

West Plains Schools Board of Education
Regular Session Meeting
5:00 P.M. March 24, 2020
West Plains Elementary School Library

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 610.021.1 Legal Matters
 - 2. Pursuant to Section 610.021.3 Personnel Matters
 - 3. Pursuant to Section 610.021.6 Student Matters
 - B. Adjournment from Closed Executive Session**
- VI. CALL TO ORDER – The regular Session of the School Board meeting will be called to order at 6:00 P.M.**
- VII. PLEDGE OF ALLEGIANCE**
- VIII. ROLL CALL AND ESTABLISHMENT OF QUORUM**
- IX. ACADEMIC AND ART SPOTLIGHT**
- X. APPROVAL OF AGENDA**
- XI. 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 February 18, 2020 and March 18, 2020**
 - B. Payment of Bills**
 - C. Monthly Finance Report**
 - D. Program Evaluations: None**
 - E. Approval Request for resignations**
 - F. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools: Certified Teachers, Substitutes**
- XII. REGULAR AGENDA –**
 - A. Previous Business for Approval, Discussion or Information Only**
 - 1. Academic Update
 - B. New Business for Approval, Discussion or Information Only**
 - 1. Bus Inspection Update
 - 2. Capital Improvements Update
 - 3. MSBA Policy Updates, 1st Read
 - 4. MSBA Region 15 Spring Meeting, April 2, Middle School, West Plains
 - 5. Superintendent's Report
- XIII. ADJOURNMENT**
- XIV. 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.**
- XV. ADJOURNMENT - Next Board Meeting Scheduled for April 21, 2020, at 5:00 P.M., Elementary School Library**

**West Plains R-7 Board of Education
Regular Session Meeting
5:00 P.M. February 18, 2020
West Plains Elementary School Library
Minutes**

- I. **CALL TO ORDER:** Jim Thompson called the meeting to order at 5:00 p.m.
- II. **ROLL CALL:** Board members present: Jim Thompson, Cindy Tyree, Sam Riggs, Courtney Beykirch, Brian Mitchell, and Christena Coleman. ABSENT: Lee Freeman. Also in attendance: Superintendent Dr. Lori Wilson, Assistant Superintendent Dr. Luke Boyer and Dr. Julie Williams, Director of Human Resources Dr. Wes Davis and Board Secretary Linda Y. Collins.
- III. **MOVE TO CLOSED (EXECUTIVE) SESSION**
Mrs. Beykirch made a motion to move into Closed Session to discuss items related to Legal Matters Pursuant to Section 610.021.1, Personnel Matters Pursuant to Section 610.021.3 and Student Matters Pursuant to Section 610.021.6. The motion was seconded by Mrs. Tyree and voted as follows: AYE: Jim Thompson, Cindy Tyree, Sam Riggs, Courtney Beykirch, Brian Mitchell, and Christena Coleman NAY: None.
- IV. **RETURN TO OPEN SESSION.** Jim Thompson called the meeting to order at 6:04 p.m.
- V. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Mrs. Brown and 4th grade students.
- VI. **ROLL CALL:** Board members present: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, and Christena Coleman. ABSENT: Lee Freeman. Also in attendance: Superintendent Dr. Lori Wilson, Assistant Superintendents Dr. Luke Boyer and Dr. Julie Thompson, Director of Human Resources Dr. Wes Davis and Board Secretary Linda Y. Collins.
- VII. **ACADEMIC AND ART SPOTLIGHT –**
Mrs. Brown told about the project-based learning activities for her 4th grade students.
- VIII. **APPROVAL OF AGENDA.** Mrs. Coleman made a motion to approve the agenda as published. The motion was seconded by Mrs. Beykirch and voted as follows: AYE: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, and Christena. Coleman. NAY: None. ABSTAIN: None.
- 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 January 21, 2020 and February 1, 2020 Board Meetings
 - B. Payment of Bills
 - C. Monthly Finance Report
 - D. Program Evaluations:
 - E. Approval Request for Resignations (Requiring Board Action)
 - o Brandon Parmer 4th Grade (WPES)Approval Request for Resignations (No Board Action Required – Informational Only)
 - o Anna Brauer Bus Driver Transportation (Retirement)
 - o Len Jones ISS – WPHS (Retirement)

F. Approval Request for the **employment of individuals** as recommended by the Superintendent of Schools for **2020-21 School Year**.

- Karen Pitts Art (WPHS)
-
- Luke Boyer Assistant Superintendent
- Josh Cotter Assistant Director – SCCC
- Wesley Davis Director of HR & SS
- Lenny Eagleman Assistant Principal – WPHS
- Kevin Hedden Assistant Principal – WPHS
- Seth Huddleston Principal – SFE
- Becky Hutchinson Assistant Principal – WPES
- Jim Laughary Director – SCCC
- Donnie Miller Principal – WPES
- Erica Walker Assistant Principal - WPMS
- Matt Orchard Principal – WPHS
- Amy Ross Director – Special Services
- Greg Simpkins Activities Director
- Zeb Wallace Assistant Principal – WPES
- Lori Wilson Superintendent
-

Approval Request for the **employment of individuals** as recommended by the Superintendent of Schools for **2019-20 School Year**.

- None at this time

Transfer 2020-21 School Year

- Sheila Decker - WPHS SPED to WPHS Science
- Shelby Harris – WPMS Math to WPHS Math
- **Substitute Teachers:**

- Kelsey Givens
- Lindsey Murphy
- Whitney Miller
- David Marshall
- Nicole Sholes

Substitute Drivers:

- David Marshall
- Autumn Collins

Substitute Secretary:

- None at this time

Substitute Custodians:

- None at this time

Substitute Nurse:

- None at this time

Mrs. Tyree made a motion to approve the Consent Agenda. The motion was seconded by Mrs. Coleman and voted as follows: AYE: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, and Christena Coleman. NAY: None.

X. REGULAR AGENDA

A. Previous Business for Approval, Discussion or Information Only

1. Academic Update

Dr. Williams reviewed the Assessment Calendar for Spring 2020.

B. New Business for Approval, Discussion or Information Only

1. **Set Tuition for 2020-2021**

Mr. Mitchell made a motion to set tuition for the 2020-20201 school year at \$8,108.65. The motion was seconded by Mrs. Coleman and voted as follows: AYE: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, and Christena Coleman. NAY: None.

2. **Approval of contract with FantasTechs**

Mrs. Coleman made a motion to approve a contract with FantasTechs with 3 full time employees for 2020-2021. (Monthly installments from December 1, 2019 to November 30, 2020 - \$20,050 with annual amount of \$240,600. Monthly installment amounts December 1, 2020 - November 30, 2021 \$20,651.50 with an annual amount of \$247,818. Contract can be cancelled by both parties with written notice. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, and Christena Coleman. NAY: None.

3. **Capital Improvements Update**

Dr. Davis gave a list of projects:

- Phase 2 CC Bldg and press box are underway
- June 15 Close HS gym to sand and seal
- Penmac will meet with Wes & Jan & Bldg secretaries to start sub process

4. **Update on Career and Technical Education**

COE Accreditation April 6-9

April 22 – Build by Future (Junior and Seniors introduced to Building Industry)

SCCC All renovations complete for next year

5. **MSBA Appreciation**

Buildings sent items to the board from their students.

6. **Principal's Reports**

Principals reported on items of interest happening in their buildings.

7. **Superintendent's Report**

Working on incoming Freshman video

Attendance and Enrollment

XI. **ADJOURNMENT**

At 7:19 p.m. Mrs. Tyree made a motion to Adjourn. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, and Christena Coleman. NAY: None.

Jimmy E. Thompson, President

Linda Y. Collins, Secretary

Next Board Meeting Scheduled March 24, 2020 at 5:00 P.M, WP Elementary School Library

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
005154	CHANCE WALLESEN	bbb offic jv/v lebanon 2/22	6900	02/14/2020	\$214.40
004719	DAVID GUNTER	bbb offic jv/v parkview 2/21	6901	02/14/2020	\$120.00
002997	KODDY FREDRICK	bbb 9th offic lebanon 2/22	6902	02/14/2020	\$60.00
003753	LANDON GRAY	bbb offic jv/v lebanon 2/22	6903	02/14/2020	\$120.00
007462	SCOTT CHASTAIN	bbb offic jv/v lebanon 2/22	6904	02/14/2020	\$120.00
006116	CHRIS BODOIN	gbb offic jv/v camdenton 2/17	6905	02/14/2020	\$120.00
007507	DOUG HEPLER	gbb offic jv/v waynesville	6906	02/14/2020	\$202.40
005137	JAMES E DAVIDSON	gbb offic jv/v camdenton 2/17	6907	02/14/2020	\$120.00
000758	JAMES HOWSER	gbb offic jv/v waynesville	6908	02/14/2020	\$120.00
003710	MICHAEL BROOKS	gbb offic jv/v camdenton 2/17	6909	02/14/2020	\$204.00
001231	RANDY WARD	gbb offic jv/v waynesville	6910	02/14/2020	\$120.00
008048	BURO, LLC	3 HOLE PUNCH/BRAZEAL	6915	02/19/2020	\$29.89
008048	BURO, LLC	HOLE REINFORCEMENTS	6915	02/19/2020	\$1.89
000347	COLORVISION CORPORATION	BAL DUE/AIR BRUSH KIT	6916	02/19/2020	\$7.49
000438	DOMINOS PIZZA OF WEST PLAINS	BAND PIZZA	6917	02/19/2020	\$78.40
000438	DOMINOS PIZZA OF WEST PLAINS	CONCESSIONS PIZZA 01/09/20	6917	02/19/2020	\$38.93
000438	DOMINOS PIZZA OF WEST PLAINS	PIZZA AT LIBRARY 11/13/19	6917	02/19/2020	\$20.47
007915	JOANN E. BARNETT	MS 5TH GR MATH PD/JANUARY 27&29, 2020	6918	02/19/2020	\$700.00
000990	MISSOURI FFA ASSOCIATION	CAMP RESERVATION FEE	6920	02/19/2020	\$1,120.00
001055	MSU	DYSLEXIA ASSESSMENT 10/14/19 JENA RECORD	6921	02/19/2020	\$45.00
001055	MSU	REACH/TEACH DYSLEXIA 10/03/19 J.RECORD	6921	02/19/2020	\$115.00
001055	MSU	WRITING W/MULTI LEARNERS 10/8&9/19 Z.CLINTON	6921	02/19/2020	\$25.00
001139	OZARK R-VI SCHOOL DISTRICT	SREB MATH READY COURSE/K.BENSON,B.CONWAY	6922	02/19/2020	\$300.00
004393	TOWN AND COUNTRY GROCERS	HS KITCHEN WATER SOFT PELLETS 01/05/18	6923	02/19/2020	\$82.17
004393	TOWN AND COUNTRY GROCERS	HS WATER, HOT DOGS 08/03/18	6923	02/19/2020	\$99.27
004393	TOWN AND COUNTRY GROCERS	FRESH MEAT, SEASONED SALT/BENSON	6923	02/19/2020	\$151.61
001551	XEROX CORPORATION	ADMIN 8TB-585955 BASE/EXTRA JANUARY 2020	6924	02/19/2020	\$490.45
004719	DAVID GUNTER	bbb offic jv/v parkview 2/21 mileage	6928	02/21/2020	\$20.00
007427	NATHAN POYNTER	bbb offic jv/v sikeston 2/27	6929	02/21/2020	\$120.00

