1 PAINT-EXT GRD RAIL @ SEAT BLACK
- 1 PAINT-EXT GRD RAIL @ FLOOR BLACK
- 1 PAINT-EXT GRD RAIL @ SKRT BLACK
- 1 PAINT-EXT BUMPER REAR BLACK
- 1 PAINT-BLACK TRIM-FRONT/REAR ROOF CAPS

- 1 PAINT-SOLID COLOR YELLOW
- 1 DECALS-WDO STRIPE 341T
- 1 HEADLINING-VESTIBULE ACOUSTIC, GRAY, DRIVER LAMP
- 1 PAINT:ONE SOLID COLOR,BASE/CLEARCOAT
- 1 CAB COLOR A:L5898EB SCHOOL BUS YELLOW ELITE BC
- 1 CAB COLOR B - NONE
- 1 CAB COLOR C: NONE
- 1 NO GRILLE PAINT

SEATS

- 1 OFF-SET LS BARRIER 4"
- 1 2014 SEATING ALERT
- 1 SEAT BELT - DRIVERS SEAT
- 1 BARRIER STORAGE POUCH - TWO (2)
- 1 39" BARR-VERT,WALL MT 45"H RS 2009
- 1 39"8DEG BARR-REV. WALL-MT 45"H 2009
- 2 PROFORM EDO BLUE UPHOLSTERY-45"HIGH RECESSED BARRIER
- 1 SEAT-DRIVER NATIONAL W/HEAT
- 1 ARMREST NATIONAL DRV'R'S ST. BOTH SIDES
- 1 UPH DR.ST.BLACK FABRIC INSERT KEVLAR TRIM NATIONAL
- 1 PEDESTAL-NATIONAL ELECTRIC
- 1 COVER PEDASTAL NATIONAL NONE
- 1 RETAINER NATIONAL DR.ST.BELT NONE
- 1 POUCH-DR.ST.STORAGE NONE
- 1 KICKPLATE-MOD.PANEL RS 39" IW4
- 1 KICKPLATE-MOD.PANEL LS 39"
- 1 RISER-DRIVERS SEAT, NATIONAL
- 10 S3B 39"RS WALL MT RESTRAINING/NO BELT
- 10 S3B 39"LS WALL MT RESTRAINING/NO BELT
- 20 FIREBLOCK BLUE UPHOLSTERY - S3B SEAT
- 20 S3B WALL MT HARDWARE-RESTRAINT
- 2 S3C 39"LS 3-PASSENGER WALL MOUNT W/ICS
- 2 S3C 39"RS 3-PASSENGER WALL MOUNT WITH ICS
- 4 FIREBLOCK BLUE UPHOLSTERY - S3C PASSENGER SEAT
- 4 S3C WALL MOUNT HARDWARE - C2

WINDOWS/GLASS

- 1 GLASS-WINDSHIELD ONE PIECE WITH TINTED BAND
- 1 GLASS-RS FRT STAT TNT TEMP
- 1 GLASS-LS FRT STAT TNT TEMP
- 1 GLASS-REAR STATIONARY TINTED TEMPERED
- 1 GLASS-RR SIDE STAT TINTED TEMP
- 1 FRAME-WDO SPLIT
- 16 FRAME-WDO SPLIT 30"W
- 2 FRAME-WDO SPLIT 40"W
- 2 FRAME-WDO P/O VERT TEMP TNT LS
- 2 WDO P/O VERT TEMP TNT RS
- 16 GLASS-WDO TINT TEMP 30"
- 2 GLASS-WDO TINT TEMP 40"
- 1 STOPS-WDO 12"
- 1 GLS-LWR RR DR TEMP TNT
- 1 GLS-UPR RR DR TEMP TNT
- 1 WDO-DRIVER'S TEMP TINT

OTHER

- 1 LOGO-FRT RS & RR SATIN
- 1 ELECTRICAL-FAN DRIVER'S WINDOW HEADER
- 1 ELEC-RF ESC HATCH POS 9
- 1 ARM ASSEMBLY-WINDSHIELD WIPER (2)
- 1 ELECTRICAL-ROOF HATCH OR P/O WINDOW (DASH)
- 1 OPER-FAN W/S HDR
- 1 OPER-FAN DRV'S WDO HDR
- 1 OPER-ALARM BACKING W/REV.
- 1 OPER-SPEAKER INT/EXT
- 1 OPER-RF HATCH BUZZER
- 1 OPERATION-A/C CONTROL-STANDARD DIGITAL
- 1 LOCATION-VESTIBULE FLOOR PLATE CENTER 24 FAK

- 1 LOC-VEST.FLR.PLT.FWD. 10 BFC
- 1 AC DUCT-NOT PRESENT NO SIDE EVAP
- 1 EVAPORATOR QTY - NONE
- 1 OPER-XING ARM DEACTIVATION
- 1 ANTENNA - RADIO SWIVEL BASE
- 1 ELEC-ANTENNA RADIO COAXIAL
- 1 KIT-RADIO ANTENNA MOUNTING @ DRIVER'S HEADER
- 1 Logo-100th Anniversary
- 1 341T30_N
- 1 TRIM-A POST
- 1 WHEELHOUSES-REAR L&R
- 1 STRINGER-ROOF 341T
- 1 FRONT END FRAME
- 1 FRT END FRAME MTG KIT
- 1 REAR END FRAME-28.68"DEEP
- 1 FLOOR-GALVALUME STEEL MID BODY
- 1 LOC-40" RAF SP 11TH 341T
- 1 RS TANK ALERT - NONE
- 1 DOOR ALERT - LS ENT NONE
- 1 TRIM-REAR DOOR
- 1 HINGES-REAR DOOR PIN TYPE
- 1 LATCH-SINGLE-POINT, REAR EMERGENCY DOOR
- 1 STOP-DOOR REAR EMERGENCY, 1-POS
- 1 OPERATION-VANDLOCK ENTRANCE/EMGENCY DOOR(S) WITH PILOT LAMPS
- 1 ELEC-SIDE EMERGENCY DOOR(S)
- 1 DOOR-LS ENT RS EXIT -NONE REQD
- 1 INT COLOR -RR DOOR GRAY
- 1 VANDALOCK-NONE REQUIRED RS
- 1 VANDALOCK-NONE REQUIRED LS
- 1 DOOR ALERT - RS EXIT NONE
- 1 DOOR, REAR EMERGENCY
- 1 LATCH-STORAGE COMPARTMENT 100 LOCK RIGHT SIDE 1ST
- 1 THRESHOLD REAR EMERGENCY DOOR
- 1 OPERATION-MONITOR WARNING/STOP/TAIL/TURN
- 1 ELEC-DRIVER'S DOME LPS
- 1 ELEC-PASSENGER ADVISORY 341T
- 1 OPER-PASS ADV IGN/WARN/BUZZER
- 1 SWITCH-RKR FAN DEFROST L.S.
- 1 BUZZER-SWITCH PANEL 1 TONE
- 1 OPERATION-NOISE SUPPRESSION
- 1 ELECTRICAL-LAMPS WARNING,8 LAMPS 341T
- 1 OPER-LPS, DOME STANDARD
- 1 OPER-LPS BODY TAIL W/PARK SW.
- 1 ELECTRICAL-LAMPS ID/MARKER PARK/SWITCH 341T
- 1 SWITCH-ROCKER DOME LAMPS DRIVER ON/OFF
- 1 ELEC-LPS STROBE 6' FROM RR W/PWRPK
- 1 OPER-DRVR'S DOME LPS ON/OFF
- 1 OPERATION-LAMPS INTERIOR/EXTERIOR RIGHT FRONT ENTRANCE DOOR
- 1 OPERATION-LAMPS SERVICE BRAKE WITH PILOT LAMPS
- 1 OPERATION-SWITCH ID/MARKER LAMPS WITH PARK
- 1 OPER-LPS DOME (2)ON/OFF
- 1 OPER-LPS REVERSE
- 1 ELEC-(3) SWITCH BANKS
- 1 SWITCH-RKR SPEAKER INT/EXT.W/HORN
- 1 SWITCH-WARN.LPS ON/AMB ACT.
- 1 CABLE-EVAPORATOR 1 POWER SUPPLY STANDARD
- 1 SWITCH-ROCKER A/C ON
- 1 ELEC-HARNESS COMP ASM 341T
- 1 ELEC-ELECTRONIC COMP ASM
- 1 OPER-LPS DIR./HAZ.
- 1 SWITCH-RKR MIRROR HTR.
- 1 ELEC-MIR A HTD & RC
- 1 ELECTRICAL-ELECTRIC STOP SIGN REAR
- 1 RAIL-EXTERIOR GUARD @ WINDOW,SEAT,FLOOR,SKIRT
- 1 RAIL-EXT GRD @ SEAT FRT END LS

- 1 RAIL-EXT GRD@ FLOOR, NONE
- 1 TRIM-FRT CAP RS/LS
- 1 PANELS-EXTERIOR REAR
- 1 SHEET-DRIVERS EXTERIOR 20 GA.
- 1 SHEET-UPPER SIDE EXTERIOR
- 1 OPER-MIRRORS EXT HTD.
- 1 HEADERS-WINDOW INTERIOR 341T
- 1 PAINT-EXT ENT DOOR NONE
- 1 PANELS-EXTERIOR REAR SIDE LONG W/STATIONARY GLASS
- 1 LS STORAGE BOX 2 - NONE
- 1 ROOF SHEETS-(2)HATCH - 341T
- 1 RS STORAGE BOX 2 - NONE
- 1 RS STORAGE BOX ROH - NONE
- 1 LS STORAGE BOX ROH - NONE
- 1 PANELS-REAR END INTERIOR REAR GALVALUME
- 1 PANELS-RR END INT SI LONG W/ST
- 1 PANELS-ACCESS RR GRAY PASS ADVISORY
- 1 COVER-HARNESS ACCESS@HDR
- 1 COVER-ACCESS FRT END HARNESS
- 1 COVER-TRIM FRT ENT.ALUM.DR HDR.ELEC.OP.
- 1 COVER-FUEL SENDING INSPECTION
- 1 MOLDING-SHOE 341T
- 1 SWITCH-ROCKER HEATER STEPWELL
- 1 LUGGAGE RACK ALERT - NONE
- 1 SWITCH-ROCKER HEATER LEFT 1ST
- 1 SWITCH-ROCKER HEATER LEFT 2ND
- 1 ELEC-HTR U/ SEAT POS 3
- 1 ELECTRICAL-HEATER UNDERSEAT POSITION 10
- 1 RAIL-SEAT
- 1 LAYOUT-SEAT RAIL HOLES RS
- 1 LAYOUT-SEAT RAIL HOLES LS
- 1 CABINET-SW, FWD
- 1 CABINET-SWITCH, LOWER WITHOUT POCKET
- 1 CABINET-SWITCH, UPPER
- 1 CABINET-TOP PLATE (3 BANK)
- 1 OPER-HTR U/ SEAT LS FWD
- 1 OPER-HTR STEPWELL
- 1 INSULATION-VEST HEADLINING 2"
- 1 INSULATION-SIDELINING 2" POLY
- 1 INSULATION-RR BULKHEAD 2" POLY
- 1 OPER-HTR U/ SEAT LS AFT
- 1 HEADERS-WINDOW EXTERIOR 341T
- 1 LOCATION-EVAPORATOR NO1 REAR BULKHEAD
- 1 HARNESS COVER COLOR - GRAY
- 1 SPEAKER ALERT - PRESENT
- 1 HEADLINING COLOR - GREY
- 1 HEADLINING TYPE - ALL ACOUSTIC
- 1 MAT, FLOOR VESTIBULE
- 1 TRIM-INTERIOR DASH FORWARD
- 1 INSTALLATION-PARK BRAKE ASSEMBLY
- 1 INSULATION-INT LONG REAR WDO
- 1 LUGGAGE RACK ALERT - NONE
- 1 OPER-WDO P/O
- 1 SLIDE STOP NATIONAL DR.ST. NONE
- 1 LOGO-DRIVER'S SEAT 100TH ANNIVERSARY
- 1 SET-BACK AXLE - TRUCK
- 1 ENGINE-MOUNTED OIL CHECK AND FILL
- 1 FULL FLOW OIL FILTER
- 1 VANDALOCK,STARTER DISABLE W/ANY LOCKED EMER DR(S),LH PT LAMP
- 1 LOWER RADIATOR GUARD
- 1 REINFORCED NYLON FUEL LINES
- 1 SINGLE SUCTION AND RETURN FUEL LINES
- 1 FUEL TANK MOUNTED BETWEEN RAILS, AFT OF REAR AXLE, WITH CAGE
- 1 REMOTE-MOUNTED SURGE TANK
- 1 PAGE SYSTEM W/CHASSIS MTD EXTERNAL SPEAKER