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002544	WILLIAM MARSHALL	bbb offic jv/v sikeston 2/27 mlg	6930	02/21/2020	\$92.80
002206	CYNTHIA A WRIGHT	REIMBURSE BRIDGES ITEMS/PERSONAL CARD USED	6931	02/21/2020	\$273.47
000508	FARONICS TECHNOLOGIES USA INC	DEEP FREEZE RENEWAL NOV 2019-NOV 2020	6932	02/21/2020	\$1,370.29
004944	PHILLIPS MEDIA GROUP LLC	RAFFLE TICKETS/MATT PERKINS	6933	02/21/2020	\$95.00
003710	MICHAEL BROOKS	gbb offic jv/v waynesville 2/24	6934	02/21/2020	\$204.00
001121	OMC CANCER FOUNDATION	Girls Bkball Pink Out Night Feb 2020	6935	02/24/2020	\$16,200.00
007976	BOB ROGERS TRAVEL INC.	WASHINGTON DC TRIP MAY 20-26, 2020	6939	02/26/2020	\$64,000.00
000514	FELLERS	ASWRAP BRUSH ALUM & PURECAN	6940	02/26/2020	\$276.58
000514	FELLERS	BLACK FIBRON	6940	02/26/2020	\$441.50
005377	HOUNDSTOOTH AND POLKA DOTS,LLC	HS STUCO BLACK POLOS X16	6941	02/26/2020	\$220.00
001056	MSU	EARLY DEGREE PROGRAM SPRING 2020 SEMESTER	6942	02/26/2020	\$8,250.00
004831	NEOSHO R-5 SCHOOL DISTRICT	SPEECH & DEBATE TOURN 02/28/2020	6943	02/26/2020	\$184.00
008084	FRONTLINE TECHNOLOGIES GROUP LLC	FRONTLINE IMPLEMENTATION 07/01/2020	6962	03/02/2020	\$4,725.00
002763	COMMUNITY FOUNDATION OF THE OZAR	PROJECT GRADUATION GRANT - MODOT	6963	03/02/2020	\$200.00
000206	AVA GOLF CLUB	bgolf entry fee ava 4/22	6964	03/06/2020	\$100.00
000296	CAMDENTON R-III SCHOOLS	bgolf entry fee camdenton 4/15	6965	03/06/2020	\$235.00
000929	MARSHFIELD HIGH SCHOOL	bgolf entry fee 4/14 marshfield	6966	03/06/2020	\$150.00
003298	MILLWOOD GOLF & RACQUET CLUB	bgolf entry fee 4/13 millwood	6967	03/06/2020	\$150.00
001257	RIVERCUT GOLF COURSE	bgolf entry fee oc rivercut 4/27	6968	03/06/2020	\$185.00
000296	CAMDENTON R-III SCHOOLS	gsoc entry fee camdenton trny 5/1	6969	03/06/2020	\$150.00
005208	AMERICAN LEGION AUXILIARY	MO GIRLS STATE CONF/TUITION DELEGATE FEE	6970	03/06/2020	\$300.00
005208	AMERICAN LEGION AUXILIARY	MO BOYS STATE CONF/TUITION DELEGATE FEE	6971	03/06/2020	\$500.00
008092	BRUCE VINCENT	MS FEMA SHELTER 01/10/2020 4 HRS	6972	03/06/2020	\$100.00
004178	CORLEY PRITCHARD OSBORNE TECH SOLL	TECHNOLOGY/3 SUPPORT TECHS, 1 NETWORK ADMII	6973	03/06/2020	\$20,246.88
001000	MISSOURI S&T AR	EL/RPDC WKSHP PBS EMERGING ADV TRNING	6974	03/06/2020	\$100.00
001000	MISSOURI S&T AR	RPDC WKSHP/SURVIVOR B-TAP EMERG LEVEL	6974	03/06/2020	\$3,375.00
001000	MISSOURI S&T AR	EL/RPDC WKSHP SW-PBS 10/09/19	6974	03/06/2020	\$80.00
000207	AVA HIGH SCHOOL	track entry fee ava 4/23	6975	03/06/2020	\$120.00
002249	WAYNESVILLE R-VI SCHOOL	track entry fee 3/26 waynesville	6976	03/06/2020	\$50.00

WEST PLAINS R-VII SCHOOL DISTRICT
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002249	WAYNESVILLE R-VI SCHOOL	track entry fee waynesville 4/24	6977	03/06/2020	\$200.00
006141	OZARK DISTRICT NSDA	SPEECH & DEBATE TOURN MAR 12-APR 2	6978	03/10/2020	\$300.00
002394	ACT, INC.	FEE FOR ACT TEST HS STUDENT J.BIBB	6980	03/12/2020	\$52.00
008059	ADAPTIVE TECH SOLUTIONS	CHEZEM - GO TALK 4+/EXT CORDS MINI GRANT	6980	03/12/2020	\$213.10
007399	ALAMO DRAFTHOUSE CINEMA SPRINGFIELD	gswim food for movie	6980	03/12/2020	\$350.00
007399	ALAMO DRAFTHOUSE CINEMA SPRINGFIELD	gswim movie tickets	6980	03/12/2020	\$159.75
005189	ALDI INC.	GREEN - 4TH GRADE SNACKS	6980	03/12/2020	\$20.86
005189	ALDI INC.	CATERING-VEGS, CORN, POTA, PWD SUG, CKN BRST	6980	03/12/2020	\$109.60
008072	ALLEGIANANT TRAVEL COMPANY	AIRFARE FOR VEGAS CONFERENCE	6980	03/12/2020	\$11,089.00
008072	ALLEGIANANT TRAVEL COMPANY	AIRLINE TIC FOR B. HUTCHINSON/VEGAS CONF	6980	03/12/2020	\$450.00
000008	AMAZON	SURG TECH - SUBMERSIVE IN-LINE PUMP	6980	03/12/2020	\$33.55
000008	AMAZON	Scanning Pen	6980	03/12/2020	\$250.00
000008	AMAZON	Theatre	6980	03/12/2020	\$119.98
000008	AMAZON	Supplies for Theatre	6980	03/12/2020	\$787.65
000008	AMAZON	LIBRARY - DR. SEUSS NIGHT DECORATIONS	6980	03/12/2020	\$42.69
000008	AMAZON	2ND GRADE - DR. SEUSS NIGHT	6980	03/12/2020	\$118.30
000008	AMAZON	FLOOR SQG, AG PLANT TAGS, GLUE RUNNER	6980	03/12/2020	\$582.46
000008	AMAZON	LEARNING RESOURCES BUZZERS/SMART NOTEBOOK	6980	03/12/2020	\$76.47
000008	AMAZON	Library	6980	03/12/2020	\$24.09
000008	AMAZON	Library	6980	03/12/2020	\$90.13
000008	AMAZON	Key Tags	6980	03/12/2020	\$29.97
000008	AMAZON	NETWORK ADMIN-MODULAR POWER SUPPLY	6980	03/12/2020	\$208.41
000008	AMAZON	VO AG-IGNITOR REPLACEMENT PART	6980	03/12/2020	\$24.99
000008	AMAZON	SKILLS & NETWORK ADMIN-RUBBER TEMP MATS	6980	03/12/2020	\$391.93
000008	AMAZON	NETWORK ADMIN-POWER SUPPLY TESTER	6980	03/12/2020	\$78.27
000008	AMAZON	white boards	6980	03/12/2020	\$195.20
000008	AMAZON	white boards	6980	03/12/2020	\$120.76
000008	AMAZON	insect lore live	6980	03/12/2020	\$24.59
000008	AMAZON	glue sticks	6980	03/12/2020	\$23.28

WEST PLAINS R-VII SCHOOL DISTRICT
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000008	AMAZON	WATSON MASK PAINT	6980	03/12/2020	\$76.15
000008	AMAZON	POSTER BOARD	6980	03/12/2020	\$73.94
000008	AMAZON	Counselor's Office Material	6980	03/12/2020	\$115.89
000008	AMAZON	Theatre Supplies	6980	03/12/2020	\$31.66
000008	AMAZON	Supplies for Theatre	6980	03/12/2020	\$214.00
000008	AMAZON	Supplies for Theatre	6980	03/12/2020	\$32.99
000008	AMAZON	Supplies for Science	6980	03/12/2020	\$15.99
000008	AMAZON	Supplies for Theatre	6980	03/12/2020	\$142.92
000008	AMAZON	Library Books	6980	03/12/2020	\$99.00
000008	AMAZON	Books/Library	6980	03/12/2020	\$61.98
000008	AMAZON	Books for the Library	6980	03/12/2020	\$8.51
000008	AMAZON	White Coat Supplies	6980	03/12/2020	\$26.33
000008	AMAZON	Prom Supplies	6980	03/12/2020	\$78.60
000008	AMAZON	GRANT RUSSELL	6980	03/12/2020	\$6.99
000008	AMAZON	RUSSELL GRANT	6980	03/12/2020	\$18.81
000008	AMAZON	GRANT RUSSELL	6980	03/12/2020	\$34.96
000008	AMAZON	RUSSELL GRANT	6980	03/12/2020	\$35.34
000008	AMAZON	TONER FOR ELEM KITCHEN	6980	03/12/2020	\$20.99
000008	AMAZON	STUDENT RECRUITMENT GIFT CARD	6980	03/12/2020	\$105.95
000008	AMAZON	SUBSCRIPTION SERVER BACKUP	6980	03/12/2020	\$3.34
000008	AMAZON	LIBRARY BOOK - THE VALENTINE BEARS GIFT	6980	03/12/2020	\$5.29
000008	AMAZON	SUPER GLUE ACCELERATOR	6980	03/12/2020	\$28.59
000008	AMAZON	READING STRATEGIES	6980	03/12/2020	\$31.99
000008	AMAZON	DANCE PHOTO BOOTH	6980	03/12/2020	\$19.95
000008	AMAZON	TONER FOR MS KITCHEN	6980	03/12/2020	\$26.50
000008	AMAZON	Drama Supplies	6980	03/12/2020	\$15.70
000008	AMAZON	Drama Supplies	6980	03/12/2020	\$8.99
000008	AMAZON	Supplies for Drama	6980	03/12/2020	\$5.98
000008	AMAZON	Supplies for Drama	6980	03/12/2020	\$78.79

WEST PLAINS R-VII SCHOOL DISTRICT
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000008	AMAZON	ZIPPER BINDER CASES FOR MS	6980	03/12/2020	\$180.98
000008	AMAZON	REPLACEMENT BALLS FOR BALL CHAIRS	6980	03/12/2020	\$66.15
000008	AMAZON	FEET MARKDERS FOR PT AND ECSE TEACHERS	6980	03/12/2020	\$27.90
000008	AMAZON	VO AG - GAS SWITCH	6980	03/12/2020	\$7.50
000008	AMAZON	C, DESIGN-VENEER SHEETS	6980	03/12/2020	\$129.98
000008	AMAZON	VO AG-CALTRIC STATOR	6980	03/12/2020	\$44.00
000008	AMAZON	ARCHITECTURE DRAFTING TEXTBOOKS	6980	03/12/2020	\$710.58
000008	AMAZON	C. DESIGN-RUBIK'S CUBES	6980	03/12/2020	\$23.72
000008	AMAZON	CHIPS FOR FRESMAN NIGHT	6980	03/12/2020	\$186.24
000008	AMAZON	NAPKINS FOR FRESHMAN NIGHT	6980	03/12/2020	\$16.93
000008	AMAZON	HOT DOG TRAYS FOR FRESHMAN NIGHT	6980	03/12/2020	\$47.97
000008	AMAZON	ASST BOOKS	6980	03/12/2020	\$109.09
000008	AMAZON	CARTER - DOUBLE SIDED TAPE	6980	03/12/2020	\$12.69
000008	AMAZON	DOUGHTY - MULTIPLICATION FLASH CARDS	6980	03/12/2020	\$44.85
000008	AMAZON	LIBRARY BOOK - A CRANKENSTEIN VALENTINE	6980	03/12/2020	\$11.98
000008	AMAZON	LIBRARY BOOKS	6980	03/12/2020	\$55.10
000008	AMAZON	LIBRARY BOOK: GOODBYE WINTER, HELLO SPRING	6980	03/12/2020	\$12.79
000008	AMAZON	LIBRARY BOOKS	6980	03/12/2020	\$57.44
000008	AMAZON	LIBRARY BOOKS	6980	03/12/2020	\$103.06
000008	AMAZON	2 NOISE CANCELLING HEADPHONES EXERCISE BALLS	6980	03/12/2020	\$54.39
000008	AMAZON	PENCILS/BAGS FOR ENROLLMENT	6980	03/12/2020	\$29.88
000008	AMAZON	Picture Frames/Fleming	6980	03/12/2020	\$149.40
000008	AMAZON	Band Supplies	6980	03/12/2020	\$55.90
000008	AMAZON	Bulbs for Science Dept	6980	03/12/2020	\$128.87
000008	AMAZON	Mini Screw Light Bulbs	6980	03/12/2020	\$56.80
000008	AMAZON	Scanning Pen/Sparks	6980	03/12/2020	\$250.00
000008	AMAZON	PLTW White Coat	6980	03/12/2020	\$179.92
000008	AMAZON	Supplies for Band	6980	03/12/2020	\$93.22
000008	AMAZON	Books for Mary Howell	6980	03/12/2020	\$176.76