- 1 BASIC WIRING SCHEMATIC, UNMOUNTED, 12-VOLT NEGATIVE GROUND SYS
- 1 PAINTED BATTERY PANEL COVER
- 1 BATTERY BOX FRAME MOUNTED
- 1 INTEGRAL ELECTRONIC TURN SIGNAL FLASHER
- 1 BATT ENABLED 3 AMBER INBOARD ID LAMPS, 2 AMBER OUTBOARD MARKE
- 1 STROBE LAMP, IGNITION SWITCH OR LH DASH SWITCH ACTIVATED
- 1 L.E.D. WARNING SYSTEM LAMPS W/PULSING FEATURE
- 1 STANDARD BODY VISUAL WARNING, LOWER RR, REV LAMPS ON DR/OPEN
- 1 STANDARD WIRING
- 1 DRIVER'S IGNITION OPERATED DOME LP WITH ON/OFF SW
- 1 PASSENGER COMPARTMENT DOME LAMPS, IGNITION ACTIVATED
- 1 PASSENGER COMPARTMENT DOME LPS, DUAL ON/OFF SWITCH
- 1 STEPWELL LAMP ON WITH DOOR OPEN AND MARKER LAMPS ON
- 1 EIGHT LAMP WARNING SYSTEM, LH DASH SWITCH(S), PACKAGE 14
- 1 SHIFT LEVER, CABLE LINKAGE, AUTOMATIC TRANSMISSION
- 1 DRIVELINE GUARD
- 1 NON-ASBESTOS FRONT BRAKE LININGS
- 1 FRONT SHOCK ABSORBERS
- 1 NON-ASBESTOS REAR BRAKE LININGS
- 1 TWO QUART SEE THRU POWER STEERING RESERVOIR
- 1 POWER STEERING PUMP
- 1 ZINC-PLATED HEXHEAD CHASSIS FASTENERS
- 1 3975MM (155") REAR FRAME OVERHANG
- 1 SQUARE END OF FRAME
- 1 BUMPER MOUNTING FOR SINGLE LICENSE PLATE
- 1 COMBINATION S/T/T/R LAMPS, LED
- 1 RR EMER DR, IGN CTRL, BZ ON W/DR
- 1 MAINTENANCE-FREE RUBBER BUSHINGS - FRONT SUSPENSION
- 1 COMFORT TRAC 23K 52 INCH RR SPRING SUSPENSION
- 1 CAB MOUNTING FOR HOOD AND COWL CHASSIS
- 1 RH FRONT ENTRANCE DOOR, BATTERY CONTROLLED, ELECTRICALLY OPER
- 1 ONE GALLON WINDSHIELD WASHER RESERVOIR
- 1 GRAY/CHARCOAL FLAT DASH
- 1 STANDARD TUNNEL/FIREWALL LINER
- 1 NO AIR CONDITIONER CONDENSER
- 1 STANDARD HVAC DUCTING
- 1 MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH, & NOISE SUPPRES
- 1 WINDSHIELD FAN, (1) HEADER MOUNTED
- 1 DRIVER'S FAN, (1) MOUNTED ABOVE SIDE WINDOW
- 1 AUX BODY HEATER, UNDER SEAT, FWD
- 1 AUXILIARY BODY HEATER, UNDER SEAT, AFT
- 1 DIGITAL AUXILIARY BODY MOUNTED AC CONTROL
- 1 GRAY INSTRUMENT PANEL-DRIVER
- 1 CUSTOMER FURNISHED RADIO
- 1 BODY SUPPLIED HEATED MIRRORS
- 1 ROOF MOUNTED VENT/ESCAPE HATCH
- 1 PUSH OUT BODY SIDE WINDOWS, BUZZER WITH WINDOW UNLATCHED
- 1 WARNING/REAR LAMP MONITOR
- 1 STANDARD PANEL LAMP DIMMER
- 1 CHASSIS COWL AND HOOD ONLY
- 1 PILOT, LH DASH, STOP LAMP MONITOR
- 1 FT OPER PARK BRAKE w/SERVICE BRAKE INTERLOCK w/INDICATOR
- 1 BUMPER: BLACK
- 1 NO SPARE WHEEL PAINT
- 1 CHASSIS: VENDOR BLACK
- 1 2016 ONBOARD DIAGNOSTIC/2010 EPA/CARB/GHG14
- 1 EXPECTED GROSS VEHICLE WEIGHT CAPACITY
- 1 EXPECTED FRONT AXLE(S) LOAD
- 1 EXPECTED REAR DRIVE AXLE(S) LOAD
- 1 SCHOOL BUS SERVICE
- 1 COWL CHASSIS CONFIGURATION COMPLIES WITH SBMTC
- 1 BUS BODY WITH WHEELWELL
- 1 PASSENGER COMMODITY
- 1 100% ON-HIGHWAY (CITY) TERRAIN
- 1 DOMICILED USA 50 STATES (CALIFORNIA)

- 1 DOMICILED KANSAS
- 1 THOMAS BUILT SCHOOL BUS 341T
- 1 THOMAS BUILT BUS-B2 106 PRICING

CHASSIS

AXLES AND SUSPENSIONS

- 1 SPL100 DANA SPICER MAIN DRIVELINE
- 1 DA-F-10-3 10,000# FF1 71.5 KPI/3.74 DROP SINGLE FRONT AXLE
- 1 CHICAGO RAWHIDE FRONT OIL SEALS
- 1 SYNTHETIC 75W-90 FRONT AXLE LUBE
- 1 CONMET IRON FRONT HUBS
- 1 SYNTHETIC 75W-90 REAR AXLE LUBE
- 1 DA-RS-23-4 23,000# R-SRS SINGLE REAR AXLE
- 1 5.22 AXLE RATIO
- 1 IRON REAR AXLE CARRIER HOUSING
- 1 REAR SHOCK ABSORBERS - ONE AXLE
- 1 CHICAGO RAWHIDE (SCOT) REAR OIL SEALS
- 1 CONMET IRON REAR HUBS
- 1 10,000 LB. TAPERLEAF FRONT SUSPENSION
- 1 COMFORT-TEC SUSPENSION

BRAKES

- 1 BOSCH HYDRAULIC BRAKE PACKAGE
- 1 BOSCH HYDRAULIC PIN-SLIDE DISC FRONT
- 1 DISC BRAKE FRONT ROTORS FOR HYDRAULIC BRAKES
- 1 BOSCH HYDRAULIC PIN-SLIDE DISC REAR
- 1 REAR BRAKE DUST SHIELDS
- 1 FRONT BRAKE DUST SHIELDS
- 1 TRANSMISSION-MOUNTED PARK BRAKE
- 1 REAR DISC BRAKE ROTORS
- 1 WABCO HYDRAULIC ABS (4) CHANNEL WITHOUT TRACTION CONTROL

CHASSIS EQUIPMENT

- 1 EXHAUST-LS, THRU REAR BUMPER
- 1 WINTERFRONT-CHASSIS GRILLE YELLOW
- 1 SHIELD-EXHAUST PIPE
- 1 B2 106 CONVENTIONAL CHASSIS
- 1 ALLIANCE FUEL FILTER/WATER SEPARATOR HEATED INDICATOR LIGHT
- 1 ELECTRIC GRID AIR INTAKE WARMER
- 1 DELCO 12V 29MT STARTER WITH INTEGRATED M
- 1 NO CLUTCH PEDAL WITH ADJUSTABLE SUSPENDED BRAKE&ACCELERATOR
- 1 ENGINE COMPARTMENT MOUNTED AIR RESTRICTION INDICATOR W/LIGHT
- 1 RIGHT HAND SIDE-FILL FUEL TANK CAP
- 1 100GALLON/378 LITER STEEL RECTANGULAR FUEL TANK,BETWEEN RAIL
- 1 HORIZONTAL TAILPIPE, LH SIDE, EXIT THROUGH BUMPER
- 1 11.5 GALLON DEF TANK
- 1 MAGNETIC ENGINE DRAIN, REAR AXLE DRAIN & FILL PLUG
- 1 STEMCO HUBODOMETER MOUNTED ON RH FRONT DRIVE AXLE
- 1 NO TRACTION STABILIZER
- 1 ADJUSTABLE STEERING COLUMN
- 1 TRW THP-60 POWER STEERING
- 1 450MM(18") LK FOUR-SPOKE CHARCOAL STEERING WHEEL
- 1 7075MM (279") WHEELBASE
- 1 5/16" X 3.00" X 10 1/8" STEEL FRAME (7.94 X 76.5 X 257.2")
- 1 1-PIECE 14" PTD STL 1/4" HD BUMPER JACK PROVISION
- 1 FRONT FRAME-MOUNTED TOW HOOKS
- 1 FIBERGLASS HOOD WITH SOFT OPEN AND CLOSE MECHANISM
- 1 HOOD MTD CHROMED PLASTIC GRILLE
- 1 YELLOW WINTERFRONT
- 1 MANUAL ENT DOOR LOCK W/MOTION INTERLOCK/BUZZER ON
- 1 CHROME HOOD MOUNTED AIR INTAKE GRILLE
- 1 (2) CUPHOLDERS, LEFT HAND AND RIGHT HAND DASH
- 1 HYDRAULIC CHASSIS TUBING

ELECTRICAL - CHASSIS

- 1 LN 12V 240 AMP AVI PAD MOUNT ALTERNATOR
- 1 PROG RPM CTRL WITH A/C OR 12.75V LOW VOLTAGE AUTO HIGH IDLE
- 1 CRUISE CONTROL-ELEC ENG,W/SWITCHES IN LH SWITCH PANEL

- 1 DIAGNOSTIC INTERFACE CONNECTOR,9-PIN, S
- 1 IGNITION SWITCH CONTROLLED ENGINE STOP
- 1 WARNER ELECTRIC ELECTRO-MAGNETIC ON/OFF
- 1 ALTERNATELY FLASHING HEADLAMP SYSTEM W/BODY BUILDER ENGAGEMENT
- 1 12VOLT POWER SUPPLY LH PANEL
- 1 SOLID STATE CIRCUIT PROTECTION, PDMS WIT
- 1 (3) ALLIANCE 1031,GROUP 31,12 VOLT,MF 2280 CCA BATTERIES
- 1 SELF CANCEL TURN SIGNAL SWITCH W/DIM/WASH&HAZZARD IN HANDLE
- 1 STANDARD FRONT TURN SIGNAL LIGHTS
- 1 PARK LMP SW INTGRAL W/HL SWITCH, ID/MARKER/CLEARANCE/PARK ON
- 1 NO FENDER MTD TURN/MARK COMBO LPS
- 1 AMBER LED MIDSHIP TURN SIGNALS
- 1 WIRING FOR REVERSE LIGHT MOUNTED ON REAR AFT CROSSMEMBER
- 1 DAYTIME RUNNING LTS-85% LOW BEAMS & AUTO EXTERIOR LAMPS
- 1 INTEGRAL HEADLIGHT/MARKER ASSEMBLY WITH CHROME BEZEL
- 1 PROVISION FOR UTIL LAMP MTD RH ENT DR W/SPD & DOOR INTLCKS
- 1 STOP SIGN PRESENT
- 1 PROVISION FOR LH/RH FRONT BAGGAGE COMPT LAMPS
- 1 NO BODY MTD INT SPOT/WORK LAMP
- 1 AUTO ON/OFF, ENG COMPT, HOOD ACTIVATED, WORK LIGHT
- 1 IGNITION POWERED 3-POS INTERNAL DOOR CONTROL SWITCH
- 1 DUAL ELEC HORN, PASSENGER ADVISORY BUZZER ON W/IGN AND WARN
- 1 DIGITAL FLUSH MTD ALARM CLOCK IN DASH
- 1 CUSTOMER FURNISHED 2-WAY RADIO
- 1 FASTEN SEAT BELT INDICATOR FOR CUSTOMER SUPPLIED SEAT BELT
- 1 LOCATING SYSTEM WITH VEHICLE MONITORING
- 1 ELECTRONIC SPEEDOMETER WITH SECONDARY KPH SCALE, NO ODOMETER
- 1 ODOMETER/HOURMETER/DIAGNOS;1X7 CHARACTER,26 WARNING LTS,ICU3
- 1 PRE/POST TRIP SYSTEM TEST
- 1 ENGINE AND HOUR METERS INTEGRAL WITH DRIVER DISPLAY
- 1 DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY
- 1 ELECTRIC FUEL GAUGE
- 1 AMMETER
- 1 ELECTRIC ENGINE OIL PRESSURE GAUGE
- 1 ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE
- 1 TRANSMISSION OIL TEMPERATURE GAUGE

ENGINE AND EQUIPMENT

- 1 CUM ISB 6.7-220 220HP@2400 RPM,2600 GOV,600 LB/FT @ 1600 RPM
- 1 ANTI-FREEZE TO -34F, ETHYLENE GLYCOL PRE-CHARGED SCA COOLANT
- 1 CUMMINS SPIN ON FUEL FILTER
- 1 STANDARD ENGINE OIL
- 1 FLEETGUARD COOLANT FILTER - PLAIN, RAIL-MOUNTED
- 1 CUMMINS INTEGRAL EXHAUST BRAKE WITH VARIABLE TURBO
- 1 ALUMINUM FLYWHEEL HOUSING
- 1 PHILLIPS 750 WATT/115 VOLT BLOCK HEATER
- 1 STANDARD OIL PAN
- 1 ENGINE HEATER RECEPTACLE MOUNTED FACE OF BUMPER, LEFT SIDE
- 1 ELECTRONIC ENGINE INTEGRAL WARNING AND DERATE PROTECTION
- 1 ADDL AUX LINES W/MANIFOLD PLUMBING AND COMBINED SHUTOFF
- 1 RUBBER COOLANT HOSES
- 1 CONSTANT TORQUE BREEZE CLAMPS ON 1" IN DIA GREATER, SS C
- 1 30,600 BTU STEPWELL HEATER, RH FRONT ENTRANCE DOOR
- 1 DONALDSON ONE-STAGE AIR CLEANER
- 1 750 SQUARE INCH DOWN FLOW RADIATOR
- 1 OMIT STANDARD EXHAUST DIFFUSER
- 1 75 MPH ROAD SPEED LIMIT
- 1 NO IDLE SHUTDOWN CONFIGURATION
- 1 ELECTRONIC TACHOMETER 3000 RPM

TRANSMISSION AND EQUIPMENT

- 1 ALLISON 2500 PTS AUTOMATIC TRANSMISSION
- 1 ALLISON VOCATIONAL PACKAGE 354 - FIFTH GEN
- 1 TRANSMISSION OIL CHECK AND FILL
- 1 SYNTHETIC 50W TRANSMISSION LUBE (TES-295 COMPLIANT)
- 1 WATER TO OIL TRANSMISSION COOLER - IN RADIATOR END TANK
- 1 PRIMARY MODE GEARS, 6 FORWARD

- 1 FS-BASIC, DSS MED
- 1 NO MODE SWITCH

WHEELS AND TIRES

- 1 RADIAL FRONT TIRE, MICHELIN XZE2, 11R22.5 16 PLY
- 1 REAR MICHELIN XDN2 11R22.5 16 PLY RADIAL
- 1 DUAL SEAL INFLATOR CAPS, FRONT/REAR
- 1 ALCOA 88367X 22.5X8.25 10-HPLT ALUMINUM WHEELS
- 1 ALCOA 88367X ALUMINUM OUTSIDE, ACCURIDE INSIDE, 22.5 X 8.25
- 1 POLISHED FRONT WHEELS (OUTSIDE ONLY)
- 1 POLISHED REAR WHEELS (OUTSIDE ONLY)
- 1 TIRE/WHEEL BALANCING-LEAD FREE WEIGHTS

DEALER ADD On's

EQUIPMENT

- 1 CUSTOMER LETTERING

OPTION PRICING

EQUIPMENT

- 1 SEON CAMERA SYSTEM – ADDITIONAL \$2,455.40

Meets all FMVSS requirements in effect at the time of manufacture.

	A	B	C
1	Course #	Course	
2		<u>Communication Arts</u>	
3	CA111	English I	
4	CA121	English I H	
5	CA211	English II	
6	CA221	English II H	
7	CA311	English III	
8	CA321	English III H	
9	CA355	Creative Writing	Change Creative Writing to 1/2 year from a year long course.
10	CA335	Mythology	
11	CA341	Literature of the Bible	
12	CA345	Ozark Folklore	
13	CA351	Folk. Publish	
14	CA361	Zizzerette	
15	CA411	English IV	
16	CA421	English IV H	
17	CA431	AP English	
18	CA505	Science Fiction	
19	CA515	Novels	
20	CA525	Speech	
21	CA531	Comp. Speech & Debate	
22	CA535	Debate	
23	CA541	Gateway Award Reading	Will replace accelerated reader
24	CA361	Combine Folklore/Folklore Pub	Would like to combine Folklore and Folk publishing
25	CA325	Technical Writing	Will focus on resumes, buisness and workplace writng
26		<u>Mathematics</u>	
27	MA431	AP Calculus BC	
28	MA111	Math Concepts	
29	MA121	Algebra I Part I	
30	MA131	Advanced Algebra I	
31	MA141	Advanced Algebra I STEM	
32	MA211	Algebra Concepts	
33	MA221	Algebra I Part II	

	A	B	C
34	MA231	Advanced Geometry	
35	MA241	Advanced Algebra II STEM	
36	MA311	Geometry Concepts	
37	MA331	Advanced Algebra II	
38	MA341	Geometry STEM	Will now be known as Advanced Geometry
39	MA251	Advanced Geometry	Stem Geometry and Geometry will be same course
40	MA351	Advanced Algebra with Trigonometry	
41	MA361	Pre-Calculus	
42	MA411	MSU MTH 103	
43	MA421	College Algebra	
44	MA321	Basic Geometry	new course desgined for those students taking Alg 1 part 1&2
45		<u>Science</u>	
46	SC111	Physical Science	
47	SC121	Honors Physical Science	
48	SC211	Biology	
49	SC221	Biology I Honors	
50	SC231	Chemistry	
51	SC241	Pre AP Physics	
52	SC251	Pre AP Chemistry	
53	SC311	Earth Science	
54	SC321	AP Biology	
55	SC331	AP Chemistry	
56	SC341	AP Physics	
57	SC411	Physiology & Anat	
58	SC415	Natural Disasters	
59	SC425	Forensic Sci	
60		<u>Social Studies</u>	
61	SS111	World Geography & Cultures	
62	SS211	American History	
63	SS221	AP U.S. History	
64	SS231	AP World History	
65	SS311	American Government	
66	SS321	AP U.S. Government and Politics	

	A	B	C
67	SS415	Missouri History	
68	SS425	Civil War Studies	
69	SS435	Psychology	
70	SS445	Sociology	
71	SS455	Current Events	
72		<u>Agriculture</u>	
73	AG111	Ag. Science I	
74	AG221	Ag. Mech	
75	AG231	Ag. Power I	
76	AG241	Crop Science	
77	AG311	Greenhouse Management	
78	AG321	Ag. Power II	
79	AG331	Ag. Adv Structures	
80	AG335	Ag Adv Ani Sci (Full Year)	
81		<u>Business</u>	
82	BU211	Accounting I	
83	BU215	Business Basics	
84	BU235	Stock Market	
85	BU245	Business Law	
86	BU255	Computer App II	
87	BU311	Accounting II	
88	BU421	Career Skills	
89	BU422	SBE/Internship	
90	BU505	Introduction to Computers	
91	BU515	Computer App I	
92	BU525	Multimedia Arts	
93		<u>Fine Art</u>	
94	FA111	Studio Art I	
95	FA211	Studio Art II	
96	FA221	Technical Theatre	
97	FA311	Adv Art Techniques	
98	FA331	Advanced Acting	

	A	B	C
99	FA511	Varsity Choir	
100	FA515	Band - Junior Varsity	
101	FA521	Concert Choir	
102	FA525	Band - Varsity	
103	FA531	Theater	
104	FA535	Band - Marching	
105	FA541	Band - Jazz Ensemble	
106	FA545	Band - Techniques	
107		<u>Family & Consumer Science</u>	
108	FC111	Nutrition/Meal Plan	
109	FC211	Family Living	
110	FC311	Child Develop.	
111	FC511	Fashion/Clothing Construction	
112	FC521	Interior Design	
113		<u>Physical Education</u>	
114	PE111	Boys PE	
115	PE121	Girls PE	
116	PE211	Body Sculpting – Coed	
117	PE511	Adaptive PE	
118	PE515F & S	Men's Strength Train (Fall & Spring)	
119	PE525F & S	Women's Strength Train (Fall & Spring)	
120	PE535F & S	Men's Cardio (Fall & Spring)	
121	PE545F & S	Women's Cardio Train (Fall & Spring)	
122		<u>Project Lead the Way</u>	
123	PL111	Introduction to Engineering Design	
124	PL121	Principles of Biomedical Science	
125	PL135	Computer Science and Software Engineering	
126	PL211	Principles of Engineering	
127	PL231	Computer Science Principles	NEW PLTW COURSE
128	PL241	Aerospace Engineering	NEW PLTW COURSE
129	PL121	Principles of Biomedical Science	NEW PLTW COURSE
130	PL111	Introduction to Engineering Design	NEW PLTW COURSE

	A	B	C
131	PL	Human Body Systems	NEW PLTW COURSE
132		<u>World Languages</u>	
133		French I, II, III, IV	
134		Spanish I, II, III, IV	
135		German I, II, III, IV	
136		Chinese I, II, III, IV	
137		<u>Electives</u>	
138	EL101	Zizzer Success	
139	EL105F	Study Skills (Fall)	
140	EL105S	Study Skills (Spring)	
141	EL301	Study Skills MSU EDP	
142	EL305	ACT Prep	
143	EL315F & S	Manage & Internship (Fall & Spring)	
144	EL411	Library Media	
145	EL421	JAG	
146	EL501	Math Lab	
147		<u>Career Center</u>	
148	CC521	Architectural Drafting	
149	CC313	Auto Collision I	
150	CC413	Auto Collision II	
151	CC323	Auto Mech Technology I	
152	CC423	Auto Mech Technology II	
153	CC333	Carpentry I	
154	CC433	Carpentry II	
155	CC312	Commercial & Advertising Art I	
156	CC412	Commercial & Advertising Art II	
157	CC231	Creative Design (ZNN)	
158	CC311	Creative Designs (Yearbook)	
159	CC343	Culinary Arts I	
160	CC443	Culinary Arts II	
161	CC353	Health Sci I 3H	
162	CC453	Health Sci II 3H	

	A	B	C
163	CC111	Introduction to Carpentry I	
164	CC211	Introduction to Carpentry II	
165	CC511	Mechanical Drafting	
166	CC221	Medical Profiling	
167	CC402	Pharmacy Tech	
168	CC363	Welding I	
169	CC463	Welding II	
170			
171		Proposed New Courses	
172	EL313	GO-CAPS	Career Exploration program for Jr. and Senior Year
173	EL511	Military Science	Offered under SSGT Wright
174		Discontinued Courses	
175		Accelerated Reader	
176		Business Communications	
177		Sports/Enter Business	

Fall 2016 Budget Adjustment

	Revenue	Expense	Difference
Approved June 2016 Budget	\$26,416,871.00	\$27,641,754.00	-\$1,224,883.00
Proposed December 2016 Budget Amendment	\$27,003,469.16	\$28,095,302.69	-\$1,091,833.53
Difference	\$586,598.16	\$453,548.69	\$133,049.47

Revenue					
Description	Account Code(s)	June	December	Difference	Notes
Title I Tech Supplies	10-0000-5451-0000-051-0000	\$450,000.00	\$605,000.00	\$155,000.00	Increase for Tech Supplies Purchase
Basic Formula	10-0000-5311-0000-000-0000	\$1,791,289.00	\$1,898,397.00	\$107,108.00	2016-17 Recalculation & 2015-16 Recalculation
Basic Formula	20-0000-5311-0000-000-0000	\$5,313,865.00	\$5,631,603.00	\$317,738.00	2016-17 Recalculation & 2015-16 Recalculation
Proposition C	10-0000-5113-0000-000-0000	\$1,172,059.00	\$1,198,841.00	\$26,782.00	Proposition C
Proposition C	20-0000-5113-0000-000-0000	\$781,373.00	\$799,227.00	\$17,854.00	Proposition C
JAG	10-0000-5198-0000-000-0000	\$0.00	\$55,000.00	\$55,000.00	JAG - Grant (Not in original budget)
Rural District Tuition-Fairview	20-0000-5810-0000-551-0000	\$1,217,327.82	\$1,222,848.82	\$5,521.00	Tuition Adjustment
Rural District Tuition-Glenwood	20-0000-5810-0000-552-0000	\$676,811.66	\$677,629.66	\$818.00	Tuition Adjustment
Rural District Tuition-Howell Valley	20-0000-5810-0000-553-0000	\$493,713.69	\$436,175.69	-\$57,538.00	Tuition Adjustment
Rural District Tuition-Junction Hill	20-0000-5810-0000-554-0000	\$371,815.00	\$373,865.00	\$2,050.00	Tuition Adjustment
Rural District Tuition-Richards	20-0000-5810-0000-555-0000	\$1,002,763.86	\$958,028.86	-\$44,735.00	Tuition Adjustment
Classroom Trust Fund	40-0000-5319-0000-000-0000	\$771,590.00	\$772,590.00	\$1,000.00	Adjustment
Total:				\$586,598.00	

Expense					
Description	Account Code(s)	June	December	Difference	Notes
SI Purchased Instructional Svcs	10-1251-6312-3000-051-0000	\$5,000.00	\$23,000.00	\$18,000.00	Add'l Title I Purchased Services
Tech Admin Equipment	40-2331-6541-9000-000-0000	\$0.00	\$30,000.00	\$30,000.00	Add'l Budget Funds
ATH HS Boys Swim Team	10-1421-6344-1050-474-0000	\$0.00	\$650.00	\$650.00	Increase Boys/Girls Swim Team Budget
ATH HS Girls Swim team	10-1421-6344-1050-477-0000	\$0.00	\$650.00	\$650.00	Increase Boys/Girls Swim Team Budget
ATH HS B Swim Team Officials	10-1421-6391-1050-474-0000	\$0.00	\$500.00	\$500.00	Increase Boys/Girls Swim Team Budget
Title I Technology Supplies MS	10-1251-6412-3000-051-0000	\$0.00	\$23,250.00	\$23,250.00	Title I Tech Supplies Purchase
Title I Technology Supplies EL	10-1251-6412-4030-051-0000	\$0.00	\$116,250.00	\$116,250.00	Title I Tech Supplies Purchase
Title I Technology Supplies SF	10-1251-6412-5000-051-0000	\$0.00	\$15,500.00	\$15,500.00	Title I Tech Supplies Purchase
AG ED Perkins Travel	10-1311-6343-1100-140-0000	\$2,250.00	\$2,730.00	\$480.00	Perkins Secondary Adjustment
AG ED Perkins General Supplies	10-1311-6410-1100-140-0000	\$3,700.00	\$4,025.00	\$325.00	Perkins Secondary Adjustment
BUS ED Perkins General Supplies	10-1321-6410-1100-140-0000	\$7,075.00	\$775.00	-\$6,300.00	Perkins Secondary Adjustment
FACS Perkins Travel	10-1331-6343-1100-140-0000	\$6,600.00	\$3,150.00	-\$3,450.00	Perkins Secondary Adjustment
FACS Perkins General Supplies	10-1331-6410-1100-140-0000	\$5,735.00	\$6,750.00	\$1,015.00	Perkins Secondary Adjustment
HLTH SC Perkins Textbooks	10-1341-6431-1100-140-0000	\$750.00	\$0.00	-\$750.00	Perkins Secondary Adjustment
HLTH SC Perkins Equipment	40-1341-6541-1100-140-0000	\$6,976.00	\$0.00	-\$6,976.00	Perkins Secondary Adjustment
MRKT Perkins Travel	10-1351-6343-1100-140-0000	\$500.00	\$0.00	-\$500.00	Perkins Secondary Adjustment
T/I ED Perkins Travel	10-1361-6343-1100-140-0000	\$5,770.00	\$5,800.00	\$30.00	Perkins Secondary Adjustment
T/I Perkins General Supplies	10-1361-6410-1100-140-0000	\$50,082.00	\$62,175.00	\$12,093.00	Perkins Secondary Adjustment
T/I ED Perkins Equipment	40-1361-6541-1100-140-0000	\$30,989.00	\$23,420.00	-\$7,569.00	Perkins Secondary Adjustment
CAR ED SpNds - Pkns Travel	10-1381-6343-1100-140-0000	\$324.91	\$0.00	-\$324.91	Perkins Secondary Adjustment
Oth CARED Pkns Equip Rental	10-1391-6334-1100-140-0000	\$6,650.00	\$9,650.00	\$3,000.00	Perkins Secondary Adjustment
Oth CARED Pkns Supplies	10-1391-6410-1100-140-0000	\$1,870.00	\$1,900.00	\$30.00	Perkins Secondary Adjustment
GUID VO Perkins Cert Salary	20-2122-6111-1100-140-0000	\$21,291.00	\$21,300.00	\$9.00	Perkins Secondary Adjustment
INSTR SVC Perkins Travel	10-2213-6343-1100-140-0000	\$11,500.00	\$9,000.00	-\$2,500.00	Perkins Secondary Adjustment
INSTR SVC Perkins Travel-LODG	10-2213-6343-1100-140-LODG	\$500.00	\$0.00	-\$500.00	Perkins Secondary Adjustment
INSTR SVC Perkins Travel-MEAL	10-2213-6343-1100-140-MEAL	\$200.00	\$0.00	-\$200.00	Perkins Secondary Adjustment
PRIN VO Perkins Repairs/Mtce	10-2415-6332-1100-140-0000	\$7,500.00	\$0.00	-\$7,500.00	Perkins Secondary Adjustment
SE Medicaid Instructional Equip	40-1221-6542-8000-012-0000	\$1,000.00	\$0.00	-\$1,000.00	Medicaid Expenses Adjust to Zero
SE HS Medicaid Instruct Equip	40-1221-6542-1050-012-0000	\$1,000.00	\$0.00	-\$1,000.00	Medicaid Expenses Adjust to Zero
SE Medicaid Supplies	10-1221-6410-8000-012-0000	\$7,200.00	\$0.00	-\$7,200.00	Medicaid Expenses Adjust to Zero
SE Other Purch Svcs - Medicaid	10-1221-6391-8000-012-0000	\$3,000.00	\$0.00	-\$3,000.00	Medicaid Expenses Adjust to Zero
SE Medicaid Travel	10-1221-6343-8000-012-0000	\$200.00	\$0.00	-\$200.00	Medicaid Expenses Adjust to Zero
FAC Major Improve - (N0n-Bldg)	40-4000-6531-4030-000-0000	\$39,100.00	\$119,100.00	\$80,000.00	EL Playground
FACS HS Bldgs - CC/Track Lckr Rm	40-4000-6521-1050-234-0000	\$0.00	\$15,000.00	\$15,000.00	CC/Track Locker Room
FAC SF Buildings	40-4000-6521-5000-000-0000	\$0.00	\$10,000.00	\$10,000.00	SF Roof
FAC SF Buildings	40-4000-6521-5000-000-0000	\$0.00	\$20,000.00	\$20,000.00	SF FEMA (Architect Fees)
FAC Buildings Admin/Mtce	40-4000-6521-9000-000-0000	\$0.00	\$60,000.00	\$60,000.00	Payment 1 - Franz Buildig Purchase
OM HS Equipment Replacements	40-2544-6543-1050-000-0000	\$5,000.00	\$10,000.00	\$5,000.00	Water Softener HS
BUS Pupil Transport - Buses	40-2552-6552-8250-000-0000	\$0.00	\$90,000.00	\$90,000.00	Bus Purchase (As needed)
FAC SF Buildings	40-4000-6521-5000-000-0000	\$0.00	\$31,982.00	\$31,982.00	SF Secure Entrance/Roof/FEMA
Various Payroll	Various			-\$19,604.00	Decrease Salary Budget
Various Payroll	Various			-\$11,641.40	Payroll-Rounding on transfer
Total:				\$453,548.69	

2016D Policy Updates

DFG:	Income from School Shop Sales & Services
EA:	Support Services Goals
ECA:	Building & Grounds Security
GBA:	Exempt & Nonexempt Employees
GBAA:	Staff Extra-Duty Assignments
GCBA-R:	Professional Staff Salary Schedules
GCBA:	Professional Staff Compensation
GCD:	Professional Staff Recruiting & Hiring
GDBA:	Support Staff Compensation
GDC:	Support Staff Recruiting & Hiring
IGBCA:	Programs for Homeless Students
IND:	Ceremonies & Observances
JEC:	School Admissions
JGF:	Discipline Reporting & Records
KK:	Visitors to District Property/Events

REFERENCE COPY

FILE: DFG
Basic

EXPLANATION: INCOME FROM SCHOOL SHOP SALES AND SERVICES

This policy was previously considered supplemental, and not all districts will have a copy in their manuals. MSBA recommends that districts that have adopted this policy **RESCIND** it. Policy DED provides adequate coverage of this topic, and a separate policy is not needed.