WEST PLAINS R-VII SCHOOL DISTRICT
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000008	AMAZON	TENNIS BALL, CUPS, PIGGY BANK OT&PT ECSE	6980	03/12/2020	\$38.57
000008	AMAZON	CELL BOOSTER FOR BRIDGES	6980	03/12/2020	\$440.00
000008	AMAZON	HUFSTEDLER PHONE CASE	6980	03/12/2020	\$28.97
000008	AMAZON	HEADPHONES FOR ELEMENTARY TESTING	6980	03/12/2020	\$98.94
000008	AMAZON	CURRICULUM EXTERNAL DRIVE	6980	03/12/2020	\$3.84
000008	AMAZON	CURRICULUM EXTERNAL DRIVE	6980	03/12/2020	\$94.99
000008	AMAZON	ZPA Supplies	6980	03/12/2020	\$90.06
000008	AMAZON	3RD GRADE TEAM - DR. SEUSS NIGHT	6980	03/12/2020	\$69.89
000008	AMAZON	DR. SEUSS NIGHT - PRESCHOOL	6980	03/12/2020	\$38.88
000008	AMAZON	DR. SEUSS NIGHT - PRESCHOOL	6980	03/12/2020	\$58.71
000008	AMAZON	LIBRARY BOOKS	6980	03/12/2020	\$110.16
000008	AMAZON	CARPENTRY-DURA STILT LEG BANDS	6980	03/12/2020	\$23.64
000008	AMAZON	wrestling pins	6980	03/12/2020	\$179.44
000008	AMAZON	CHEZEM - ABLENET DEVICE (MINI GRANT)	6980	03/12/2020	\$239.00
000008	AMAZON	CARTER - LIBRARY BOOKS	6980	03/12/2020	\$133.04
000008	AMAZON	LIBRARY BOOK - HAPPY VALENTINES DAY	6980	03/12/2020	\$4.26
000008	AMAZON	LIBRARY BOOK - SCARY STORIES FOR YOUNG FOXES	6980	03/12/2020	\$15.29
000170	AMERICAN WELDING SOCIETY	WELDING PROCEDURE 7 PERFORMANCE QUALFC	6980	03/12/2020	\$231.84
004381	ANDERSONS	PROM Supplies	6980	03/12/2020	\$562.95
000186	APPLE COMPUTER INC.	MONTHLY STORAGE FEE	6980	03/12/2020	\$2.99
000209	AWS	ADULT & SECONDARY REGISTRATION	6980	03/12/2020	\$600.00
005612	BEST WESTERN BIG SPRNG LODGE-NEOSH	Speech & Debate Rooms	6980	03/12/2020	\$467.95
004690	BEST WESTERN PLUS - SPRINGFIELD	Speech & Debate	6980	03/12/2020	\$915.74
004690	BEST WESTERN PLUS - SPRINGFIELD	Speech & Debate Rooms	6980	03/12/2020	\$864.61
003208	BETTER LIFE BRAND APPAREL	20-0000-4181	6980	03/12/2020	\$582.55
005720	BLACK SHEEP BURGERS & SHAKES	USA TEST PREP	6980	03/12/2020	\$97.48
004860	BLINDS.COM	BLINDS FOR PN OFFICE WINDOWS	6980	03/12/2020	\$254.32
005074	BOOTLEGGERS LLC	Pulled Pork for lunch bytes	6980	03/12/2020	\$90.00
005074	BOOTLEGGERS LLC	Food-Freshman Night (Orchard)	6980	03/12/2020	\$195.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
005074	BOOTLEGGERS LLC	gswim banquet	6980	03/12/2020	\$135.00
003604	BREAK TIME	fuel wrestling district seed mtg	6980	03/12/2020	\$41.00
003838	BRODER BROTHERS	C. DESIGN - T SHIRTS	6980	03/12/2020	\$95.74
003838	BRODER BROTHERS	C. DESIGN-SHIRTS	6980	03/12/2020	\$205.72
003838	BRODER BROTHERS	C. DESIGN-SHIRTS	6980	03/12/2020	\$214.40
000277	BROWN FURNITURE	BED FOR STUDENT	6980	03/12/2020	\$135.00
001812	CAPITOL PLAZA HOTEL	CONFERENCE STAY/DR. WILSON	6980	03/12/2020	\$112.72
003101	CASEYS GENERAL STORE	fuel swim/wrestling	6980	03/12/2020	\$20.00
003101	CASEYS GENERAL STORE	BREAKFAST PIZZA BRIDGES RIBBON CUTTING	6980	03/12/2020	\$129.70
003101	CASEYS GENERAL STORE	FOOD/DRINK FOR SATURDAY BOARD MEETING	6980	03/12/2020	\$48.61
003101	CASEYS GENERAL STORE	SKILLS COMP HOSPITALITY-ICE	6980	03/12/2020	\$8.50
003101	CASEYS GENERAL STORE	fuel fb clinic	6980	03/12/2020	\$65.00
007814	CASHNET SERVICE FEE	MSU ONLINE PAY FEE/JULIE/JENA	6980	03/12/2020	\$24.58
004775	CENEX	fuel wrestling seed mtg	6980	03/12/2020	\$42.00
004775	CENEX	Supervision to Bolivar	6980	03/12/2020	\$45.00
004991	CHEF WORKS	CULINARY COATS, PANTS, TOQUE , APRONS	6980	03/12/2020	\$157.35
003023	COLTONS STEAK HOUSE & GRILL	staff lunch	6980	03/12/2020	\$50.85
007417	COMFORT INN & SUITES - O`FALLON	gswim state hotel	6980	03/12/2020	\$196.88
007417	COMFORT INN & SUITES - O`FALLON	gswim state hotel	6980	03/12/2020	\$809.52
005242	COMFORT INN SOUTH - SPRINGFIELD	gswim hotel swmo meet	6980	03/12/2020	\$663.53
008081	COMFORT SUITES TUSCALOOSA	clinic hotel	6980	03/12/2020	\$295.27
001603	CONSTANT CONTACT, INC.	MONTHLY FEE	6980	03/12/2020	\$125.00
003246	CORNER CO	propane	6980	03/12/2020	\$21.69
007826	CORPORATE BUSINESS SYSTEMS	DISTRICT COPIER OVERAGE CHGS	6980	03/12/2020	\$1,758.97
007826	CORPORATE BUSINESS SYSTEMS	C-00487 DISTRICT COPIER LEASE/RENTAL	6980	03/12/2020	\$2,126.38
004031	COUNTRY MEATS.COM	FCCLA-MEAT STICK FUNDRAISER	6980	03/12/2020	\$178.00
003065	CRACKER BARREL STORE	fb coaches clinic meal	6980	03/12/2020	\$93.10
007510	CREATIVE CAKES 2	Cheesecake for the PD Dessert Bar	6980	03/12/2020	\$44.84
003880	CROWN AWARDS	wrestling banquet awards	6980	03/12/2020	\$461.28

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
000383	CUSTOM MEETING PLANNERS	2020 LEARNING FORWARD CONFERENCE	6980	03/12/2020	\$1,810.00
000383	CUSTOM MEETING PLANNERS	LEARNING CONFERENCE/L WILSON	6980	03/12/2020	\$130.00
003344	DELTA AIR LINES,INC.	FACS CONF TRAVEL-SHIPLEY	6980	03/12/2020	\$30.00
003125	DENNIS SPECIALTY CUTS	COUNSELOR APPRECIATION	6980	03/12/2020	\$40.00
004089	DIAMOND HEAD RESTAURANT	EMINTS LUNCH	6980	03/12/2020	\$100.32
004089	DIAMOND HEAD RESTAURANT	FOUNDATION PRESIDENT MEETING/LANA	6980	03/12/2020	\$19.06
000437	DOLLAR GENERAL	NURSING SUPPLIES	6980	03/12/2020	\$33.08
000437	DOLLAR GENERAL	THANK YOU CARDS	6980	03/12/2020	\$4.87
000437	DOLLAR GENERAL	GREEN 4TH GRADE SUPPLIES	6980	03/12/2020	\$19.72
000437	DOLLAR GENERAL	staff gift	6980	03/12/2020	\$51.06
003861	DOLLAR TREE STORES, INC	FOOD BACKPACK PROGRAM, PANCAKE BREAKFAST	6980	03/12/2020	\$52.00
003861	DOLLAR TREE STORES, INC	CANDY FOR MEETING	6980	03/12/2020	\$14.86
003861	DOLLAR TREE STORES, INC	teacher supplies	6980	03/12/2020	\$22.86
006304	DOMINOS PIZZA	bbb meal	6980	03/12/2020	\$144.76
000438	DOMINOS PIZZA OF WEST PLAINS	PIZZA FOR JAG VALENTINES PARTY	6980	03/12/2020	\$78.88
000438	DOMINOS PIZZA OF WEST PLAINS	Mid Winter Dance	6980	03/12/2020	\$43.52
000438	DOMINOS PIZZA OF WEST PLAINS	PRESCHOOL MANAGEMENT MEETING	6980	03/12/2020	\$11.47
000438	DOMINOS PIZZA OF WEST PLAINS	ED FOUNDATION MEETING/LANA	6980	03/12/2020	\$47.12
000438	DOMINOS PIZZA OF WEST PLAINS	CARPENTRY- BRIDGES COMPLETION	6980	03/12/2020	\$88.87
000438	DOMINOS PIZZA OF WEST PLAINS	LIBRARY COMP WINNER-JEDLICKA	6980	03/12/2020	\$17.97
000438	DOMINOS PIZZA OF WEST PLAINS	Pizza for lunch bytes	6980	03/12/2020	\$98.83
005188	DON LUPE MEXICAN RESTAURANT	staff lunch	6980	03/12/2020	\$276.38
003014	EL CHARRO WEST PLAINS	staff lunch	6980	03/12/2020	\$217.36
005071	EPSON AMERICA,INC.	BRIGHTLINK PROJECTOR BULBS	6980	03/12/2020	\$188.95
003980	ETC	CONFERENCE ROOM DECOR	6980	03/12/2020	\$245.25
007370	EVENTBRITE	INFINITE CAMPUS CONFERENCE/BRAD SANDERS	6980	03/12/2020	\$50.00
008062	EVOLVE VACATION RENTAL	RESERVATION FEES	6980	03/12/2020	\$420.15
003420	EXXON MOBIL	fuel gswim	6980	03/12/2020	\$35.45
004998	FACEBOOK	ADVERTISING/ELEM/GERRY BROOKS	6980	03/12/2020	\$29.51