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

FILE: DFG
Basic

REFERENCE COPY

REFERENCE COPY

FILE: DFG
Basic

~~INCOME FROM SCHOOL SHOP SALES AND SERVICES~~

~~Through certain vocational activities, students may provide goods and services at a charge to the public. These activities are designed for educational purposes, and are not to make a profit or to be competitive with businesses in the community. Moneys generated from such services shall be deposited in the appropriate accounts.~~

~~The charges for work performed and goods sold through these activities will be kept current with costs for the particular service or item offered for sale.~~

~~*****~~

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: 07/1985~~

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

REFERENCE COPY

FILE: EA
Basic

EXPLANATION: SUPPORT SERVICES GOALS

This policy was previously considered supplemental, and not all districts will have a copy in their manuals. Districts that have adopted this policy should RESCIND it. The district's goals should be in the district's Comprehensive School Improvement Program (CSIP), and an additional Board policy is not necessary.

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

FILE: EA
Basic

REFERENCE COPY

REFERENCE COPY

FILE: EA
Basic

SUPPORT SERVICES GOALS

~~The Board recognizes that support services are essential to the successful operation of the school district. However, support services shall be established, operated and evaluated under the qualification that the primary function of the school district is the education of its youth.~~

~~In order to provide services that are supportive of the district's educational programs, the Board establishes the following support services goals:~~

- ~~➤ Provide a physical environment for teaching and learning that is safe, healthful and pleasant for the students, staff and public.~~
- ~~➤ Establish a thorough, effective and economical maintenance program, including preventative maintenance, that will ensure a useful life of school property, vehicles, buildings and equipment.~~
- ~~➤ Provide safe transportation for eligible students to and from school.~~
- ~~➤ Provide nutritious and tasty meals to students.~~
- ~~➤ Establish efficient and businesslike procedures for the management of offices, buildings and grounds, and for the various support services programs developed to meet the needs of the educational programs.~~

~~*****~~

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: 07/1985~~

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

REFERENCE COPY

FILE: ECA
Critical

EXPLANATION: BUILDING AND GROUNDS SECURITY

MSBA has modified this policy to address not only vandalism, but the theft and loss of district property. New federal regulations require school districts to protect property purchased with federal funds from damage, loss and theft. Even without the requirements of federal regulations, school districts have a duty to protect the property for which they are responsible.

IMPORTANT NOTICE

MSBA has also made a second version of this policy that includes the option for school districts to appoint school protection officers as authorized by Senate Bill 656 (2014). A school protection officer (SPO) is defined as an elementary or secondary teacher or administrator who has been designated as an SPO by the school district. While the law does not require the district to designate an SPO, it does provide an extensive and detailed procedure for this process, including specific training requirements, should the district decide to do so. MSBA strongly encourages districts to carefully study these requirements and contact their insurance carrier and attorney to discuss the financial and legal ramifications of appointing SPOs.

MSBA also created an administrative procedure that reflects the requirements of state law regarding the designation, training and use of SPOs. That procedure, ECA-AP2, should only be approved by districts appointing SPOs.

While the statutory language governing the appointment of SPOs is somewhat confusing, MSBA recommends that any district considering appointing SPOs do so in the following sequence:

1. Hold a public hearing to determine whether the use of SPOs as part of the district's emergency response is appropriate for the school district. The hearing must be publicized at least 15 days in advance. If the district determines that using SPOs is appropriate, the Board must take a public vote adopting the practice.
2. Adopt version two of policy ECA, which includes the use of SPOs, and implement procedure ECA-AP2.
3. Solicit applications from teachers and administrative staff who want to serve as SPOs.
4. In a closed session meeting posted under § 610.021(14), RSMo., authorize one or more employees who meet the requirements established by law to serve as SPOs. In the same meeting, vote on whether to allow the appointed SPOs to carry a concealed firearm.

FILE: ECA
Critical

REFERENCE COPY

If you would like to see the other version of this policy and the procedure that addresses SPOs, please let your editor know.

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

REFERENCE COPY

FILE: ECA
Critical

BUILDING AND GROUNDS SECURITY

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 with 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.

~~Vandalism~~ Loss, Damage and Theft

The superintendent or designee will establish controls to prevent the loss, damage and theft of district property. The administrators, department heads and supervisors of programs, buildings and departments are responsible for creating and enforcing practices and protocols to secure equipment and supplies and for budgeting for the locks, safes or storage facilities necessary to prevent loss and theft and to protect district property.

All district employees must report missing or damaged property to their supervisor as soon as they become aware that property is missing or damaged. District patrons and students are encouraged to report incidents of damage to or theft of district property. All reports of missing or damaged property will be investigated.

The Board shall seek all legal redress against persons found to have committed incidents~~acts~~ of willful or malicious abuse, destruction, defacing~~damage~~ and/or theft of the~~district~~ property of the West Plains R-VII School District. The superintendent or designee is authorized to file charges on behalf of the district for theft, vandalism or other criminal activity involving district property.

~~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 district property. Restitution for the damages caused will be sought from such persons—and, in the case of minors, from their parents/guardians—under~~

REFERENCE COPY

FILE: ECA
Critical

~~the laws of this state. Students found guilty of theft or willfully defacing or injuring~~ damage to any district property ~~shall pay for the damages caused thereby and may be suspended or expelled as provided by law~~ will be disciplined in accordance with Board policies and regulations. Any employee whose actions or inactions cause the loss, damage or theft of district property may be disciplined or terminated. The district will seek restitution for willful damage to district property under the laws of this state. In the case of minors, restitution will be sought from their parents/guardians.

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: 04/15/2014;

Cross Refs: BDC, Closed Meetings, Records and Votes
DID, Inventory Management
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

Legal Refs: §§ 162.215, 168.201, 171.011, 177.031, 211.181, .185, .188, 537.045, 571.030, .107,
574.085, 610.021, RSMo.
11 C.S.R. 75-17.010-040
2 C.F.R. 200.313

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

REFERENCE COPY

FILE: ~~GDBB~~GBA
Critical

EXPLANATION: EXEMPT AND NONEXEMPT EMPLOYEES

MSBA is updating policies related to employee compensation in this update based on questions received from districts and the results of some recent school district audits. Because compensation for overtime and the use of compensatory (comp) time are frequent topics of inquiry from school districts, MSBA is making changes to this policy as well. The title and code changes are intended to better reflect the scope of this policy.

Currently, MSBA has two versions of this policy: one for districts that use comp time and one for districts that do not. However, many districts use comp time for some nonexempt staff but not others. For example, the district might use comp time for its clerical employees but pay overtime for its maintenance and janitorial employees because it is difficult to give these employees leave. For this reason, MSBA has combined the two versions. The policy now establishes that all employees will be paid for overtime work unless their position is designated as a position for which comp time is awarded.

FLSA

New Fair Labor Standards Act (FLSA) regulations that take effect later in 2016 will impact some exempt employees in the district.

Under the FLSA, all employees are classified as exempt or nonexempt. Perhaps the biggest difference between exempt and nonexempt employees is that exempt employees are not eligible for overtime pay regardless of how many hours per week they work. Nonexempt employees must be paid time and one-half of their regular hourly rate of pay for each hour worked in excess of 40 in a workweek, unless the district uses comp time. Nonexempt employees are also required to log their time worked, and the district is required to maintain this information to prove that the employee did not work more than 40 hours in a workweek or was paid overtime or provided comp time.

There are four types of exempt employees: administrative, executive, professional and computer. The administrative and executive employee exemptions are defined by the duties of the employee's position and how much the employee is paid.

The new regulations change part of the test for determining whether an employee qualifies as an administrative or executive employee. Exempt employees must be paid on a salary basis, as opposed to an hourly basis, and most exempt employees must be paid a minimum amount. Currently, in order to qualify for the administrative or executive exemption, employees must be paid a salary of at least \$455 per week. Under the new regulations, an employee could not be classified as exempt under the administrative or executive exemption unless the employee

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is paid no less than \$913 per week. Further, the new regulations require that, beginning January 1, 2020, and every three years thereafter, the minimum salary necessary to qualify for the administrative or executive exemption be adjusted to reflect changes in wage rates.

This change will not impact certified staff such as teachers or principals since there is a special exemption for these employees.

Some districts have designated employees such as transportation directors, food service and maintenance supervisors, and some central office clerical staff as exempt under the administrative or executive exemption. These are the types of positions most likely to be impacted by the new regulations. If the district has staff designated as exempt who do not qualify under the professional exemption and who do not meet the new salary requirements, the district may either raise the salaries to maintain the employee's exempt status or start tracking employee hours and paying overtime or compensatory time.

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

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FILE: ~~GDBB~~GBA
Critical

EXEMPT AND NONEXEMPT EMPLOYEES ~~S-SUPPLEMENTARY PAY PLANS~~ *(District Uses Compensatory Time)*

Definitions

Compensatory (Comp) Time – Time off awarded to nonexempt employees at the rate of one and one-half times the number of actual hours worked in excess of 40 in a workweek.

Exempt Employees – Those employees whose duties and compensation meet the requirements to be an exempt executive, administrative, professional or computer employee as defined in federal law and who are not eligible for overtime compensation or compensatory time.

Hours Worked – For the purposes of this policy, hours worked means all hours during which the individual is required to be on duty—generally from the required starting time to normal quitting time—and all hours an employee is permitted to work, in accordance with law. -Meal periods of 30 minutes or longer and break periods of 20 minutes or longer do not count as hours worked as long as the employee is relieved of all duties and is free to leave his or her duty post. Breaks for nursing mothers to express breast milk are also not considered as hours worked.

Nonexempt Employees – This includes all district employees not specifically identified as exempt under federal law. This generally includes noncertificated staff; however, in some circumstances noncertificated staff members may qualify for exempt status. The Board directs the superintendent to ensure that job positions are classified as exempt or nonexempt and that employees are made aware of these classifications. Employees in doubt about their status should contact their immediate supervisor.

Overtime – Actual hours worked in excess of 40 hours in a workweek.

Compensation

Exempt and nonexempt employees will be compensated in accordance with the applicable Board policy. Unless otherwise permitted by law, exempt employees will be compensated on a salary basis. Nonexempt employees may be compensated on either a salary or hourly basis, although amounts paid for overtime work and deductions for unpaid leave will be calculated using an employee's regular hourly rate of pay. The district will comply with minimum wage laws, when applicable.

All nonexempt employees are required to complete a daily time record showing actual hours worked. Supervisors of nonexempt employees must verify the accuracy of such records on a weekly basis. Failure to maintain or verify such records or falsification of these records will be grounds for disciplinary action.

Overtime Compensation

~~The following provisions apply to nonexempt staff who work more than 40 hours during any workweek:~~

- ~~1. Unless the district and the employee have an agreement or understanding in advance that the employee will be given compensatory (comp) time off for overtime work, he or she will be paid one and one-half times his or her regular rate of pay for each hour of overtime.~~
- ~~2. The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.~~

Unless a nonexempt employee works in one of the classifications listed in the "Comp Time" section of this policy, he or she will be paid one and one-half times his or her regular rate of pay for each hour of overtime.

Compensatory Time

The district uses comp time in lieu of overtime compensation for the following classifications of employees:

This policy constitutes an agreement or understanding in advance that these employees will be given comp time off for overtime work. Employees will be awarded such comp time off at the rate of one and one-half hours for each hour of overtime worked.

The following provisions apply to comp time:

1. Comp time may be accrued up to 240 hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual's regular rate of pay. The district may require an employee to use accrued comp time to avoid excessive accumulation or monetary liability.
2. Every effort will be made to permit the use of comp time at a time mutually agreed upon by the individual and his or her supervisor. However, when the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone comp time usage.

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FILE: ~~GDBB~~GBA
Critical

3. Upon leaving the district, individuals will be paid for any unused comp time at a rate not less than the higher of the average regular rate received by the employee during his or her last three years of employment or his or her final regular rate of pay. ~~(If overtime hours have not been converted to comp time, the employee will be paid one and one-half times his or her final regular pay rate for each such hour of overtime.)~~

~~Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.~~

Required Breaks

In accordance with law, the district will provide a reasonable break time for an employee to express milk for her nursing child each time the employee has a need to express for one year after the child's birth. The district will provide a location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public that employees may use to express milk.

* * * * *

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: 03/15/2005; 01/18/2011;

Legal Refs: Fair Labor Standards Act, 29 U.S.C. §§ 201 - 216
Garcia v. San Antonio Metro. Transit Auth., 469 U.S. 528 (1985)

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

REFERENCE COPY

FILE: GCKA **GBAA**
Critical

EXPLANATION: STAFF EXTRA-DUTY ASSIGNMENTS

MSBA has updated this policy to apply to all district employees, recoded and retitled it, and revised the language for clarity and consistency with updated policy GCBA. Some information has been removed from this policy because it is covered more thoroughly in GCBA and new policy GDBA.