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
004510	FAIRFIELD INN & SUITES BY MARRIOTT	Wrestling Districts	6980	03/12/2020	\$130.07
007406	FOREIGN CURRENCY CONVERSION	CURRENCY EXCHANGE/VENNAGE/LANA	6980	03/12/2020	\$0.19
007406	FOREIGN CURRENCY CONVERSION	CURRENCY EXCHANGE/JAYRIDE	6980	03/12/2020	\$3.62
007520	FRITZ'S RAILROAD RESTAURANT	fb clinic fuel	6980	03/12/2020	\$94.01
000542	FROMUTH TENNIS	tennis center straps	6980	03/12/2020	\$86.57
003012	GOOGLE PLAY	MONTHLY STORAGE FEE/LANA	6980	03/12/2020	\$1.99
008074	GOREACT.COM	JENNA RECORD/DYSLEXIA PRACTICUM SP20	6980	03/12/2020	\$29.99
004816	HAMPTON INN - JEFFERSON CITY	wrestling state hotel	6980	03/12/2020	\$933.12
004789	HAMPTON INN ST.LOUIS SOUTHWEST	hotel charged ad	6980	03/12/2020	\$125.97
007086	HIGHER GROUNDS COFFEE CO	COUNSELOR APPRECIATION	6980	03/12/2020	\$20.00
008071	HILTON DC NATIONAL MALL	FACS CONFERENCE LODGING-SHIPLEY	6980	03/12/2020	\$637.98
005661	HODGES BADGE COMPANY	MATH RIBBONS	6980	03/12/2020	\$318.35
007295	HOME DEPOT	Supplies for Theatre	6980	03/12/2020	\$811.70
007847	HOME2 SUITES BY HILTON SPRINGDALE	EMINTS COHORT F2F MEETING	6980	03/12/2020	\$425.79
005561	HOMEAWAY, INC.	VRBO Credit	6980	03/12/2020	(\$300.00)
005422	HOTELS.COM	SURG TECH CONF LODGING-COMBS	6980	03/12/2020	\$284.74
000719	HOWELL OREGON ELECTRIC	SF POWER 12/15/19-01/15/20	6980	03/12/2020	\$1,674.50
000719	HOWELL OREGON ELECTRIC	ELECTRIC FOR COLLINS' HOUSEHOLD HEAT/ELECT	6980	03/12/2020	\$500.00
008075	JAYRIDE GROUP LTD	TRANSPORTATION VEGAS CONFERENE	6980	03/12/2020	\$181.00
008075	JAYRIDE GROUP LTD	TRANSPORTATION VEGAS CONFERENCE	6980	03/12/2020	\$181.00
006152	JDS INDUSTRIES	C. DESIGN-TUMBLERS, JRNL & PLQS	6980	03/12/2020	\$104.15
006025	JOHNNY MORRIS WONDERS OF WILDLIFE	4TH GRADE FIELD TRIP	6980	03/12/2020	\$690.00
006025	JOHNNY MORRIS WONDERS OF WILDLIFE	4TH GRADE FIELD TRIP (PHIPPS, MCGHEE, CATES)	6980	03/12/2020	\$1,153.00
003099	KFC	gbb/bbb district mtg tray	6980	03/12/2020	\$10.82
003352	KUM & GO	FUEL FOR SCHOOL CAR/WAYNESVILLE GAME	6980	03/12/2020	\$9.31
002844	LEARNING A-Z	READING A-Z SUBSCRIPTION RENEWAL - DOUGHTY	6980	03/12/2020	\$109.95
002450	LITTLE CAESARS PIZZA	wrestling pizza youth trny	6980	03/12/2020	\$64.90
008066	MALLARD'S ROADHOUSE	wrestling girls district meal	6980	03/12/2020	\$173.76
000155	MARGARITAVILLE LAKE RESORT	HUNTER/MARSHALL LEARNING FORWARD	6980	03/12/2020	\$580.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
000155	MARGARITAVILLE LAKE RESORT	LODGING FOR INTERFACE CONFERENCE	6980	03/12/2020	\$1,514.85
000155	MARGARITAVILLE LAKE RESORT	CARTER - ROOM FOR CONFERENCE	6980	03/12/2020	\$234.54
000931	MASA	MASA REGISTRATION	6980	03/12/2020	\$260.00
000931	MASA	MASA REGISTRATION LUKE	6980	03/12/2020	\$260.00
000931	MASA	MASA CONFE REGISTRATION/JULIE	6980	03/12/2020	\$260.00
000936	MASSP	Registration Spring Conference	6980	03/12/2020	\$289.00
003032	MCDONALDS	lock in dinner	6980	03/12/2020	\$159.27
003032	MCDONALDS	DRINKS FOR STAFF APPRECIATION	6980	03/12/2020	\$13.27
003032	MCDONALDS	Wilson AD cover Gswim state meet	6980	03/12/2020	\$6.02
003032	MCDONALDS	Wilson Admin cover wrestling state meet	6980	03/12/2020	\$4.54
003032	MCDONALDS	CULINARY CATERING GIFT CARDS	6980	03/12/2020	\$25.00
005504	METRO 007-WOODLEY PARK	FACS CONF TRAVEL-SHIPLEY	6980	03/12/2020	\$30.00
003749	MINSKYS PIZZA	fb coaches clinic meal	6980	03/12/2020	\$120.61
000986	MISSOURI DEPT OF REVENUE	BUS LICENSE	6980	03/12/2020	\$13.11
003299	MISSOURI FBLA	FBLA ADVISOR & STUDENT REGISTRATION	6980	03/12/2020	\$530.00
001009	MISSOURI STATE HIGHWAY PATROL	SURG TECH BACKGROUND CHECKS	6980	03/12/2020	\$171.61
001009	MISSOURI STATE HIGHWAY PATROL	PN BACKGROUND CHECKS	6980	03/12/2020	\$443.33
003239	MISSOURI STATE UNIVERSITY	CLASS JENA RECORD DYSLEXIA SPECIALIST	6980	03/12/2020	\$893.85
008082	MIZZOU TICKET OFFICE	wrestling state-college wrestling	6980	03/12/2020	\$26.00
008082	MIZZOU TICKET OFFICE	Wilson MSHSAA state wrestling ticket	6980	03/12/2020	\$9.00
003819	MONTY'S CLOTHING	CUPS	6980	03/12/2020	\$209.94
001821	MOSPRA	MEAL PLAN/LANA	6980	03/12/2020	\$10.00
003684	MOTOMART	Gswim state meet gas wilson	6980	03/12/2020	\$20.14
007475	MPC	Wilson State Wrestling fuel	6980	03/12/2020	\$16.44
001048	MSBA	LEGISLATIVE CONFERENCE/L.WILSON	6980	03/12/2020	\$75.00
001066	MU CONF. OFFICE	STATE REGISTRATION FOR FCCLA	6980	03/12/2020	\$1,420.00
001066	MU CONF. OFFICE	CONFERENCE REG/MS	6980	03/12/2020	\$900.00
001083	NATIONAL BETA CLUB	COMPETITION PLAQUE	6980	03/12/2020	\$21.00
001083	NATIONAL BETA CLUB	NATIONAL CONVENTION DUES	6980	03/12/2020	\$75.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
001694	OZARK CAFE	K-8 SUPT BREAKFAST MEETING	6980	03/12/2020	\$15.87
001694	OZARK CAFE	Senior Service Day Meeting	6980	03/12/2020	\$29.52
001694	OZARK CAFE	BOARD APPRECIATION	6980	03/12/2020	\$175.00
001694	OZARK CAFE	AREA PRINCIPALS MEETING	6980	03/12/2020	\$27.68
001694	OZARK CAFE	OFFICE SECRETARY MEETING	6980	03/12/2020	\$55.43
004840	OZARK PIZZA & BREAD CO,LLC	LUNCH W/BOARD MEMBER	6980	03/12/2020	\$25.69
004840	OZARK PIZZA & BREAD CO,LLC	Counselor Appreciation Week	6980	03/12/2020	\$119.42
008056	PARTS TOWN	CREDIT FOR RETURNED PARTS	6980	03/12/2020	(\$236.32)
002965	PAYPAL	3 PREPAID MELODIES/LANA	6980	03/12/2020	\$29.00
002965	PAYPAL	5/6 MATH LEAGUE REGISTRATION	6980	03/12/2020	\$40.00
002965	PAYPAL	CLOSED CAPTIONS	6980	03/12/2020	\$4.00
002965	PAYPAL	SURG TECH CONF REGISTRATION-COMBS	6980	03/12/2020	\$80.00
002965	PAYPAL	VISION CORRECTING SAFETY GLASSES	6980	03/12/2020	\$44.06
002965	PAYPAL	7/8 MATH LEAGUE REGISTRATION	6980	03/12/2020	\$40.00
002965	PAYPAL	MATH LEAGUE STATE MEMBERSHIP	6980	03/12/2020	\$40.00
002965	PAYPAL	MATH LEAGUE REGIONAL MEMBERSHIP	6980	03/12/2020	\$15.00
000055	PEARSON EDUCATION	DIAL 4 KITS	6980	03/12/2020	\$5,407.43
004323	PHILLIPS 66	fuel state wrestling	6980	03/12/2020	\$40.00
004323	PHILLIPS 66	fuel wrestling districts	6980	03/12/2020	\$25.00
003370	PIZZA SHACK	Zizzer Pride	6980	03/12/2020	\$48.00
003370	PIZZA SHACK	4TH GRADE MANAGEMENT MEETING	6980	03/12/2020	\$27.00
003370	PIZZA SHACK	KINDERGARTEN MANAGEMENT MEETING	6980	03/12/2020	\$31.00
003370	PIZZA SHACK	Zizzer Red Pizza	6980	03/12/2020	\$48.00
003370	PIZZA SHACK	1ST GRADE MANAGEMENT MEETING	6980	03/12/2020	\$28.00
003370	PIZZA SHACK	ENCORE MANAGEMENT MEETING	6980	03/12/2020	\$30.00
003370	PIZZA SHACK	3RD/4TH GRADE MANAGEMENT MEETING	6980	03/12/2020	\$58.00
003370	PIZZA SHACK	Zizzer Pride	6980	03/12/2020	\$48.00
008083	PP CELEBRATED	GERRY BROOKS	6980	03/12/2020	\$300.00
004403	QUIKTRIP #00247	Wrestling Districts	6980	03/12/2020	\$42.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
003411	QUILL.COM	C. DESIGN-11X17 GLOSSY PAPER	6980	03/12/2020	\$154.26
001227	RAMEYS SUPERMARKET	SKILLS SUPPLIES-WATER, COFFEE, CREAMER, CUPS	6980	03/12/2020	\$52.09
006114	RIB CRIB - MARSHFIELD	gbb/bbb seed mtg	6980	03/12/2020	\$40.45
000737	RICOH USA,INC.	Rent 2/12/2020 - 3/11/2020	6980	03/12/2020	\$250.00
000736	RICOH USA,INC.	Add'l copy 01/12/20-02/11/20	6980	03/12/2020	\$577.05
000736	RICOH USA,INC.	01.27.20-02.26.20 IMAGE FEE FOR CC10	6980	03/12/2020	\$559.82
000736	RICOH USA,INC.	Equipment	6980	03/12/2020	\$174.48
000736	RICOH USA,INC.	Rent 02/24-03/23	6980	03/12/2020	\$218.80
006278	S & S ACTIVEWEAR	C. DESIGN T-SHIRTS	6980	03/12/2020	\$2,769.51
002452	SAMS CLUB	Popcorn Supplies	6980	03/12/2020	\$26.25
002452	SAMS CLUB	Popcorn Supplies	6980	03/12/2020	\$43.97
008086	SCHLOTZSKY'S	H HUFSTEDLER MEAL AT EMINTS	6980	03/12/2020	\$11.49
008086	SCHLOTZSKY'S	H HUFSTEDLER MEALS AT EMINTS	6980	03/12/2020	\$10.29
001299	SCHOLASTIC BOOK FAIRS-08	BOOK FAIR	6980	03/12/2020	\$2,557.63
004454	SCHOLASTIC INC.	FFA-BOOKS	6980	03/12/2020	\$71.50
008004	SCREENCLOUD	SINAGE SERVIE FEE AND CONVERSION FEE	6980	03/12/2020	\$20.20
008004	SCREENCLOUD	SINAGE SERVICE FEE	6980	03/12/2020	\$14.62
005186	SMITHS RESTAURANT	bbb meal	6980	03/12/2020	\$249.75
003504	SONIC	H HUFSTEDLER MEALS FOR EMINTS	6980	03/12/2020	\$7.71
008068	SPORTEK INTERNATIONAL INC.	xc/track short material	6980	03/12/2020	\$711.76
003968	SPRINGFIELD-BRANSON AIRPORT	SURG TECH CONF TRAVEL-HATHCOCK	6980	03/12/2020	\$46.00
003968	SPRINGFIELD-BRANSON AIRPORT	FACS CONF TRAVEL-SHIPLEY	6980	03/12/2020	\$64.00
001835	ST. LOUIS UNIVERSITY	Summer Workshop	6980	03/12/2020	\$648.00
008014	SUGAR LILY BAKERY & FLORAL	Dessert for Dessert Bar	6980	03/12/2020	\$64.90
008014	SUGAR LILY BAKERY & FLORAL	Cake for Counselor Appreciation	6980	03/12/2020	\$30.00
003329	SUPER 8 BOLIVAR	bbb hotel room	6980	03/12/2020	\$93.79
003329	SUPER 8 BOLIVAR	bbb hotel bolivar trny	6980	03/12/2020	\$276.68
008067	TACO ALEJANDROS	MILLER - COUNSELORS DAY LUNCH	6980	03/12/2020	\$26.66
008067	TACO ALEJANDROS	COUNSELING MEETING	6980	03/12/2020	\$91.60

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
004080	TEACHER SYNERGY LLC	dec independence	6980	03/12/2020	\$4.00
004080	TEACHER SYNERGY LLC	russell grant pirates	6980	03/12/2020	\$10.00
004080	TEACHER SYNERGY LLC	3rd supply	6980	03/12/2020	\$168.73
003681	THE DONUT PALACE	DONUTS WITH DAD	6980	03/12/2020	\$347.40
003681	THE DONUT PALACE	teacher breakfast	6980	03/12/2020	\$46.08
003681	THE DONUT PALACE	SKILLS COMP HOSPITALITY ROOM	6980	03/12/2020	\$74.00
003681	THE DONUT PALACE	Donuts for Faculty Meeting	6980	03/12/2020	\$48.60
003681	THE DONUT PALACE	ACT student donuts	6980	03/12/2020	\$27.00
003681	THE DONUT PALACE	CATERING-DONUTS	6980	03/12/2020	\$65.57
003681	THE DONUT PALACE	Counselor Appreciation	6980	03/12/2020	\$14.00
003681	THE DONUT PALACE	DONUTS WITH DAD	6980	03/12/2020	\$245.60
008073	THE VENETIAN RESORT LAS VEGAS	Deposit on Lodging the Venetian	6980	03/12/2020	\$226.76
008073	THE VENETIAN RESORT LAS VEGAS	LODGING DEPOSITS FOR VEGAS CONFERENCE	6980	03/12/2020	\$2,023.85
007515	THREE C'S STUDIO & FLOWER MARKET	COUNSELOR APPRECIATION	6980	03/12/2020	\$80.07
007515	THREE C'S STUDIO & FLOWER MARKET	REXANNA FLOWERS	6980	03/12/2020	\$40.00
007515	THREE C'S STUDIO & FLOWER MARKET	FLOWERS FOR FUNERAL (CUNNINGHAM)	6980	03/12/2020	\$29.75
004393	TOWN AND COUNTRY GROCERS	BETA Nacho Supplies	6980	03/12/2020	\$36.82
004393	TOWN AND COUNTRY GROCERS	GROC FOR CLASSROOM (K.COLLINS--HS SPED)	6980	03/12/2020	\$97.98
004393	TOWN AND COUNTRY GROCERS	GROC FOR S.SPARKS CLASSROOM	6980	03/12/2020	\$19.04
004393	TOWN AND COUNTRY GROCERS	KETCHUP, MUSTARD RELISH FOR FRESHMAN NIGHT	6980	03/12/2020	\$13.89
004393	TOWN AND COUNTRY GROCERS	CREAMER FOR STAFF APPRECTION	6980	03/12/2020	\$12.74
004393	TOWN AND COUNTRY GROCERS	Supplies for Cookout	6980	03/12/2020	\$15.23
004393	TOWN AND COUNTRY GROCERS	REMAINING CHRISTMAS VOUCHERS	6980	03/12/2020	\$111.69
004393	TOWN AND COUNTRY GROCERS	HOTDOGS, BUNS, WATER FRESHMAN NIGHT	6980	03/12/2020	\$223.04
004393	TOWN AND COUNTRY GROCERS	FFA-CHARCOAL, EGGS, DONUTS, ALUM FOIL	6980	03/12/2020	\$118.01
004393	TOWN AND COUNTRY GROCERS	CATERING-PORK BUTTS	6980	03/12/2020	\$56.72
004393	TOWN AND COUNTRY GROCERS	CC20SE283	6980	03/12/2020	\$430.30
004393	TOWN AND COUNTRY GROCERS	gbb roast/season pink out	6980	03/12/2020	\$62.55
004393	TOWN AND COUNTRY GROCERS	RESTOCK BRIDGES STOREROOM	6980	03/12/2020	\$355.71

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
004000	TRAVELOCITY.COM,LP	LODGING IN MEMPHIS/VEGAS CONFERENCE	6980	03/12/2020	\$1,104.07
004000	TRAVELOCITY.COM,LP	MSDC LEARNING CONFERENCE/JULIE	6980	03/12/2020	\$98.26
007119	UATTEND	ADULT STUDENT TIME CLOCK	6980	03/12/2020	\$94.00
005878	UBER.COM	SURG TECH CONF TRAVEL-HATHCOCK.	6980	03/12/2020	\$22.01
005878	UBER.COM	SURG TECH CONF TRAVEL-HATHCOCK	6980	03/12/2020	\$20.78
008061	UNITY HOTEL & CONFERENCE CTR	wrestling hotel room charge	6980	03/12/2020	\$4.00
008061	UNITY HOTEL & CONFERENCE CTR	credit wrestling hotel charges	6980	03/12/2020	(\$47.94)
007441	VENNAGE.COM	MONTHLY STORAGE FEE/LANA	6980	03/12/2020	\$19.00
002845	VERIZON WIRELESS	IPHONE CHGS DEC 19-JAN 18	6980	03/12/2020	\$1,539.75
003479	WALGREENS	FFA-PHOTOS, ELMERS TEEN HEARTS	6980	03/12/2020	\$32.50
003479	WALGREENS	FFA PHOTO PROCESSING	6980	03/12/2020	\$13.95
001502	WALMART COMMUNITY	PAPER GOODS	6980	03/12/2020	\$72.33
001502	WALMART COMMUNITY	YEARBOOK CONCESSION	6980	03/12/2020	\$29.62
001502	WALMART COMMUNITY	SHANNON CLASSROOM SUPPLIES	6980	03/12/2020	\$28.92
001502	WALMART COMMUNITY	100TH DAY CANDY	6980	03/12/2020	\$129.20
001502	WALMART COMMUNITY	SHANNON CLASSROOM SUPPLIES	6980	03/12/2020	\$47.48
001502	WALMART COMMUNITY	TYREE CLASSROOM SUPPLIES	6980	03/12/2020	\$55.74
001502	WALMART COMMUNITY	CRAYONS, COLORING BOOK BALL ORGANIZER	6980	03/12/2020	\$22.80
001502	WALMART COMMUNITY	WATER,COOKIES, CHIPS PARENT NIGHT	6980	03/12/2020	\$45.70
001502	WALMART COMMUNITY	PLATES, BOWLS, NAPKINS, SUPPLIES FOR SPED	6980	03/12/2020	\$91.31
001502	WALMART COMMUNITY	SHOES & RESTOCK BRIDGES SHELVES	6980	03/12/2020	\$161.29
001502	WALMART COMMUNITY	Microwave for teacher workroom	6980	03/12/2020	\$89.00
001502	WALMART COMMUNITY	CANDY/PENS/BINDERS/WATER	6980	03/12/2020	\$96.88
001502	WALMART COMMUNITY	PLATES/NAPKINS/OFFICE SUPPLY	6980	03/12/2020	\$144.08
001502	WALMART COMMUNITY	FOOD FOR PAT EVENT	6980	03/12/2020	\$33.93
001502	WALMART COMMUNITY	CLOTHING BAGS FOR JACKETS/FOOD FOR PARTY	6980	03/12/2020	\$61.49
001502	WALMART COMMUNITY	PONCHOS/SNACKS FOR JAG TRIP STL	6980	03/12/2020	\$158.24
001502	WALMART COMMUNITY	JAG SHOWER FOR STUDENT WHO LOST HOME TO FIR	6980	03/12/2020	\$75.08
001502	WALMART COMMUNITY	SKILLS-ENVELOPES	6980	03/12/2020	\$13.58

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
001502	WALMART COMMUNITY	FAC'S-BUTTER, CHK BRST, ROLLS, SOAP	6980	03/12/2020	\$152.34
001502	WALMART COMMUNITY	PRESCHOOL - DONUTS WITH DAD	6980	03/12/2020	\$57.04
001502	WALMART COMMUNITY	FFA-COOKIES, WATER, LETTUCE	6980	03/12/2020	\$310.51
001502	WALMART COMMUNITY	FFA-CUPS, ANEMONE, BOWLS CUTLERTY	6980	03/12/2020	\$73.24
001502	WALMART COMMUNITY	FAC'S-ICING, BKING CUPS & MINI EYES	6980	03/12/2020	\$18.71
001502	WALMART COMMUNITY	FOOD/SUPPLIES FOR BACKPACK PROGRAM	6980	03/12/2020	\$244.39
001502	WALMART COMMUNITY	CLASSROOM GROC & SUPPLIES M.KING	6980	03/12/2020	\$27.21
001502	WALMART COMMUNITY	COFFEE CREAMERS FOR STAFF APPRECIATION	6980	03/12/2020	\$32.68
001502	WALMART COMMUNITY	DONUTS WITH DAD	6980	03/12/2020	\$24.90
001502	WALMART COMMUNITY	BINDERS	6980	03/12/2020	\$34.55
001502	WALMART COMMUNITY	Supplies for Library Lunch Bytes	6980	03/12/2020	\$98.22
001502	WALMART COMMUNITY	DONUTS WITH DAD	6980	03/12/2020	\$25.31
001502	WALMART COMMUNITY	DONUTS WITH DAD	6980	03/12/2020	\$21.97
001502	WALMART COMMUNITY	Theatre Supplies	6980	03/12/2020	\$219.51
001502	WALMART COMMUNITY	ITEMS FOR CRAFT PROJECTS -M.KING MS SPED	6980	03/12/2020	\$25.04
001502	WALMART COMMUNITY	PANS FOR HS KITCHEN/OPAA	6980	03/12/2020	\$107.66
001502	WALMART COMMUNITY	Speech & Debate	6980	03/12/2020	\$55.85
001502	WALMART COMMUNITY	Supplies for the Office	6980	03/12/2020	\$97.20
001502	WALMART COMMUNITY	Lunch Bytes for the Library	6980	03/12/2020	\$83.16
001502	WALMART COMMUNITY	RESTOCK BRIDGES SHELVES FOOD & UNDERWARE	6980	03/12/2020	\$380.56
001502	WALMART COMMUNITY	JEANS, JACKET HOMELESS STUDENT	6980	03/12/2020	\$56.84
001502	WALMART COMMUNITY	FACS LAB-PLATES, SIR FRY VEG, MSHRMS, ONION	6980	03/12/2020	\$95.88
001502	WALMART COMMUNITY	FCCLA-BARNWARMING CPCKS, VAL BARS	6980	03/12/2020	\$58.36
001502	WALMART COMMUNITY	FACS LAB-MILK. RSPBERRY, CREAM CHEES, SPRKLS	6980	03/12/2020	\$59.34
001502	WALMART COMMUNITY	CATERING-BUNS, YOGURT, DRINKS, FRUIT, VEG	6980	03/12/2020	\$477.34
001502	WALMART COMMUNITY	WAFFLE MAKER/HS KITCHEN	6980	03/12/2020	\$69.98
001502	WALMART COMMUNITY	FORSHEE CLASSROOM SUPPLIES	6980	03/12/2020	\$55.67
001502	WALMART COMMUNITY	BETA CEREMONY SUPPLIES	6980	03/12/2020	\$20.30
001502	WALMART COMMUNITY	BETA CEREMONY SUPPLIES	6980	03/12/2020	\$46.76