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

FILE: GCKA **GBAA**
Critical

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REFERENCE COPY

FILE: GCKA **GBAA**
Critical

PROFESSIONAL STAFF EXTRA-DUTY ASSIGNMENTS

Professional **All** staff members ~~will be~~ **are** expected to ~~assume~~ **perform** reasonable duties over and above their regular teaching responsibilities **when the district determines that such additional work is necessary to supervise students, monitor an event, assist in an emergency situation or otherwise further the district's education mission.** ~~Activities and services that make minor demands on the teacher's time shall be part of each teacher's basic assignment. Teachers shall take turns selling tickets to extracurricular events, and shall supervise students at those activities, when assigned by the principal. Schedules of supervision, sponsorships and activities will be assembled by the building principals. Administrators will strive to equalize those duties among teachers.~~

~~Extra duty assignments which make *major* demands on a teacher's time shall be compensated in accordance with an extra-duty allowance salary schedule established annually by the Board. Extra duties shall be defined as those duties and responsibilities in conjunction with but not a part of the regular teaching assignment, but considered as a part of the teaching act. These duties are not considered subject to the provisions of the Teacher Tenure Act. Faculty members to be appointed to extra-duty positions will be recommended by the superintendent and approved by the Board. Appointees will be issued a contract for the terms of their extra-duty employment stating the particular assignment, its duration and the compensation to be paid. Professional staff members will be paid stipends that are commensurate with the demands of their specific extra-duty assignments. Most stipends will be paid on an annual or seasonal basis, although certain assignments not related to the teaching act, performed at irregular or infrequent intervals, may be paid at an hourly rate. For example, employees may be assigned to sell tickets for extracurricular events or supervise students at district activities as part of their regular job duties.~~

The Board directs the district administrative staff to carefully plan for staffing needs in advance, equitably distribute duties among qualified staff members when possible, and avoid situations where the district is obligated to pay overtime compensation when possible.

The district expects all employees to act professionally in all of their duties, regardless of whether it is the employee's regular position or an extra duty and regardless of whether the employee is compensated an additional amount for the duty. An employee's actions while performing an extra-duty position will be included in the employee's regular performance evaluation and may be used to determine the employee's suitability for continued employment in the district in any capacity.

Compensated Extra-Duty Positions

If the Board determines that a particular assignment would make a major demand on an employee's time, the Board may decide to create a compensated extra-duty position. An affirmative vote of a majority of the Board is necessary to assign an employee to a compensated extra-duty position. The

Board will approve regular extra-duty assignments and compensation for those assignments on an annual basis.

Extra-duty positions may be at-will positions, or the Board may enter into an employment contract for them. Employees will be compensated as directed in policies GCBA and GDBA. The district will avoid assigning extra duties to an employee if such assignment would result in payment of overtime compensation, unless the superintendent or designee determines the assignment is necessary and the additional amount is included in the budget for extra duties. Extra-duty positions are not subject to the provisions of the Teacher Tenure Act.

Occasional or Sporadic Extra Duties

If the Board decides to compensate employees for occasional or sporadic extra duties, such as taking tickets at events, the superintendent or designee will annually recruit current employees who are interested in earning additional compensation for these duties. The Board will approve the list of interested employees and will set compensation for the duties. After approval, the superintendent or designee has the responsibility for equitably assigning approved employees to those extra duties throughout the year.

* * * * *

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: 08/19/1997

Revised:

Legal Refs: Fair Labor Standards Act, 29 U.S.C. §§ 201 - 216
Garcia v. San Antonio Metropolitan Transit Authority, Nos. 82-1913, 82-1915,
15LW4135

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

REFERENCE COPY

FILE: GCBA-R
Critical

EXPLANATION: PROFESSIONAL STAFF SALARY SCHEDULES

MSBA has moved pertinent information from this regulation to policy GCBA. Districts should RESCIND this regulation.

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

FILE: GCBA-R
Critical

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REFERENCE COPY

FILE: GCBA-R
Critical

~~PROFESSIONAL STAFF SALARY SCHEDULES~~

The following operational plan shall serve as implementing guidelines for the professional staff salary schedule adopted by the Board of Education:

1. ~~The professional staff will be employed by the Board based on the recommendation of the superintendent.~~
2. ~~Maintenance of the salary schedule is dependent on the local levy approvals and continued state financial support.~~
3. ~~The minimum contract period for all full-time certificated personnel will be determined annually by the school district.~~
4. ~~The professional salary schedule does not apply to extended contracts or extra-duty contracts.~~
5. ~~Experienced teachers who are new to the school district may receive credit for previous experience. No one can advance more than one (1) step vertically and two (2) columns horizontally per year. The salary a teacher will receive will be determined at the time the teacher contracts with the district, or by June 1 for tenured teachers. A teacher cannot progress on the salary schedule after entering into a contract for a school year, unless authorized in the contract.~~
6. ~~Teachers with less than a Master's Degree~~

~~→ Advancement Vertically = In order to advance vertically on the salary schedule, a teacher must have earned at least eight (8) hours of college credit in an approved area during the five (5) years prior to the first day of school of the contract year. Teachers currently employed and not complying with this provision will be "frozen" on this step and will remain there until they attain the eight (8) hours of college credit in the areas in which they are certified to teach; they will then be eligible to start moving vertically on the salary schedule. This clause shall not apply to teachers following the contract year in which they reach age 60.~~

~~→ Advancement Horizontally = To advance horizontally on the salary schedule, teachers must earn graduate hours in areas approved by the superintendent.~~

7. ~~Non-degree vo-tech teachers may advance horizontally on the salary schedule after they have completed the minimum of 20 semester hours of professional training for teaching, as outlined by the Department of Elementary and Secondary Education. This horizontal movement will be allowed for hours taken and completed after the teacher has completed the~~

~~minimum 20 hours referred to above. One (1) horizontal step will be allowed for each eight (8) hours of work completed. These hours need not be graduate hours. These hours must be approved by the superintendent. Credit may also be given by the superintendent for workshops and technical training which are not college credited. During their first year in the school district, non-degree vo-tech teachers will be placed on the first step of the B.A. column of the salary schedule and progress vertically two (2) steps per year for three (3) years.~~

- ~~8. In order to advance on the salary schedule for completion of additional college graduate hours, professional staff must receive approval by the administration prior to enrolling in the course.~~
- ~~9. Each teacher may be assigned one (1) or more activities to sponsor without an increase in salary.~~
- ~~10. The Board of Education may recognize certification and teaching in high need areas on the salary schedule when it deems it necessary to secure or retain qualified personnel in any area where there is a shortage of qualified staff.~~

~~*****~~

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: 12/16/2003~~

~~Legal Refs: §§ 163.172, 168.110 (2), RSMo.
Mo. Const. Art. III, § 38(a), 39(3)~~

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

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FILE: GCBA
Critical

EXPLANATION: PROFESSIONAL STAFF COMPENSATION

This policy has been modified for clarity and to incorporate information previously found in regulation GCBA-R1. Please read the rules regarding salary schedules carefully to ensure that this policy accurately reflects how the district will utilize salary schedules in the future.

MSBA has also taken the opportunity to clarify that only the Board may authorize compensation, either through a salary schedule or by assigning a salary or wage to a particular position or employee. This change has been added due to recent audits of school districts where it was revealed that certain employees received raises or stipends without Board involvement or knowledge.

Districts employ a variety of professionals who are not required to have teaching or administrative certificates, such as IT specialists, nurses, certified public accountants, and even engineers. MSBA has included a section that addresses compensation of noncertificated professional staff. Please review this language closely and ensure it adequately addresses how the district will set compensation for these employees in the future.

MSBA receives many calls every year involving situations where teachers and other employees were underpaid or overpaid due to mistakes made in applying salary schedules or other compensation rules. Sometimes this overpayment or underpayment has gone undetected for years. While the law is not clear regarding the district's obligations in these situations, MSBA has added a section titled "Employee Responsibility" that states that employees have 30 days to report mistakes made in compensation. While this does not definitively limit district liability to 30 days, it will hopefully encourage employees to take a more active role in reviewing their compensation and will provide districts an argument that the employee bears some responsibility for past inaccuracies.

MSBA has also included language regarding payment of compensation over 12 months, even when an employee does not work a 12-month schedule. This is allowed by state and federal law and is the practice of most districts.

MSBA has included an option where employees may be paid for extra duties during the season or months when the work is performed. Unfortunately, some districts have had negative experiences where a teacher was assigned to coach a spring sport, for example, and was paid for that duty over 12 months, but was unable to fulfill the coaching duties. It is difficult to recoup money that has already been paid. Districts can avoid this situation by paying for extra-duty stipends only in the months the compensation is earned.

FILE: GCBA
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	Facility Maintenance		Food Service		Gifted
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	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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FILE: GCBA
Critical

PROFESSIONAL STAFF SALARY SCHEDULES **COMPENSATION**

Instructional Staff

~~An adequate salary schedule is necessary to secure new teachers who are personally competent and professionally well prepared, to encourage the professional growth of teachers while in service, and to retain the most competent teachers while in the school system. The Board of Education shall annually adopt a salary schedule having the following essential features:~~

- ~~▶ A salary for those beginning in the system, which will be at or above the minimum salary established by state statute.~~
- ~~▶ Annual increments shall be added for each school year of successful experience up to the limits provided by the schedule.~~

~~The superintendent of schools shall prepare salary schedules for approval of the Board of Education and implement the salary schedules adopted by the Board of Education. The superintendent may consult with staff members in preparing the salary schedules.~~

Administrative Staff

The Board will annually determine the salaries for the administrative staff. The West Plains R-VII School District needs highly qualified employees to accomplish its education mission and must offer competitive compensation to attract and maintain experienced professional staff in the district. The Board directs the superintendent or designee to annually research regional and statewide trends in employee compensation and consult with district employees to prepare competitive salary schedules and salary recommendations for the Board to consider, within the constraints of the district's finances. Only the Board has the authority to increase an employee's regular compensation or grant employees an extra-duty position or stipend.

As required by law, teachers will be paid in accordance with a salary schedule adopted by the Board of Education. All full-time teachers will be paid at least the minimum teacher's salary as required in state law. Noncertificated professional staff and certificated staff members other than teachers will be compensated in accordance with a Board-approved salary schedule or will receive the amount of compensation approved by the Board for particular positions or particular employees.

All Professional Staff Salary Schedules

The Board is required to adopt salary schedules for the compensation of teachers and may use a salary schedule to compensate administrative and noncertificated professional staff. When creating

a salary schedule, the Board may recognize characteristics beneficial to the district, such as certification in high-need areas, in addition to traditional factors, such as experience and education.

The following rules apply to all district salary schedules unless determined otherwise by the Board:

1. The Board will make every effort to adopt salary schedules prior to the statutory deadline for issuing teacher and administrator contracts, but salary schedules and other compensation must be determined along with the district budget no later than June 30. Any salary schedule adopted by the Board will remain in effect and continue to operate until Board action is taken to change or eliminate the salary schedule.
2. The Board may freeze the operation of the salary schedule when warranted by the financial condition of the district or other relevant reasons, as determined by the Board. Once a salary schedule is frozen, employees will not advance on the salary schedule until a vote is taken by the Board authorizing movement on the salary schedule.
3. An employee may not advance more than one step vertically and two columns horizontally per year on the salary schedule unless such movement is allowed by the rules adopted by the Board and is uniformly applicable to that particular salary schedule or is otherwise approved by the Board.
4. An employee cannot progress on the salary schedule after entering into a contract for a school year unless such movement is specifically authorized in the contract.
5. Education courses and other professional development may not be used to advance on a salary schedule unless the employee had prior administrative approval to take the course or participate in the professional development and count it for advancement on the salary schedule.
6. The district will recognize similar, previous experience of an employee when placing that employee on the salary schedule. The Board delegates to the superintendent or designee the authority to set guidelines on which previous experiences qualify. In addition, the district may recognize military service or work experience that the district considers beneficial to the position. It is the employee's responsibility to fully apprise the district of his or her relevant background when first being employed in the position. Once the employee is initially placed on the salary schedule, the district is under no obligation to review the placement.
7. Teachers with less than a Master's Degree

Advancement Vertically – In order to advance vertically on the salary schedule, a teacher must have earned at least eight hours of college credit in an approved area during the five

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years prior to the first day of school of the contract year. Teachers currently employed and not complying with this provision will be "frozen" on this step and will remain there until they attain the eight hours of college credit in the areas in which they are certified to teach; they will then be eligible to start moving vertically on the salary schedule. This clause shall not apply to teachers following the contract year in which they reach age 60.

Advancement Horizontally – To advance horizontally on the salary schedule, teachers must earn graduate hours in areas approved by the superintendent.

8. Non-degree vo-tech teachers may advance horizontally on the salary schedule after they have completed the minimum of 20 semester hours of professional training for teaching, as outlined by the Department of Elementary and Secondary Education. This horizontal movement will be allowed for hours taken and completed after the teacher has completed the minimum 20 hours referred to above. One horizontal step will be allowed for each eight hours of work completed. These hours need not be graduate hours. These hours must be approved by the superintendent. Credit may also be given by the superintendent for workshops and technical training which are not college credited. During their first year in the school district, non-degree vo-tech teachers will be placed on the first step of the B.A. column of the salary schedule and progress vertically two steps per year for three years.

Compensation for Extra Duties

Additional duties, such as supervising activities, may be assigned to professional staff without additional compensation. In some situations and with Board approval, an employee may be provided extra-duty compensation or a stipend to compensate the employee for performing additional duties. In those situations, the amount of compensation will be determined by the Board and may be set by adopting an extra-duty salary schedule or approving a specific amount for the position.

Employee Responsibility

Employees are responsible for verifying that their salary schedule placement, compensation rate and paychecks are accurate. An employee is required to notify the district within 30 days of receiving an inaccurate payment, and failure to do so could lead to discipline, forfeiture of amounts owed or deductions for excess pay received, as allowed by law.

Compensation Disbursement

In general, professional staff will be paid in equal installments over 12 months, even if the employee's regular work schedule is less than 12 months. However, payment for extra duties that are seasonal or limited to a specific timeframe may be paid in the month the work was performed.

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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: 08/19/1997

Revised:

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
DLB, Salary Deductions
HA, Negotiations with Employee Representatives

Legal Refs: §§ 163.172, 168.101, .110 (2), RSMo.
Equal Pay Act, 29 U.S.C. § 206(d)

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

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FILE: GCD
Critical

EXPLANATION: PROFESSIONAL STAFF RECRUITING AND HIRING

This policy was revised to address the requirements of Senate Bill 997 (2016), which requires public employers to adopt a policy "that provides up-to-date, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness." The new statute requires the policy to be adopted by April 1, 2017. Information must be provided to new employees within ten days of beginning employment. Current employees must receive the information by June 30, 2017. The Missouri Department of Higher Education is required to develop the information the district is required to provide, which can be found at: <http://dhe.mo.gov/resources/publicserviceemployees.php>. The following is a sample notice districts could use:

Notice Regarding Public Service Loan Forgiveness

In accordance with state law, the West Plains R-VII School District is required to provide all new employees with information regarding eligibility for the Public Service Loan Forgiveness Program. Employees who work full-time in a public school district might be eligible for this program. The Public Service Loan Forgiveness Program forgives the remaining balance on Direct Student Loans for borrowers after they have made 120 qualifying monthly payments under a qualifying repayment plan, as long as the borrower is not in default. For more information about the program and to determine whether you are eligible under this program, go to the Missouri Department of Higher Education's website at:

<http://dhe.mo.gov/resources/publicserviceemployees.php>.

MSBA has also clarified some of the language in this policy and added subheadings to make the policy easier to read.