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

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<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
001502	WALMART COMMUNITY	SHANNON CLASSROOM SUPPLIES	6980	03/12/2020	\$134.69
001502	WALMART COMMUNITY	YEARBOOK CONCESSION	6980	03/12/2020	\$41.90
001502	WALMART COMMUNITY	TUNA & SOAP BRIDGES	6980	03/12/2020	\$94.29
001502	WALMART COMMUNITY	TUNA SOAP FOR BRIDGES STOREROOM	6980	03/12/2020	\$16.32
001502	WALMART COMMUNITY	SHOES & SNACKS FOR MS	6980	03/12/2020	\$185.85
001502	WALMART COMMUNITY	gswim banquet	6980	03/12/2020	\$75.84
001502	WALMART COMMUNITY	teacher supplies	6980	03/12/2020	\$46.78
001502	WALMART COMMUNITY	coffee workroom	6980	03/12/2020	\$13.92
001502	WALMART COMMUNITY	teacher supplies K	6980	03/12/2020	\$54.26
001502	WALMART COMMUNITY	FACS LAB-PRON, CUPS, UT KNIFE, CUTTING BOARD	6980	03/12/2020	\$29.40
001502	WALMART COMMUNITY	GROC & SUPPLIES FOR CLASSROOM. SSPARKS	6980	03/12/2020	\$31.47
001502	WALMART COMMUNITY	bleach/ girt card	6980	03/12/2020	\$56.64
001502	WALMART COMMUNITY	RESTOCK BRIDGES STOREROOM	6980	03/12/2020	\$448.24
001502	WALMART COMMUNITY	SCHOOL SUPPLIES & CLOTHES HOMELESS STUDENT	6980	03/12/2020	\$26.01
001502	WALMART COMMUNITY	Batteries	6980	03/12/2020	\$24.95
001502	WALMART COMMUNITY	Office Supplies	6980	03/12/2020	\$38.00
001508	WEST PLAINS COUNTRY CLUB	LUNCH W/COURTNEY BEYKIRCH	6980	03/12/2020	\$31.61
001523	WEST PLAINS POSEY PATCH	HERSHENSON PLANT	6980	03/12/2020	\$54.07
001524	WEST PLAINS PROPANE INC.	PROPANE BILL FOR APEL HOUSEHOLD	6980	03/12/2020	\$263.22
001534	WESTERN PSYCHOLOGICAL SERVICES	CARS-2 QUESTIONNAIRES MMARTIN	6980	03/12/2020	\$44.00
003151	WESTIN CROWN PLAZA HOTEL	fb coaches clinic hotel	6980	03/12/2020	\$817.52
004069	WESTLAKE ACE HARDWARE	Theatre Supplies	6980	03/12/2020	\$28.94
007593	WOOTER APPAREL	FFA TRAP TEAM APPAREL	6980	03/12/2020	\$473.17
008079	WYNDHAM SAN ANTONIO RIVERWALK	SURG TECH CONF LODGING-HATHCOCK	6980	03/12/2020	\$733.85
007959	ZORO TOOLS INC.	SAFETY GLASSES	6980	03/12/2020	\$61.89
008076	5 STAR CLEANERS	MOP HEADS CLEANED X6	6989	03/17/2020	\$10.50
008076	5 STAR CLEANERS	MOP HEADS CLEANED X9	6989	03/17/2020	\$15.75
008076	5 STAR CLEANERS	MOP HEADS CLEANED X15	6989	03/17/2020	\$26.25
008076	5 STAR CLEANERS	MOP HEADS CLEANED X4	6989	03/17/2020	\$7.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
008076	5 STAR CLEANERS	MOP HEADS CLEANED X4	6989	03/17/2020	\$7.00
008076	5 STAR CLEANERS	MOP HEADS CLEANED X19	6989	03/17/2020	\$33.25
008076	5 STAR CLEANERS	FOOTBALL CLEANING & MENDING	6989	03/17/2020	\$700.00
008076	5 STAR CLEANERS	DRESS LONG FORMAL CLEANED	6989	03/17/2020	\$20.00
008076	5 STAR CLEANERS	DRESS LONG FORMAL CLEANED	6989	03/17/2020	\$20.00
008076	5 STAR CLEANERS	DRESS LONG FORMAL CLEANED	6989	03/17/2020	\$20.00
008076	5 STAR CLEANERS	MOP HEADS CLEANED X6	6989	03/17/2020	\$10.50
008076	5 STAR CLEANERS	PANTS, HAT, LONG BLOUSE CLEANED	6989	03/17/2020	\$16.60
008076	5 STAR CLEANERS	MOP HEADS CLEANED X9	6989	03/17/2020	\$15.75
008076	5 STAR CLEANERS	DRESS LONG FORMAL CLEANED	6989	03/17/2020	\$20.00
008076	5 STAR CLEANERS	PANTS, BLOUSE X2 CLEANED	6989	03/17/2020	\$16.75
006027	5D SCREENPRINTING LLC	GSWIM PRINTING ON SHIRTS/HOODIES	6990	03/17/2020	\$328.50
006027	5D SCREENPRINTING LLC	TRACK ZIZZER LOGO ON JACKETS X1	6990	03/17/2020	\$606.00
000112	ABC HOME FURNISHINGS	MAINT/4" BLACK BASE, ADHESIVE	6991	03/17/2020	\$12.41
003463	ADVANCED EXERCISE	UTILITY BENCH SEAT/BACK PAD	6992	03/17/2020	\$624.94
000119	AIRGAS USA, LLC	F-CLAMP, BRUSH, TIP CTNG VICTOR, LENS	6993	03/17/2020	\$188.33
000119	AIRGAS USA, LLC	TIG ROD, GAS ROD & LENS MAGNFTN	6993	03/17/2020	\$43.66
000119	AIRGAS USA, LLC	GAS LENS & CUP ALOX TIG	6993	03/17/2020	\$12.98
000119	AIRGAS USA, LLC	MAINT/ACETYLENE, OXYGEN	6993	03/17/2020	\$63.73
000119	AIRGAS USA, LLC	MAINT/PORT-A-TORCH, ACETYLENE, OXYGEN	6993	03/17/2020	\$452.73
001941	AMBER GALIHER	K-6 INTERFACE 2020 MEALS	6994	03/17/2020	\$33.81
003233	AMY ROSS	MONTHLY MILEAGE	6995	03/17/2020	\$132.00
001635	ANITA NELSON	HB MILEAGE	6996	03/17/2020	\$56.80
001635	ANITA NELSON	MONTHLY MILEAGE	6996	03/17/2020	\$13.60
007981	ASHLEY CALVERT	MILEAGE 02/03/20-02/28/20	6997	03/17/2020	\$112.00
001957	ASHLEY TYREE	HB MILEAGE	6998	03/17/2020	\$70.40
001957	ASHLEY TYREE	REIMBURSE GIRLS SOCCER MTG SUPPLIES	6998	03/17/2020	\$24.90
003777	ATIS ELEVATOR INSPECTIONS LLC	EL & MS ELEVATOR, LIFT INSPECTIONS	6999	03/17/2020	\$520.00
005731	AUSTIN RIGGS	BOYS BASKETBALL 5% STIPEND	7000	03/17/2020	\$1,537.50

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
002420	BAZZINI HOLDINGS, L.L.C.	BAND/120 CS BART ASST CANDY	7001	03/17/2020	\$3,705.00
001826	BLACKJACK SOUND & LIGHT	BARNWARMING - MUSIC	7002	03/17/2020	\$300.00
000261	BRADLEY HAMMAN	BSOC, GSOC ASSIGN FEES/2018-19	7003	03/17/2020	\$192.00
007938	BREANNA THOMPSON	MILEAGE 02/03/20-02/28/20	7004	03/17/2020	\$135.20
008090	BRIAN RACKLEY	REIMBURSEMENT/BBB TEAM PANTS	7005	03/17/2020	\$40.00
000273	BROCAW BEARING & DRIVE	GRNDS/SHEAVE	7006	03/17/2020	\$51.82
000273	BROCAW BEARING & DRIVE	GRNDS/STARTER ROPE	7006	03/17/2020	\$12.40
000273	BROCAW BEARING & DRIVE	GRNDS/V-BELT	7006	03/17/2020	\$3.90
000273	BROCAW BEARING & DRIVE	GRNDS/V-BELT RETURNED	7006	03/17/2020	(\$3.90)
000273	BROCAW BEARING & DRIVE	GRNDS/GATES BELT	7006	03/17/2020	\$15.21
001255	BROWNS LAWN & GARDEN,LLC	HUSQVARNA MAINT/STRAW	7007	03/17/2020	\$283.94
001255	BROWNS LAWN & GARDEN,LLC	GRNDS/AIR, FUEL FILTERS	7007	03/17/2020	\$72.97
002700	BUCKEYE CLEANING CENTER	4X6 2500 SERIES BLACK VINYL LOOP MAT	7008	03/17/2020	\$230.00
002700	BUCKEYE CLEANING CENTER	HS DEODORIZER, AUTUMN BREEZE	7008	03/17/2020	\$202.08
008048	BURO, LLC	BAND/DESK PARTS	7009	03/17/2020	\$757.33
008048	BURO, LLC	BAND/TONER CARTRIDGES	7009	03/17/2020	\$153.98
008048	BURO, LLC	EASEL PADS	7009	03/17/2020	\$44.11
008048	BURO, LLC	ELITE TONER CARTRIDGE	7009	03/17/2020	\$83.59
008048	BURO, LLC	BLACK INK/STAMP PAD	7009	03/17/2020	\$15.25
008048	BURO, LLC	PEN FOR THE COUNTER	7009	03/17/2020	\$7.00
008048	BURO, LLC	ENVELOPES & CANS OF AIR	7009	03/17/2020	\$38.16
008048	BURO, LLC	FILE FOLDERS FOR OFFICE	7009	03/17/2020	\$216.75
000299	CAPE ELECTRICAL SUPPLY LLC	HS/LIGHTING	7010	03/17/2020	\$73.25
000299	CAPE ELECTRICAL SUPPLY LLC	DESIGN RM/POLY PULL LINE W/BUCKET	7010	03/17/2020	\$55.48
000299	CAPE ELECTRICAL SUPPLY LLC	MS/BLANK PLTS, HANDYBOX COVERS	7010	03/17/2020	\$5.51
000299	CAPE ELECTRICAL SUPPLY LLC	FTB/DPLX RCPT CVRS	7010	03/17/2020	\$19.99
000299	CAPE ELECTRICAL SUPPLY LLC	MAINT/SCR-DRVR NUT DRIVER	7010	03/17/2020	\$19.56
000309	CAWVEYS ELECTRIC MOTOR	HVAC/4000 W 230 V HEATER HS TENNIS	7011	03/17/2020	\$308.26
000309	CAWVEYS ELECTRIC MOTOR	HVAC/HS DRAFT INDUCER	7011	03/17/2020	\$325.90