In addition, MSBA has added language regarding the employment of persons who do not have full certification in the area in which they are working. For example, if a teacher or other applicant for a certificated position does not have a certificate at the time he or she is employed, MSBA recommends that the district make the employment contract conditional on the certificate or license being received by a specific date. This will assist in those hopefully rare situations where a teacher fails the content assessment or for some other reason does not obtain the certification as expected.

MSBA has also revised the section regarding employment contracts to more specifically apply to contracts issued when an employee is initially hired, as opposed to renewed.

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

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

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PROFESSIONAL STAFF RECRUITING AND HIRING

Because an effective educational program requires quality staff members, the Board and the administration of the West Plains R-VII School District will make every effort possible to attract and retain the best-qualified, highly skilled and experienced personnel. ~~The Board of Education will employ personnel in accordance with law.~~

The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. All teachers and administrators must have valid certification to teach in Missouri schools or, when employment of a person without appropriate certification is unavoidable or necessary as determined by the district, must obtain the appropriate certification by a district-specified deadline. The district is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The West Plains R-VII School District will enroll and actively participate in a federal work authorization program in accordance with law.

A majority of the Board must vote to employ any person or enter into an employment contract.

Recruiting and Advertising

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five business days or that a longer period is necessary, the position will be advertised for as many the number of days as is deemed appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the ~~Board~~, superintendent or designee transfers or assigns an existing employee to the position, subject to Board approval.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the district.

All requests for information concerning professional staff vacancies in the district shall be directed to the superintendent or designee.—

Screening Process

Persons interested in positions in the district must complete a formal application and provide all necessary information requested by the superintendent or designee. The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary.

The superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.

Any applicant who provides false information or inaccurate academic credentials will immediately be removed from consideration.

Hiring

A position other than the superintendent's position will be filled by the Board of Education only after receiving the recommendation of the superintendent or designee. It is the policy of the Board of Education to employ highly-qualified teachers with post-secondary degrees from fully accredited universities and the appropriate teaching certificates. In making recommendations, the superintendent or designee shall give first consideration to applicants who, in addition to proper general education qualifications, have special training and other qualifications for the particular type of vacancy to be filled. If a candidate is not acceptable to the Board, the superintendent or designee should recommend another candidate.

Before the Board votes to employ an applicant in a position that requires a certificate or other professional license, the superintendent or designee will verify that the applicant currently possesses the appropriate license or certification. Upon the recommendation of the superintendent or designee, the Board may approve the employment of an applicant to a certificated position for which the individual does not have a current certificate, but the employment will be conditioned upon the applicant completing the certification process by a district-specified deadline. The superintendent or designee will also reverify licenses and certifications once they are renewed. Any applicant found to have presented any document referencing fake academic credentials will immediately be removed from consideration.

All applicants for a particular position will be promptly notified once a decision has been made on the position has been filled. As required by law, probationary teachers, principals, assistant principals and other certificated employees in positions ineligible for tenure, except the superintendent, shall be notified in writing concerning re-employment on or before April 15 of the year in which the current contract expires.

A spouse of a Board member will only be hired to fill a vacant or new position if the position has been advertised in accordance with this policy and if the superintendent has submitted a written

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~~recommendation supporting the employment of the spouse. If the spouse of a Board member is hired, the names of all applicants for that position as well as the name of the individual hired will be included in the appropriate Board minutes.~~

Board Members

The district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the West Plains R-VII School District Board of Education. Board members who wish to apply for employment in the district must first resign from the Board.

Spouses of Board Members

In accordance with law, a Board member's spouse will only be hired to fill a vacant or new position if the position has been advertised in accordance with this policy and the superintendent has submitted a written recommendation supporting the employment of the spouse. If a Board member's spouse is hired, the names of all applicants for that position and the name of the individual hired will be included in the appropriate Board minutes.

Critical Shortage of Teachers

If the district determines that it has a shortage of certificated teachers, the district may hire retired certificated teachers receiving retirement benefits from the Missouri Public School Retirement System to teach full time for up to two years without loss of benefits to the teacher; if the district meets the requirements set by state law. The district may only hire retired teachers under this program if it has:

1. Made a good-faith effort to fill positions with candidates who have not retired.
2. Not offered early retirement incentives for either of the previous two years.
3. Posted the vacancy for at least one month and solicited applications through local newspapers, other media or teacher education programs.
4. Determined that there is an insufficient number of eligible applicants.
5. Declared a critical shortage of certificated teachers that is active for one year.

The total number of retired teachers hired under this section cannot exceed at any one time the lesser of ten percent of the total teacher staff in the district or five certificated teachers. This provision does not apply to a retired certificated teacher employed as a superintendent.

Contracting

~~Unless the terms of the contract state otherwise, newly hired employees who receive a written contract must return the contract within 15 calendar days of the receipt of the contract, or the offer of employment will be deemed rejected.~~

~~Probationary teachers, principals, assistant principals and other certificated employees in positions ineligible for tenure, except the superintendent, will receive a contract no later than May 15 of the year in which the current contract expires. Once such an employee has received a contract, the employee will have 15 calendar days to sign and return the contract or the contract shall be deemed to have been rejected.~~

~~Tenured teachers shall be notified in writing by May 15 regarding the beginning date and length of the next school year and the amount of compensation to be received for the next school year as provided by the salary schedule adopted by the Board. A tenured teacher who does not notify the district of his or her intent to leave the district by June 1 is contractually bound to the district for the peoming school year.~~

Employment Contracts

The district will only offer employment contracts to certificated employees who are required by law to receive a contract. All other professional staff employees will be considered at-will employees and will not be offered contracts.

All employment contracts will comply with applicable law. The superintendent or designee is authorized to seek legal advice regarding district employment contracts.

When an employee is initially offered employment, he or she will be given a written copy of the applicable contract and a deadline by which the signed contract must be returned to the district.

Eligibility for Public Service Loan Forgiveness

In accordance with law, the district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment.

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FILE: GCD
Critical

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: 04/20/1999

Revised: 03/15/2005; 12/20/2005; 01/20/2009; 04/20/2010; 01/18/2011;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
BBFA, Board Member Conflict of Interest and Financial Disclosure
DD, Grants
DGA, Authorized Signatures

MSIP Refs: 5.1, 8.4

Legal Refs: §§ 105.255, **1445**, 162.261, .301, 168.101 - .133, 169.331, .596, 213.010, .055, .070, 285.530, 290.400 - .410, 335.075, RSMo.
Immigration Reform and Control Act of 1986, 8 U.S.C. § 1324a
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681
Equal Pay Act, 29 U.S.C. § 206(d)
Age Discrimination in Employment Act, 29 U.S.C. §§ 621 - 634
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
Family and Medical Leave Act, 29 U.S.C. § 2615
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-7
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e - 2000e-17
Genetic Information Nondiscrimination Act, 42 U.S.C. §§ 2000ff - 2000ff-11
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 - 6107
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

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

REFERENCE COPY

FILE: GDBA
Basic

EXPLANATION: SUPPORT STAFF COMPENSATION

This is a NEW policy for district consideration. It was previously considered supplemental.; however, MSBA now recommends that all districts adopt this updated version.

This policy is not required by law, and the district is free to modify it to reflect the district's practices. However, MSBA strongly recommends that districts adopt a policy for support staff in this area. Recent audits of school districts have revealed that certain employees received raises or stipends without Board involvement or knowledge. This policy clarifies that only the Board may authorize compensation, either through a salary schedule or by assigning a salary or wage to a particular position or employee.

MSBA receives many calls every year involving situations where employees were underpaid or overpaid due to mistakes made in applying salary schedules or other compensation rules. Sometimes this overpayment or underpayment has gone undetected for years. While the law is not clear regarding the district's obligations in these situations, MSBA has added a section titled "Employee Responsibility" that states that employees have 30 days to report mistakes made in compensation. While this does not definitively limit district liability to 30 days, it will hopefully encourage employees to take a more active role in reviewing their compensation and will provide districts an argument that the employee bears some responsibility for past inaccuracies.

MSBA has also included language regarding payment of compensation over 12 months, even when an employee does not work a 12-month schedule. This is allowed by state and federal law and is the practice of most districts.

MSBA has included an option where employees may be paid for extra duties during the season or months where the work is performed. Unfortunately, some districts have had negative experiences where an employee was assigned to coach a spring sport, for example, and was paid for that duty over 12 months, but was unable to fulfill the coaching duties. It is difficult to recoup money that has already been paid. Districts can avoid this situation by paying for extra-duty stipends only in the months the compensation is earned.

FILE: GDBA
Basic

REFERENCE COPY

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

REFERENCE COPY

FILE: GDBA
Basic

SUPPORT STAFF COMPENSATION

The West Plains R-VII School District needs highly qualified employees to accomplish its education mission and must offer competitive compensation to attract and maintain experienced staff. The Board directs the superintendent or designee to annually research regional and statewide trends in employee compensation and consult with district employees to prepare competitive salary schedules and salary recommendations for the Board to consider, within the constraints of the district's finances.

An employee of the district will be compensated in accordance with a Board-approved salary schedule or will receive the amount of compensation approved by the Board for that position or that particular employee. Only the Board has the authority to increase the compensation of an employee or grant that employee an extra-duty position or stipend.

Compensation Considerations

Unless an employee is paid in accordance with a salary schedule, as discussed later in this policy, the compensation of support staff will be made by the Board after consideration of recommendations made by the superintendent or designee. When making compensation recommendations, the superintendent or designee will consider all legal, relevant factors including, but not limited to, the expertise necessary to meet student needs, required training or licenses, experience in the position, current compensation trends for the position in the state or region, the number and quality of applicants available for the position, the district's financial circumstances, and the individual's performance evaluations.

Salary Schedules

The Board may annually adopt salary schedules for the various categories of support staff personnel. Each support staff member will be placed on the appropriate schedule commensurate with, but not limited to, job category and experience with the district. When creating a salary schedule, the Board may recognize characteristics beneficial to the district, such as training, licenses and employment in high-need areas, in addition to traditional factors such as years of experience.

If the Board adopts a salary schedule, the following will apply:

1. Salary schedules and other compensation will be determined along with the district budget by June 30. Any salary schedule adopted by the Board will remain in effect and continue to operate until Board action is taken to change or eliminate the salary schedule.
2. The Board may freeze the operation of the salary schedule when warranted by the financial condition of the district or for other relevant reasons, as determined by the Board. Once a

salary schedule is frozen, employees will not advance on the salary schedule until a vote is taken by the Board authorizing movement on the salary schedule.

3. An employee may not advance more than one step vertically and one column horizontally per year on the salary schedule unless such movement is allowed by the rules adopted by the Board and is uniformly applicable to that particular salary schedule or is otherwise approved by the Board.
4. Additional training or licenses obtained after the employee has begun work with the district may not be used to advance on a salary schedule unless the employee had prior administrative approval to participate in the training or obtain the license and count it for advancement on the salary schedule.
5. The district will recognize similar, previous experience of an employee when placing that employee on the salary schedule. The Board delegates to the superintendent or designee the authority to set guidelines on which previous experiences qualify. In addition, the district may recognize military service or work experience that the district considers beneficial to the position. It is the employee's responsibility to fully apprise the district of his or her relevant background when first being employed in the position. Once the employee is initially placed on the salary schedule, the district is under no obligation to review the placement.

Compensation for Extra Duties

Additional duties, such as supervising activities, may be assigned to support staff without additional compensation. In some situations and with Board approval, an employee may be provided extra-duty compensation or a stipend to compensate the employee for performing additional duties. In those situations, the amount of compensation will be determined by the Board and may be set by adopting an extra-duty salary schedule or approving a specific amount for the position.

Employee Responsibility

Employees are responsible for verifying that their salary schedule placement, compensation rate and paychecks are accurate. Employees are required to notify the district within 30 days of receiving an inaccurate payment, and failure to do so could lead to discipline, forfeiture of amounts owed or deductions for excess pay received, as allowed by law.

Compensation Disbursement

In general, support staff will be paid in equal installments over 12 months, even if the employee's regular work schedule is less than 12 months. However, payment for extra duties that are seasonal or limited to a specific timeframe may be paid in the month the work was performed.

REFERENCE COPY

FILE: GDBA
Basic

* * * * *

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: AC, Prohibition against Discrimination, Harassment and Retaliation
DLB, Salary Deductions

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

REFERENCE COPY

FILE: GDC
Critical

EXPLANATION: SUPPORT STAFF RECRUITING AND HIRING

This policy was revised to address the requirements of Senate Bill 997 (2016), which requires public employers to adopt a policy "that provides up-to-date, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness." The new statute requires the policy to be adopted by April 1, 2017. Information must be provided to new employees within ten days of beginning employment. Current employees must receive the information by June 30, 2017. The Missouri Department of Higher Education is required to develop the information the district is required to provide, which can be found at: <http://dhe.mo.gov/resources/publicserviceemployees.php>. The following is a sample notice districts could use:

Notice Regarding Public Service Loan Forgiveness

In accordance with state law, the West Plains R-VII School District is required to provide all new employees with information regarding eligibility for the Public Service Loan Forgiveness Program. Employees who work full-time in a public school district might be eligible for this program. The Public Service Loan Forgiveness Program forgives the remaining balance on Direct Student Loans for borrowers after they have made 120 qualifying monthly payments under a qualifying repayment plan, as long as the borrower is not in default. For more information about the program and to determine whether you are eligible under this program, go to the Missouri Department of Higher Education's website at:

<http://dhe.mo.gov/resources/publicserviceemployees.php>.

MSBA has also clarified some of the language in this policy and added subheadings to make the policy easier to read.

In addition, MSBA has added language regarding the employment of persons who do not have all of the licenses or certifications necessary for the area in which they are working. For example, if a maintenance worker needs to be a licensed electrician but has not received the license yet, MSBA recommends that the district make the employment contract conditional on the license being received by a specific date. This will assist in those hopefully rare situations where the employee delays obtaining the license, fails the licensing examination or for some other reason does not obtain the certification as expected.

FILE: GDC
Critical

REFERENCE COPY

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

REFERENCE COPY

FILE: GDC
Critical

SUPPORT STAFF RECRUITING AND HIRING

To provide a positive educational environment for students, the district must employ quality staff members. It is the responsibility of the superintendent or designee to determine the support staff personnel needs of the school district and to locate suitable support staff candidates. The superintendent will make recommendations for employment of support staff members for the Board's approval. The Board will employ personnel in accordance with law.

The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. The West Plains R-VII School District is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The West Plains R-VII School District will enroll and actively participate in a federal work authorization program in accordance with law.

A majority of the Board must vote to employ any person or enter into an employment contract.

Recruiting and Advertising

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five business days or that a longer period is necessary, the position will be advertised for ~~as many~~ the number of days as is deemed appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the ~~Board~~, superintendent or designee transfers or assigns an existing employee to the position, subject to Board approval.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the district.

All requests for information concerning vacancies in the district shall be directed to the superintendent or designee.—

Screening Process

Persons interested in positions in the district must complete a formal application and provide all necessary information requested by the superintendent or designee. The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary.

The superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.

Any applicant who provides false information or any document referencing false information will immediately be removed from consideration.

Hiring

A position will be filled by the Board of Education only after receiving the recommendation of the superintendent or designee. All candidates will be selected on the basis of qualifications, training, experience and ability to fulfill the requirements of the position. ~~Any applicant found to have presented false credentials or any document referencing false credentials will immediately be removed from consideration.~~

Before the Board votes to employ an applicant in a position that requires a license or other necessary certification, such as a nurse or an electrician, the superintendent or designee will verify that the applicant currently possesses the appropriate license or certification. **Upon the recommendation of the superintendent or designee, the Board may approve the employment of an applicant for a position for which the individual does not have a current license or necessary certification, but the employment will be conditioned upon the applicant obtaining the license or credential by a district-specified deadline.** The superintendent or designee will also reverify licenses and certifications once they are renewed.

All applicants for a particular position will be promptly notified once the position has been filled.

~~A spouse of a Board member will only be hired to fill any vacant or new position if the position has been advertised in accordance with this policy and if the superintendent has submitted a written recommendation supporting the employment of the spouse. If the spouse of a Board member is hired, the names of all applicants for that position as well as the name of the individual hired will be included in the appropriate Board minutes.~~

Board Members

The district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the West Plains R-VII School District Board of Education. Board members who wish to apply for employment in the district must first resign from the Board.

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FILE: GDC
Critical

Spouses of Board Members

In accordance with law, a Board member's spouse will only be hired to fill a vacant or new position if the position has been advertised in accordance with this policy and the superintendent has submitted a written recommendation supporting the employment of the spouse. If a Board member's spouse is hired, the names of all applicants for that position and the name of the individual hired will be included in the appropriate Board minutes.

Critical Shortage

In accordance with law, the district will hire individuals receiving retirement benefits from the Missouri Public Education Employee Retirement System to work full time only if the district has determined that it has a shortage of noncertificated employees. The district may only hire retired employees under this program if it has:

1. Made a good-faith effort to fill positions with candidates who have not retired.
2. Not offered early retirement incentives for either of the previous two years.
3. Posted the vacancy for at least one month and solicited applications through local newspapers or other media.
4. Determined that there is an insufficient number of eligible applicants.
5. Declared a critical shortage of noncertificated employees that is active for one year.

The total number of retired noncertificated employees hired under this section cannot exceed at any one time the lesser of ten percent of the total noncertificated staff in the district or five noncertificated employees.

Eligibility for Public Service Loan Forgiveness

In accordance with law, the district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment.

* * * * *

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: 04/20/1999

Revised: 03/15/2005; 12/20/2005; 01/20/2009; 04/20/2010; 01/18/2011;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
BBFA, Board Member Conflict of Interest and Financial Disclosure
DD, Grants

MSIP Refs: 8.4

Legal Refs: §§ 105.255, 1445, 162.261, .301, 168.133, 213.010, .055, .070, 285.530, 290.400 -
.410, 335.075, RSMo.
Immigration Reform and Control Act of 1986, 8 U.S.C. § 1324a
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681
Equal Pay Act, 29 U.S.C. § 206(d)
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The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
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Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-7
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e - 2000e-17
Genetic Information Nondiscrimination Act, 42 U.S.C. §§ 2000ff - 2000ff-11
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 - 6107
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

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

REFERENCE COPY

FILE: IGBCA
Critical

EXPLANATION: PROGRAMS FOR HOMELESS STUDENTS

MSBA has amended this policy to reflect the changes brought about by the Every Student Succeeds Act (ESSA). Specifically, the ESSA amended the McKinney-Vento Homeless Assistance Act in relation to the education rights of homeless children and youths. October 1, 2016, is the effective date for these changes.

Under the McKinney-Vento Act, state and local agencies must ensure that homeless children and youths have equal access to the same free and appropriate public education, including a public preschool education, as provided to other children. The new changes require local education agencies to review their policies, practices and procedures to ensure that homeless children and youth are appropriately identified and enrolled and have the opportunity to attend and be successful in school. Further, districts must identify and remove any barriers that would prevent homeless youths separated from public schools from receiving appropriate credit for full or partial coursework that was satisfactorily completed at a prior school.

Districts may not separate homeless students from the mainstream school environment simply because they are homeless.

The law requires districts to designate a liaison for homeless children and youth.

The policy language also reflects these key provision changes in the McKinney-Vento Act:

1) A greater emphasis on identifying homeless children and youth. Districts are now required to provide training and professional development opportunities for staff members so they are able to identify and meet the needs of homeless children and youths.

2) Requirements that eligible homeless students not face any barriers to accessing academic and extracurricular activities, including magnet schools, summer schools, career and technical education, advanced placement opportunities, online learning and charter school programs.

3) A greater focus on preschool-age homeless children, including clarification that local liaisons must ensure that these children and their families have access to and receive services, if eligible, under district-administered preschool programs, including Head Start, Part C of the Individuals with Disabilities Education Act (IDEA), and other preschool programs administered by the district.

4) Collaboration and coordination with other service providers, including public and private child welfare and social service agencies; law enforcement agencies; juvenile and family courts; agencies providing mental health services; domestic violence agencies; child care

providers; runaway and homeless youth centers; providers of services and programs funded under the Runaway and Homeless Youth Act; and providers of emergency, transitional, and permanent housing, including public housing agencies, shelter operators, and operators of traditional housing facilities.

5) Requirements that district liaisons participate in state training.

6) Removing enrollment barriers, including those related to missed application or enrollment deadlines, fines, fees or records required for enrollment (including immunization or other required health records; proof of residency; and academic records, including documentation for credit transfer or other documentation).

7) Privacy of student records, including information about a homeless student's living situation.

8) A presumption that keeping homeless students enrolled in their "school of origin" is in the student's best interest, except when contrary to the request of the student's parent/guardian or the youth (if they are unaccompanied). "School of origin" is defined as the school the homeless student attended when he or she was permanently housed or the school in which the student was last enrolled. This now includes preschools and "receiving schools," which are defined as the school a student is to attend after completing the final grade level at the school of origin.

9) Requirements that the student must be able to remain in the school of origin for the duration of homelessness or until the end of the school year in which the student becomes permanently housed.

10) Dispute resolution procedures that now address eligibility issues in addition to school selection and enrollment.

11) If a parent/guardian or youth initiates a dispute with a district, the child or youth must be immediately enrolled in the school in which placement is sought and, at the request of the parent/guardian or, in the case of an unaccompanied youth, the local liaison, be provided transportation to or from the school of origin for the duration of the dispute, including any appeals.

12) Local liaisons now have the authority to affirm the eligibility of identified homeless students who meet the definition of homeless programs administered by the U.S. Department of Housing and Urban Development.

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FILE: IGBCA
Critical

The ESSA has also removed the term "awaiting foster care placement" from the definition of "homeless children and youths." This means that children who are awaiting foster care placement will no longer be considered homeless and will therefore not be eligible for McKinney-Vento services unless they meet the revised definition of "homeless children and youths."

For more detailed information, please see the following links:

The U.S. Department of Education non-regulatory program guidance on McKinney-Vento:
<http://www2.ed.gov/programs/homeless/legislation.html>

Fact sheet for teachers and administrators:
<http://www2.ed.gov/policy/elsec/leg/essa/160315ehcyfactsheet072716.pdf>

Dear Colleague Letter:
<http://www2.ed.gov/policy/elsec/guid/secletter/160726.html>

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

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PROGRAMS FOR HOMELESS STUDENTS

The West Plains R-VII School District Board of Education recognizes that ~~homelessness alone should not be sufficient reason to separate students from the mainstream school environment~~ homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

District Liaison for Homeless Children and Youths

The Board designates the following individual to act as the district's liaison for homeless children and youths (district liaison):

Director of Special Services
610 East Olden, West Plains, MO 65775
Phone (417) 256-6150 - Fax (417) 256-8616

The district liaison shall designate and train another district employee to serve as the district liaison in the absence of the district liaison.

School of Origin

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled, including a public preschool. When the student completes the final grade level served by the school of origin, the term shall then include the designated receiving school at the next grade level for all feeder schools.

Enrollment

The selected school shall immediately enroll the homeless student even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency, or other documentation, and even if the student has missed any application or enrollment deadlines during any period of homelessness. Outstanding fines, fees or absences shall not present a barrier to enrollment of the student. However, the district may require a parent/guardian of a homeless student to submit contact information.

Immediately upon identifying the student as being eligible for homeless services, the selected school shall ensure that the student is attending class and participating fully in school activities.

Enrollment/Placement

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. ~~To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian.~~ In determining the best interest of the student, the district will:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian. If the homeless student is unaccompanied by a parent or guardian, the ~~homeless coordinator~~ district liaison will consider the views of the homeless student in deciding where he or she will be educated.–
2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the homeless student's parent/guardian or the unaccompanied student.

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Critical

The choice regarding placement shall be made regardless of whether the homeless student lives with ~~the homeless~~ **his or her** parents/**guardians** or has been temporarily placed elsewhere.

If the district determines that placement should be in the school of origin, the student will continue his or her education in the school of origin for the duration of the homelessness when the student's family becomes homeless between academic years or during an academic year, and for the remainder of the academic year even if the student becomes permanently housed during the academic year.

If the district determines that it is not in the best interest of the student to attend either the school of origin or the school requested by the parent/guardian or unaccompanied student, the district shall provide a written explanation of the reasons for its determination. The explanation shall be given in a manner and form understandable to the parents/guardians or unaccompanied student and shall include information regarding the right to appeal the district's determination.

If the student is unaccompanied, the district liaison shall assist the student in placement or enrollment decisions, shall give priority to the views of the student, and shall provide the student with notice of his or her right to appeal the district's decision.

~~The school selected shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.~~

~~The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him or her to a school other than the school of origin or other than a school requested by the parent or guardian.~~

~~If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.~~

~~The homeless student, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.~~

~~For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.~~

Services

Each homeless student shall be provided services comparable to **the** services offered to other students in the district including, but not limited to, transportation services; educational services for

which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; ~~vocational~~ programs in career and technical education; school meals nutrition programs; preschool programs; before- and after-school care programs; and programs for ~~students with limited English proficiency~~ learners. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

The district will coordinate services for homeless students with local social service agencies and other agencies or entities providing services to homeless students and their families, including services and programs funded under the Runaway and Homeless Youth Act. The district will also coordinate transportation, transfer of school records and other interdistrict activities with other school districts.

Transportation

If the homeless student's school of origin, including a public preschool, and temporary housing are located in the West Plains R-VII School District, the district will provide transportation to and from the school of origin at the request of the parent, guardian or ~~homeless coordinator~~ district liaison, provided it is in the best interest of the student.—

If the homeless student's school of origin and temporary housing are located in two different school districts, the districts may agree on a method to apportion the responsibility and costs for providing transportation to the school of origin. If no agreement is reached, the districts will equally share the responsibility and costs for transporting the student. If a homeless student becomes permanently housed in the middle of the school year, the district will continue to provide transportation to the school of origin for the remainder of the school year.

Transportation to the school of origin shall be provided even if a homeless preschooler who is enrolled in a public preschool moves to another district that does not provide a widely available or universal preschool.

Records

When a homeless student enrolls in the district or a district school, the district will immediately contact the school the homeless student last attended in order to obtain academic or other relevant records.

Any records ordinarily kept by the school for each homeless student; (including immunization or other health records, academic records, birth certificates, guardianship records and evaluations for special services or programs) shall be maintained so that the district is equipped to provide the student with appropriate services, may be given the student, so that make necessary referrals can be

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FILE: IGBCA
Critical

~~made and so that~~ transfer records ~~may be transferred~~ in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents/guardians in accordance with the Family Educational Rights and Privacy Act (FERPA).

Information about a homeless student's living situation shall be treated as a student education record and shall not be deemed to be directory information under FERPA.

Coordinator

~~The Board designates the following individual to act as the district's homeless coordinator:~~

Director of Special Services
610 East Olden, West Plains, MO 65775
Phone (417) 256-6150 - Fax (417) 256-8616

Responsibilities of District Liaison for Homeless Children and Youths

The district liaison will attend all required professional development and other technical assistance activities as determined appropriate by the Department of Elementary and Secondary Education (DESE). The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district ~~homeless coordinator~~ liaison. The ~~homeless coordinator~~ district liaison will ensure that:

1. Homeless students, including homeless preschool-age children, are identified by school personnel ~~and by other entities and agencies with which the school coordinates activities~~ through outreach and coordination activities with other entities and agencies.
2. Homeless students are enrolled in and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students have access to and receive educational services for which they are eligible, including Head Start and Early Head Start, ~~Even Start~~ early intervention services under the Individuals with Disabilities Education Act (IDEA), and preschool programs administered by the district, as well as referrals to health-care services, dental services, mental health and substance abuse services, housing services and other appropriate services based on their assessed needs.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

5. Public notice of the educational rights of homeless students is disseminated ~~where such students receive services, such as~~ in locations frequented by parents/guardians, youth and unaccompanied youth, including schools, family shelters, public libraries and soup kitchens, in a manner and form understandable to the parents/guardians and youth.
6. Enrollment disputes are mediated in accordance with law.
7. The parents/~~or guardians~~ of a homeless student~~s~~ and any unaccompanied student~~s~~ ~~is~~are fully informed of all transportation services, including transportation to the school of origin, and ~~is~~are assisted in accessing transportation to the ~~selected~~ school~~selected~~.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered, and they will be provided notice of the right to appeal.
9. School personnel providing services to homeless students and their parents/guardians receive professional development and other support.
10. Unaccompanied students:
 - ▶ Are enrolled in school;
 - ▶ Have opportunities to meet the same challenging state academic standards that are established for other students; and
 - ▶ Are informed of their status as independent students under laws applicable to higher education and that they may obtain assistance from the district liaison in order to receive verification of this status for the purposes of applying for federal student aid.
11. Students who need to obtain immunizations; or ~~immunization or medical~~ or immunization records; will receive assistance.
12. The district collects and reports reliable, valid and comprehensive data to DESE regarding homeless students.
13. All homeless high school students receive information and individualized counseling regarding college readiness, college selection, the application process, financial aid and the availability of on-campus supports.
14. Every effort is made to enroll preschool-age homeless children in preschool if they are not already enrolled.

REFERENCE COPY

FILE: IGBCA
Critical

Disputes

Parents/Guardians or unaccompanied youth may appeal district decisions regarding eligibility, enrollment or placement in accordance with the Standard Complaint Resolution Process adopted by DESE.