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
000309	CAWVEYS ELECTRIC MOTOR	HVAC/SCCC AUTOTECH BLOWER MOTOR	7011	03/17/2020	\$173.65
000309	CAWVEYS ELECTRIC MOTOR	HVAC/MS DRAFT INDUCER	7011	03/17/2020	\$325.90
000309	CAWVEYS ELECTRIC MOTOR	HVAC/MS TRANE GAS VALVE,HS DRAIN PAN	7011	03/17/2020	\$137.14
000309	CAWVEYS ELECTRIC MOTOR	HVAC/WALL HEATER, DUAL CAPACITOR	7011	03/17/2020	\$398.29
000309	CAWVEYS ELECTRIC MOTOR	HVAC/DIST SCOTCH SUPER TAPE, CAPACITOR	7011	03/17/2020	\$233.50
000309	CAWVEYS ELECTRIC MOTOR	HVAC/EL TRANE BOARD	7011	03/17/2020	\$427.06
005277	CENTERPOINT ENERGY SERVICES,INC	NATURAL GAS CHARGES	7012	03/17/2020	\$8,459.65
000314	CENTRAL STATES BUS SALES,INC	BUS #23/LIGHT STOP TAIL, LIC PLATE LIGHT	7013	03/17/2020	\$53.23
000314	CENTRAL STATES BUS SALES,INC	BUS 20 SEAT BELT ASSY/BUS 7 TURN SIGNAL KIT	7013	03/17/2020	\$330.75
000316	CENTURYLINK	MONTHLY PHONE CHARGES	7014	03/17/2020	\$5,334.14
001213	CENTURYLINK	LONG DISTANCE CHGS	7015	03/17/2020	\$112.53
006089	CHRISTOPHER TAYLOR	MILEAGE/SPRFLD 01/03/20 MTN HOME 01/04/20	7016	03/17/2020	\$128.00
002607	CINTAS #569	LOGO MATS CLEANED	7017	03/17/2020	\$112.23
002607	CINTAS #569	SF/LOGO MATS CLEANED	7017	03/17/2020	\$31.71
002607	CINTAS #569	SF/LOGO MATS CLEANED	7017	03/17/2020	\$31.71
002607	CINTAS #569	LOGO MATS CLEANED	7017	03/17/2020	\$112.23
002607	CINTAS #569	SF/LOGO MATS CLEANED	7017	03/17/2020	\$31.71
002607	CINTAS #569	SF/LOGO MATS CLEANED	7017	03/17/2020	\$31.71
002607	CINTAS #569	LOGO MATS CLEANED	7017	03/17/2020	\$112.23
002607	CINTAS #569	LOGO MATS CLEANED	7017	03/17/2020	\$112.23
000332	CITY OF WEST PLAINS	KINDERGARTEN SCREENING DOGWOOD RM	7018	03/17/2020	\$260.00
000332	CITY OF WEST PLAINS	PRE K SCREENING DOGWOOD 1-2-3 RMS	7019	03/17/2020	\$130.00
000332	CITY OF WEST PLAINS	FEB 14 IN-SERV ARENA & EXHIBIT HALL RENTAL	7020	03/17/2020	\$480.00
000333	CITY UTILITIES	DUMPSTER RENT, PULL, TIPPING FEES	7021	03/17/2020	\$427.00
000333	CITY UTILITIES	FTB FLD/DUMPSTER RENT, PULL, TIPPING FEES	7021	03/17/2020	\$347.95
000333	CITY UTILITIES	DUMPSTER RENT, PULL, TIPPING FEES	7021	03/17/2020	\$336.65
000333	CITY UTILITIES	ANNUAL POLE RENTAL APR 2020-MAR-2021	7021	03/17/2020	\$287.00
000333	CITY UTILITIES	TIPPING FEES	7021	03/17/2020	\$125.40
000333	CITY UTILITIES	TIPPING FEES	7021	03/17/2020	\$10.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
000333	CITY UTILITIES	MONTHLY UTILITIES	7022	03/17/2020	\$40,684.83
007528	COLORGRAPHIC PRINTING	WELCOME FRESHMEN PC MAILER,POSTAGE	7023	03/17/2020	\$299.17
000035	COLORVISION CORPORATION	SCCR CONC/BLK DOOR EDGE MOLD KIT	7024	03/17/2020	\$60.94
000347	COLORVISION CORPORATION	PRIMER	7025	03/17/2020	\$95.16
000347	COLORVISION CORPORATION	ERASER PAD	7025	03/17/2020	\$9.01
000347	COLORVISION CORPORATION	EXT CORD	7025	03/17/2020	\$20.99
000347	COLORVISION CORPORATION	PANEL BON-SLOW CART & FLAT BLACK	7025	03/17/2020	\$52.07
000347	COLORVISION CORPORATION	AIR BRUSH KIT	7025	03/17/2020	\$171.22
000347	COLORVISION CORPORATION	WETORDRY PAPER SHEETS	7025	03/17/2020	\$4.98
000347	COLORVISION CORPORATION	FLAT BLACK	7025	03/17/2020	\$10.44
000347	COLORVISION CORPORATION	PAINT ARRESTOR	7025	03/17/2020	\$219.00
000347	COLORVISION CORPORATION	BASECOAT SHOPLINE & DELTRON 2000	7025	03/17/2020	\$143.37
000347	COLORVISION CORPORATION	GLOSS BLACK	7025	03/17/2020	\$15.00
000347	COLORVISION CORPORATION	FLAT BLACK & ENHANCER	7025	03/17/2020	\$34.24
000347	COLORVISION CORPORATION	MASKING PLASTIC	7025	03/17/2020	\$28.39
000347	COLORVISION CORPORATION	SAND PAPER	7025	03/17/2020	\$35.10
000347	COLORVISION CORPORATION	BLACK PAINT	7025	03/17/2020	\$159.44
000347	COLORVISION CORPORATION	SKILLS USA COMP-SANDING DISCS, GLOVES	7025	03/17/2020	\$471.29
000347	COLORVISION CORPORATION	FIBRAL LITE	7025	03/17/2020	\$37.79
000347	COLORVISION CORPORATION	PANEL BOND	7025	03/17/2020	\$33.86
000347	COLORVISION CORPORATION	EZ DABBER, BRUSH & SWORD STRIP	7025	03/17/2020	\$21.77
000347	COLORVISION CORPORATION	ACCUSPRAY ATOMIZING HEAD	7025	03/17/2020	\$128.25
007403	COMFORT INN - WARRENSBURG	CHOIR ROOMS	7027	03/17/2020	\$1,173.90
001602	COMMERCIAL KITCHEN SERVICES, INC.	MS/VULCAN WARMER T'STAT VHFA18	7028	03/17/2020	\$181.44
001602	COMMERCIAL KITCHEN SERVICES, INC.	HS/VULCAN WARMER T'STAT VHFA18	7028	03/17/2020	\$181.25
001602	COMMERCIAL KITCHEN SERVICES, INC.	MS SALVAJOR DISPOSER	7028	03/17/2020	\$2,195.34
008087	CONNOR RACKLEY	ZIZZER ZONE HALFTIME SHOOTOUT WINNER	7029	03/17/2020	\$100.00
004178	CORLEY PRITCHARD OSBORNE TECH SOLU	TECHNOLOGY/3 SUPPORT TECHS, 1 NETWORK ADMII	7030	03/17/2020	\$19,750.00
007826	CORPORATE BUSINESS SYSTEMS	HS TEA WORKRM STAPLES/KYOCERA	7031	03/17/2020	\$127.26

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
002154	CYNTHIA J THOMPSON	MILEAGE 02/03/20-02/28/20	7032	03/17/2020	\$46.00
002154	CYNTHIA J THOMPSON	MILEAGE 01/06/20-01/31/20	7032	03/17/2020	\$32.00
007345	DAN DENNIS	MILEAGE 02/03/20-02/28/20	7033	03/17/2020	\$55.20
002875	DAN TAYLOR	MILEAGE/COLUMBIA 02/20/2020	7034	03/17/2020	\$160.00
002109	DENISE ROWLAND	MILEAGE 02/03/20-02/28/20	7035	03/17/2020	\$110.00
001872	DESIREE R BEARD	OVERPAID CHEER FOOTBALL SEASON	7036	03/17/2020	\$72.20
000438	DOMINOS PIZZA OF WEST PLAINS	PIZZA FOR POWER HOUR	7037	03/17/2020	\$20.96
000438	DOMINOS PIZZA OF WEST PLAINS	PIZZA FOR JR CLASS CONCESSION	7037	03/17/2020	\$35.45
000438	DOMINOS PIZZA OF WEST PLAINS	PIZZA FOR POWER HOUR	7037	03/17/2020	\$20.96
000438	DOMINOS PIZZA OF WEST PLAINS	PIZZA FOR BAND	7037	03/17/2020	\$152.74
000438	DOMINOS PIZZA OF WEST PLAINS	STUDENT PER RANDOLPH PIZZA	7037	03/17/2020	\$8.98
000438	DOMINOS PIZZA OF WEST PLAINS	POWER HOUR PIZZA	7037	03/17/2020	\$26.95
000438	DOMINOS PIZZA OF WEST PLAINS	JR. CLASS CONCESSIONS PIZZA	7037	03/17/2020	\$38.93
000438	DOMINOS PIZZA OF WEST PLAINS	JR CLASS CONCESSIONS PIZZA	7037	03/17/2020	\$41.86
000438	DOMINOS PIZZA OF WEST PLAINS	JR CLASS PIZZA	7037	03/17/2020	\$32.94
000438	DOMINOS PIZZA OF WEST PLAINS	POWER HOUR PIZZA	7037	03/17/2020	\$20.96
000438	DOMINOS PIZZA OF WEST PLAINS	JR CLASS PIZZA	7037	03/17/2020	\$44.92
000438	DOMINOS PIZZA OF WEST PLAINS	JR CLASS PIZZA	7037	03/17/2020	\$32.99
005432	ERIN L MCBRIDE	MILEAGE 02/27/20-02/28/20	7038	03/17/2020	\$24.00
000509	FASTENAL COMPANY	MAINT/CHAIN, EYE-EYE SLING	7039	03/17/2020	\$171.51
000509	FASTENAL COMPANY	BUS BARN/HX NUT GALV	7039	03/17/2020	\$14.44
000509	FASTENAL COMPANY	DISP FOAM EAR PLUGS	7039	03/17/2020	\$11.64
000509	FASTENAL COMPANY	BLK CABLE TIES, DUCT TAPE,	7039	03/17/2020	\$98.02
000509	FASTENAL COMPANY	CHP SW CW, CUT WHEEL	7039	03/17/2020	\$23.94
000509	FASTENAL COMPANY	225 PC METRIC SSS, 130 PC SKT SET	7039	03/17/2020	\$25.05
000509	FASTENAL COMPANY	NAILS, SCREWS	7039	03/17/2020	\$30.84
000509	FASTENAL COMPANY	14X3 HWH SDS Z	7039	03/17/2020	\$36.16
000509	FASTENAL COMPANY	SCCC/MEDSPLIT, FHNZ, HC3/8-16X1	7039	03/17/2020	\$17.27
000535	FRANCE FIRE EXTINGUISHER	FIRE EXT SERVICED/ALC	7040	03/17/2020	\$89.15