1. Parents/Guardians or unaccompanied youth will submit disputes to the district liaison, who will carry out the dispute resolution process as expeditiously as possible. The liaison will provide the parent/guardian or unaccompanied youth a written explanation of any decisions relating to eligibility, enrollment or placement. The written explanation will include:
 - ▶ A description of the action proposed or refused by the district;
 - ▶ An explanation of why the action was proposed or refused;
 - ▶ A description of any other options the school considered;
 - ▶ The reasons other options were rejected;
 - ▶ A description of any other relevant factors to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses and evidence relied upon and their sources;
 - ▶ Appropriate timelines to ensure any relevant deadlines are not missed; and
 - ▶ Contact information for the local liaison and the state coordinator for homeless children and youth (state coordinator) and a brief description of their respective roles.
2. The liaison will discuss the explanation with the parent/guardian or unaccompanied youth and answer any related questions.
3. If the explanation provided to the parent/guardian or unaccompanied youth does not resolve the dispute, the parent/guardian or unaccompanied youth should notify the liaison, who will provide the parent/guardian or unaccompanied youth with the standard state complaint resolution process and ensure that the parent/guardian or unaccompanied youth has the contact information for the state coordinator. If requested, the liaison will assist any unaccompanied youth in submitting the appeal.

The student will remain enrolled and will be allowed to attend and fully participate in all school activities during the dispute process.

If the parent/guardian or unaccompanied youth are English learners, use a native language other than English, or need additional supports due to a disability, the district shall make translators, interpreters or other support services available without charge and in the appropriate language.

Resolving Grievances

~~Level I~~—A complaint regarding the placement or education of a homeless student shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five business days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

~~Level II~~—Within five business days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decision rendered at Level I. The superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five business days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

~~Level III~~—If a resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 business days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

~~Level IV~~—If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P. O. Box 480, Jefferson City, MO, 65102-0480. An appeal of this decision can be made within ten days to the Deputy Commissioner of Education.

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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.

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FILE: IGBCA
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Adopted: 09/17/2002

Revised: 11/18/2003; 06/19/2012

Cross Refs: EEA, Student Transportation Services
JEC, School Admissions
JECA, Admission of ~~Resident~~ Students
————— JECB, Admission of ~~Nonresident~~ Students
JECC, Assignment of Students to Grade Levels/Classes

Legal Refs: §§ 167.020, .181, 210.003, RSMo.
19 C.S.R. 20-28.010
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
34 C.F.R. Part 99
McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42
U.S.C. § 11431 ~~et seq.~~ - 11435

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

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FILE: IND
Critical

EXPLANATION: CEREMONIES AND OBSERVANCES

Senate Bill 638 (2016) altered state law governing the recitation of the Pledge of Allegiance in schools. Previously, schools were required to ensure that the Pledge of Allegiance was recited once per week. Now schools must ensure that the Pledge of Allegiance is recited in at least one scheduled class of every student "no less often than once per school day." MSBA has altered this policy accordingly.

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

FILE: IND
Critical

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CEREMONIES AND OBSERVANCES

The Board of Education recognizes the value of district-sponsored programs and ceremonies during school hours and at other appropriate times. Recognizing achievement and talent encourages further learning. District-sponsored programs, ceremonies and observances also provide an opportunity to involve the community in public education.

Programs, Ceremonies and Observances

1. The flag of the United States of America will be prominently displayed, either on the outside of the building or upon a pole erected in the school yard, at every school in the district during school hours.
2. Pursuant to state law, the Pledge of Allegiance will be recited in at least one scheduled class of every student no less than once ~~a week~~ **per school day**. However, **in accordance with law**, no student will be required to participate in the recitation.
3. The text of the Bill of Rights of the U.S. Constitution will be displayed in all school buildings in a conspicuous and legible manner.
4. Teachers and students should observe the following days with the appropriate exercises, as required by law:
 - ▶ Bird Appreciation Day (March 21)
 - ▶ Prisoners of War Remembrance Day (April 9)
 - ▶ Patriots Day (April 19)
 - ▶ Constitution Day and Citizenship Day (September 17, or the preceding or following week if this date falls on a weekend or holiday)
 - ▶ Missouri Day (the third Wednesday of October)
 - ▶ Pearl Harbor Remembrance Day (December 7)
5. The district may observe the following days and months, as recommended in state statute:
 - ▶ Missouri Lifelong Learning Month (February)
 - ▶ Math, Engineering, Technology and Science Week (the first week of March)
 - ▶ Arbor Day (the first Friday in April)

- ▶ Jefferson Day (April 13)
 - ▶ Emancipation Day (June 19)
 - ▶ Emergency Services Day (September 11)
 - ▶ POW/MIA Recognition Day (the third Friday of September)
 - ▶ Disability History and Awareness Month (October)
 - ▶ Bill of Rights Day (December 15)
6. The district may host a diploma ceremony on or around Veterans Day for any veteran receiving an honorary diploma from the Department of Elementary and Secondary Education (DESE) pursuant to "Operation Recognition."
7. Each school in the district shall, prior to any scheduled Veterans Day observance, conduct programs and activities that convey the meaning and significance of Veterans Day. Veterans Day observances will be held as closely as possible to November 11, and the duration of activities and programs that lead up to such an observance shall be the equivalent of at least one class period.

The superintendent or designee will create administrative procedures addressing how ceremonies and observances will be conducted.

Religious Content in Programs and Ceremonies

The schools of the West Plains R-VII School District, as well as all employees of the district as governmental officials, are required by law to remain neutral and refrain from endorsing any particular religious belief. However, this policy should not be interpreted to preclude the factual and objective teaching about religions, religious holidays and religious differences.

In particular, music, art, literature and drama with religious themes and programs involving religious themes will be permitted if presented in an objective manner without sectarian indoctrination. Religious content included in any student performance or ceremony will be selected on the basis of independent educational merit.

To the extent required by law, district employees or officials shall not lead attendees of a district-sponsored event in prayer or any other religious ritual, nor shall they direct, whether implicitly or explicitly, a student to lead attendees in a prayer or any other religious ritual. However, this policy shall not be used to deny any student, employee or district official any personal legal right of expression.

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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: 10/16/2001

Revised: 03/16/2004; 12/20/2005; 04/20/2010; 05/15/2012; 04/16/2013; 10/21/2014;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
GBCB, Staff Conduct
KG, Community Use of District Facilities

Legal Refs: Mo. Const. art. I, §§ 5 - 8, art. IX, § 8
§§ 9.030, .040, .070, .072, .100, .105, .110, .115, .130, .138, .140, .141, .161,
160.360, 162.946, 170.049, 171.021, RSMo.
U.S. Const. amend. I
Patriotic and National Observances and Ceremonies, 36 U.S.C. § 106
Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000)

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

REFERENCE COPY

FILE: JEC
Critical

EXPLANATION: SCHOOL ADMISSIONS

MSBA has revised this policy to reflect the changes in the criminal code brought about by the adoption of Senate Bill 491 and House Bill 1371 (2014), which recoded many of the criminal statutes and renamed certain crimes. Specifically, House Bill 491 changed the names of the crimes listed in § 167.171, RSMo. If a student is charged with or convicted of one of these offenses, whether in adult or juvenile court, the district is prohibited from admitting that student into the regular school environment. These changes to the criminal code will go into effect on January 1, 2017, so districts should adopt the changes to this policy by that date.

Specifically, the bills:

- 1) Changed the statutory number for first-degree robbery from § 569.020, RSMo., to § 570.023, RSMo.
- 2) Changed the crime of distribution of drugs to a minor under § 195.212, RSMo., to delivery of a controlled substance under § 579.020, RSMo.
- 3) Altered the kidnapping statute to add the language of kidnapping in the first degree.
- 4) Clarified that certain crimes were still in effect "as they existed prior to January 1, 2017."

This policy also reflects the changes brought about by House Bill 1689, which includes the requirement that if districts maintain a pre-kindergarten program, then children are eligible for admission to that program only if they have reached the age of three before the first day of August of the year in which they plan to enroll.

MSBA has also added language that more specifically states the immunization requirements students must meet prior to admission.

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.

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

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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 5 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 3 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.

The district may operate an early childhood or pre-kindergarten program on a free or tuition-paying basis and enroll students meeting the age requirements of that program.

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 who are homeless, in foster care or are otherwise entitled to admission will be admitted in accordance with Board policy and law.

Unless otherwise required by law or Board policy, the district will not allow a student to attend school, including a district-sponsored preschool, daycare or nursery school, until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished, or that the student is exempted from obtaining immunizations in accordance with law.

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

Entrance Ages

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 33 School District, regardless of the age of the student; or

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.

Preschool and Pre-Kindergarten Entrance Ages

In accordance with law, if the district maintains a preschool or pre-kindergarten program for which state aid is collected, a child is eligible for admission to attend the preschool or pre-kindergarten program if the child reaches the age of three before August 1 of the school year in which he or she plans to enroll.

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 pursuant to law, 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,

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including some veterans who are deceased or injured as defined by law, but will request official records in accordance with this policy.

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 the student has not been convicted of or charged with an act listed in the "Admission Restrictions" 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 Restrictions

In accordance with § 167.171, RSMo., no student may be readmitted or enrolled to a regular program of instruction in the school district 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., as it existed prior to January 1, 2017, or robbery in the first degree under § 570.023, RSMo.
9. Distribution of drugs to a minor under § 195.212, RSMo., as it existed prior to January 1, 2017, or delivery of a controlled substance under § 579.020, RSMo.
10. Arson in the first degree under § 569.040, RSMo.
11. Kidnapping, or kidnapping in the first degree, 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.

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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.

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Adopted: 09/17/2002

Revised: 03/15/2005; 05/21/2008; 01/20/2009; 04/20/2010; 04/15/2014;

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, 167.023, .101, .122, .161, .171, 210.003,
565.020 - .021, .050, .110, 566.030, .032, .060, .062, 569.020, .040, 570.023,
579.020, RSMo.

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: JGF
Critical

EXPLANATION: DISCIPLINE REPORTING AND RECORDS

MSBA has revised this policy to reflect changes in the criminal code. These changes go into effect on January 1, 2017.

While many of the crimes that districts must report to law enforcement have changed, the most notable one is the change to the definition of third-degree assault. School districts have struggled to report third-degree assaults because the previous definition of the crime encompassed many minor offenses, and school employees, who typically are not trained in law enforcement, frequently classified these incidents as horseplay and did not think to report the offense as a crime under the Safe Schools Act.

As of January 1, third-degree assault will occur when a person "knowingly causes physical injury to another person." Physical injury is defined as a "slight impairment of any function of the body or temporary loss of use of any part of the body." MSBA anticipates that district employees will have an easier time identifying these offenses as third-degree assault.

The law did not change requirements for district reporting of incidents of third-degree assault to law enforcement, nor did it change regarding the ability of districts to enter into agreements with local law enforcement entities regarding the reporting of third-degree assaults. If the district currently has an agreement with law enforcement on the reporting of third-degree assault, the district needs to review that agreement to determine whether it still reflects how the district wants to operate given the change in the definition of third-degree assault.

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

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DISCIPLINE REPORTING AND RECORDS

In compliance with state law, the Board of Education establishes 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.

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.

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 criminal 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 entity 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

School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Board encourages all employees who have information about any criminal act to share that information with their supervisors. The Board expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board policy.

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 entity. The following criminal 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. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
34. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
45. First-, second- or third-degree assault under §§ 565.050, .060, .052, .070, .054, RSMo.*
56. Rape in the first or second degree under §§ 566.030, .031, RSMo.
67. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
78. Burglary in the first or second degree under §§ 569.160, .170, RSMo.

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- 89. Robbery in the first degree under § 569.020~~570.023~~, RSMo.
- 910. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
- ~~1011. Distribution of drugs and distribution of drugs to a minor~~ Manufacture of a controlled substance under §§ 195.211, .212 579.055, RSMo.
- 12. Delivery of a controlled substance under § 579.020, RSMo.
- ~~113. Arson in the first degree under § 569.040, RSMo.~~
- ~~12. Felonious restraint under § 565.120, RSMo.~~
- ~~1314. Property damage in the first degree under § 569.100, RSMo.~~
- ~~1415. First-, second- or third-degree c~~ Child molestation in the first degree pursuant to under §§ 566.067, .068, .069, RSMo.
- ~~1516. Sexual misconduct involving a child pursuant to § 566.083, RSMo.~~
- ~~1617. Sexual abuse in the first degree pursuant to § 566.100, RSMo.~~
- ~~1718. First-degree h~~ Harassment under § 565.090, RSMo.
- ~~1819. First-degree s~~ Stalking under § 565.225, RSMo.

* Immediate reporting of third-degree assault under § 565.070~~054~~, RSMo., may not be required if an agreement with law enforcement exists.

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, 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~~entity~~ 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 entities and juvenile justice authorities if the disclosure concerns the law enforcement's entity's or juvenile justice authorities' authority's 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~~ entity 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~~ entity in accordance with the agreement.

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 ~~to the appropriate supervisor or other person~~, pursuant to law and district policy.

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REFERENCE COPY

FILE: JGF
Critical

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; 04/15/2014;

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

REFERENCE COPY

FILE: KK
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EXPLANATION: VISITORS TO DISTRICT PROPERTY/EVENTS

MSBA has updated this policy to reflect the changes in the criminal code that will take effect on January 1, 2017. Specifically, the statutory references to the use of a child in a sexual performance and promoting a sexual performance by a child have changed. MSBA has also included new language related to building security.

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

FILE: KK
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VISITORS TO DISTRICT PROPERTY/EVENTS

District Property

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

The principal or designee of each school building will post appropriate signs to direct visitors to designated doors nearest the building office. It is the responsibility of all district employees to direct visitors to the office and report any person in violation of district rules.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

Appropriate Behavior

The West Plains R-VII School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents/guardians, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

Registered Sex Offenders and Persons Prohibited on or Near District Property

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on

district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district also prohibits all persons who have pled guilty or *nolo contendere* to or **who** have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § ~~568.080~~ **573.200**, RSMo.
5. Promoting a sexual performance by a child, § ~~568.090~~ **573.205**, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibitions in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on district property for educational services if the student's presence is necessary to obtain those services and the student is not otherwise prohibited by law from being on district property. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

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Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Enforcement

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence.

The superintendent, principal or a designee of either may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from district property. A visitor denied access to district property may communicate with the Board in writing but will not be allowed back onto district property unless allowed by the Board.

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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: 10/16/2001

Revised: 07/19/2005; 12/19/2006; 01/20/2009; 05/15/2012;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
AH, Use of Tobacco Products and Imitation Tobacco Products
BDDH, Public Participation at Board Meetings
ECA, Building and Grounds Security
ECD, Traffic and Parking Controls

FILE: KK
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ECG, Animals on District Property
INC, Speakers at District Events
JEDB, Student Dismissal Precautions

Legal Refs: Mo. Const. art. IX, § 1(a)
§§ 566.149, 589.400, RSMo.
U.S. Postal Serv. v. Greenburgh Civic Ass'ns., 453 U.S. 114 (1981)
Embry v. Lewis, 215 F.3d 884 (8th Cir. 2000)
Lovern v. Edwards, 190 F.3d 648 (4th Cir. 1999)
Vukadinovich v. Board of Sch. Trustees of Mich. City, 978 F.2d 403 (7th Cir. 1992)
Miller v. Montgomery County R-II Sch. Dist., 2011 WL 1299536 (April 1, 2011)

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