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
000545	FTJ GROUP INS. OFFICE	C.PORTER COVERAGE 04/01/20-07/01/20	7041	03/17/2020	\$1,248.00
000561	GARYS TIRE & AUTOMOTIVE LLC	2007 CHEVY UPLANDER #21/TIRE REPAIR	7042	03/17/2020	\$17.36
000561	GARYS TIRE & AUTOMOTIVE LLC	IMPALA/TPMS SENSOR, NEW TIRE	7042	03/17/2020	\$201.91
001640	GREGORY B SIMPKINS	MILEAGE 02/11-2020-02/29/2020	7043	03/17/2020	\$273.60
001891	GREGORY CARTER	MILEAGE/GOCSD PLANNING COMMITTEE MTG	7044	03/17/2020	\$91.60
000602	GRENNAN COMMUNICATIONS	MONTHLY PHONE AGREEMENT	7045	03/17/2020	\$400.00
000602	GRENNAN COMMUNICATIONS	MS ALARM MONITORING FEB 2020 - APR 2020	7045	03/17/2020	\$90.00
005609	HARMISONS HOMETOWN FUNDRAISING	BAND FUNDRAISER COOKIE DOUGH, DIP, SOUP MIX	7046	03/17/2020	\$6,339.35
004052	HEATHER MILLER	MONTHLY MILEAGE	7047	03/17/2020	\$18.40
003323	HILAND DAIRY	FEB STMNT WT RM MILK	7048	03/17/2020	\$67.08
003323	HILAND DAIRY	DEC STMNT WT RM MILK	7048	03/17/2020	\$50.82
003323	HILAND DAIRY	JAN STMNT WT RM MILK	7048	03/17/2020	\$19.60
003323	HILAND DAIRY	JAN STMNT WT RM MILK	7048	03/17/2020	\$18.86
003323	HILAND DAIRY	JAN STMNT WT RM MILK	7048	03/17/2020	\$67.76
003323	HILAND DAIRY	FEB STMNT WT RM MILK	7048	03/17/2020	\$50.31
003323	HILAND DAIRY	FEB STMNT WT RM MILK	7048	03/17/2020	\$67.08
003323	HILAND DAIRY	FEB STMNT WT RM MILK	7048	03/17/2020	\$40.16
003323	HILAND DAIRY	PTO - ICE CREAM FRIDAY	7049	03/17/2020	\$243.60
000660	HILLYARD/SPRINGFIELD	SCCC/AEROSOL AIRE FRESH CLEAN	7050	03/17/2020	\$87.28
000660	HILLYARD/SPRINGFIELD	MS/SANITIZER, TOP CLEAN, BOWL CLEANER	7050	03/17/2020	\$870.14
000660	HILLYARD/SPRINGFIELD	DIST/MULTIFOLD NATURAL TOWELS	7050	03/17/2020	\$1,575.73
000660	HILLYARD/SPRINGFIELD	HS/AEROSOL WINDOW CLEAN, ARSENAL	7050	03/17/2020	\$506.16
000660	HILLYARD/SPRINGFIELD	MS/NATURAL PADS, VAC SUPR COACH PRO	7050	03/17/2020	\$521.49
000660	HILLYARD/SPRINGFIELD	SCCC/WINDOW CLNR, BED BUG LICE KILLER	7050	03/17/2020	\$353.26
000664	HIRSCH FEED & FARM SUPPLY, INC	HS/SHANK DRILL BIT	7051	03/17/2020	\$15.99
000664	HIRSCH FEED & FARM SUPPLY, INC	HS/SILVER LEAD PENCIL	7051	03/17/2020	\$3.69
000664	HIRSCH FEED & FARM SUPPLY, INC	BND MALATHION 50E CONC./AG	7051	03/17/2020	\$13.29
000664	HIRSCH FEED & FARM SUPPLY, INC	GRNDS/DOUBLE CLEVIS	7051	03/17/2020	\$24.98
000664	HIRSCH FEED & FARM SUPPLY, INC	GRNDS/LAP LINK	7051	03/17/2020	\$4.78

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
000664	HIRSCH FEED & FARM SUPPLY, INC	MAINT/MULTI-PURPOSE MAGNET	7051	03/17/2020	\$5.89
000664	HIRSCH FEED & FARM SUPPLY, INC	SCCR CONC/FUNNEL,BRUSH, GORILLA GLUE	7051	03/17/2020	\$10.96
000664	HIRSCH FEED & FARM SUPPLY, INC	MAINT/DELUXE LOCKING C-CLAMP	7051	03/17/2020	\$17.59
000664	HIRSCH FEED & FARM SUPPLY, INC	SCCR CONC/J-B STIK WELD	7051	03/17/2020	\$5.79
000664	HIRSCH FEED & FARM SUPPLY, INC	BUS BARN SHOP ASSORTED NBS	7051	03/17/2020	\$43.99
000664	HIRSCH FEED & FARM SUPPLY, INC	HS FLOOR SWEEP COMPOUND	7051	03/17/2020	\$24.99
000664	HIRSCH FEED & FARM SUPPLY, INC	SCCR CONC/PUMP UP TANK SPRAYER	7051	03/17/2020	\$21.99
000664	HIRSCH FEED & FARM SUPPLY, INC	SCCR CONC/PAINT BRUSH, SPRAY BOTTLE	7051	03/17/2020	\$4.58
000664	HIRSCH FEED & FARM SUPPLY, INC	GRNDS/OIL FILTER	7051	03/17/2020	\$5.95
000664	HIRSCH FEED & FARM SUPPLY, INC	GRNDS/OIL SEAL	7051	03/17/2020	\$7.99
000664	HIRSCH FEED & FARM SUPPLY, INC	GRNDS/CAMSHAFT, PUSH RODS, GASKET	7051	03/17/2020	\$160.94
000664	HIRSCH FEED & FARM SUPPLY, INC	NUTS, BOLTS, SCREWS	7051	03/17/2020	\$26.99
000664	HIRSCH FEED & FARM SUPPLY, INC	FFA-SHAVINGS FOR PET ZOO	7053	03/17/2020	\$53.55
002375	HOLLOWAY DISTRIBUTING, INC.	JR CLASS CONCESSIONS	7054	03/17/2020	\$326.36
002375	HOLLOWAY DISTRIBUTING, INC.	SPEECH AND DEBATE	7054	03/17/2020	\$558.77
000706	HORN PLUMBING	HS WAX RINGS	7055	03/17/2020	\$7.90
000706	HORN PLUMBING	ECSE WAX RING, BOLTS, FLANGE, SEAL	7055	03/17/2020	\$23.50
000706	HORN PLUMBING	SF ELKAY REGULATOR W/CART	7055	03/17/2020	\$316.75
000706	HORN PLUMBING	EL/1/4 COMP ILL, WATER COOLR	7055	03/17/2020	\$6.50
000706	HORN PLUMBING	MS/FILTERS, MILK BARN HEATER, SUPPLIES	7055	03/17/2020	\$575.95
000706	HORN PLUMBING	MS/ASSORTED PLUMBING SUPPLIES	7055	03/17/2020	\$110.10
000706	HORN PLUMBING	HS/AQUA PURE AP431, AMERICAN FILTER	7055	03/17/2020	\$515.95
000706	HORN PLUMBING	HVAC/HS FILTERS	7055	03/17/2020	\$309.30
000720	HPS	GREEN HOUSE VEGETABLE SEEDS	7056	03/17/2020	\$114.60
007978	HUGHES TOWING LLC	BUS #68 TOW FROM DAVIDSON & JOE JONES	7057	03/17/2020	\$75.00
007982	INDIAN CREEK MATERIALS LLC	RIP RAP 32.78 TON HS LOWER PKG	7058	03/17/2020	\$393.36
007982	INDIAN CREEK MATERIALS LLC	BUS BARN 1" ROAD ROCK/16.80 & 17.27 TON	7058	03/17/2020	\$279.37
007982	INDIAN CREEK MATERIALS LLC	17.74 & 19.13 TON 1" BASE ROCK	7058	03/17/2020	\$294.96
007982	INDIAN CREEK MATERIALS LLC	16.19 & 17.35 TON 1" ROAD ROCK	7058	03/17/2020	\$263.29

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
000754	J.W. PEPPER & SON INC.	BAND MUSIC/AZIMUTH SCORE,ABIDE WITH ME	7059	03/17/2020	\$27.99
000754	J.W. PEPPER & SON INC.	BAND MUSIC/ABIDE W/ME,RITES OF TAMBURO	7059	03/17/2020	\$154.00
000754	J.W. PEPPER & SON INC.	HIGH STEPPERS ON PARADE	7059	03/17/2020	\$45.00
000754	J.W. PEPPER & SON INC.	CHORALES CONET	7059	03/17/2020	\$11.85
000757	JACKSON EAGLE PEST MANAGEMENT LLC	MONTHLY PEST CONTROL/HS CAFETERIA	7060	03/17/2020	\$30.00
000757	JACKSON EAGLE PEST MANAGEMENT LLC	MONTHLY PEST CONTROL/MS CAFETERIA	7060	03/17/2020	\$30.00
000757	JACKSON EAGLE PEST MANAGEMENT LLC	MONTHLY PEST CONTROL/EL CAFETERIA	7060	03/17/2020	\$30.00
000757	JACKSON EAGLE PEST MANAGEMENT LLC	CULINARY ARTS MONTHLY PEST CONTROL	7060	03/17/2020	\$45.00
000757	JACKSON EAGLE PEST MANAGEMENT LLC	HS E WING MONTHLY PEST CONTROL	7060	03/17/2020	\$30.00
000757	JACKSON EAGLE PEST MANAGEMENT LLC	SF MONTHLY PEST CONTROL	7060	03/17/2020	\$30.00
007636	JACKSON TENT RENTALS	PROM TENT RENTAL 2020	7061	03/17/2020	\$400.00
006173	JAG-MISSOURI, INC.	MO CAREER DEV CONF 2020 STUDENTS X6	7062	03/17/2020	\$3,600.00
002637	JENNIFER D EDGELLER	HB MILEAGE	7063	03/17/2020	\$44.00
005844	JENNIFER SHIPLEY	FCCLA MTG WASHINGTON DC/MILEAGE, MEALS	7064	03/17/2020	\$160.00
000770	JERRY C. BEAN	SF WATER OPERATOR/2019-2020	7065	03/17/2020	\$100.00
007334	JILL PIETROBURGO	MONTHLY MILEAGE	7066	03/17/2020	\$66.80
001632	JODIE L MCKINNEY	MILEAGE 11/04/19-02/27/20	7067	03/17/2020	\$102.40
000803	JOSTENS	DIPLOMA FOR MISPELLED NAME	7068	03/17/2020	\$18.22
002073	LARRY NOLLER	MANUFACTURE OF DRIVE SHAFT/AG DEPT	7069	03/17/2020	\$100.00
007346	LAUREN TYLER	MILEAGE 02/03/20-02/28/20	7070	03/17/2020	\$96.72
001621	LENNY R EAGLEMAN	REIMBURSE SCH CAR WASH/VACUUM	7071	03/17/2020	\$36.00
001622	LISA FOX	MONTHLY MILEAGE	7072	03/17/2020	\$193.60
007946	LORI A. JEAN	WATER OPERATOR/SF	7073	03/17/2020	\$50.00
007415	LORI WILSON	REIMBURSE LODGING/ST. LOUIS	7074	03/17/2020	\$112.94
008063	MACHEA BRUCE	MILEAGE 02/03/20-02/28/20	7075	03/17/2020	\$24.00
008085	MEAD ELECTRICAL SERVICE, LLC	BRIDGES/INSTALL RECEPTS, FIXTURES	7076	03/17/2020	\$1,800.00
000952	MEEKS	HVAC/HS PLUG, SCCC AUTO THERM COVER	7077	03/17/2020	\$28.58
000952	MEEKS	HVAC/SYNTHETIC PUSH BROOM	7077	03/17/2020	\$26.79
000952	MEEKS	HS PVC PIPE, CAP	7077	03/17/2020	\$17.47

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
000952	MEEKS	SCCR CONC/REDWOOD PRESERVATIVE	7077	03/17/2020	\$37.99
000952	MEEKS	SCCR CONC/MIDTOWN NICKEL KNOBS	7077	03/17/2020	\$7.98
000952	MEEKS	SCCR CONC/REDWOOD PRESERVATIVE	7077	03/17/2020	\$37.99
000952	MEEKS	MAINT SAWZALL BLADE	7077	03/17/2020	\$15.29
000952	MEEKS	HS RUBBER FLEX SEALANT	7077	03/17/2020	\$14.49
000952	MEEKS	HS FTB FLD ORANGE SAFETY FENCE	7077	03/17/2020	\$39.99
000952	MEEKS	HS SUPER COVER	7077	03/17/2020	\$5.79
000952	MEEKS	SCCR CONC/WHITE SEALANT	7077	03/17/2020	\$34.47
000952	MEEKS	SCCR CONC/TREATED #1	7077	03/17/2020	\$23.12
000952	MEEKS	SCCR CONC/WHITE LEXEL SEALANT	7077	03/17/2020	\$22.98
000952	MEEKS	MS/YELLOWPINE	7077	03/17/2020	\$19.98
000952	MEEKS	MS YELLOWPINE	7077	03/17/2020	\$13.77
000952	MEEKS	MS YELLOWPINE RETURNED	7077	03/17/2020	(\$9.99)
000952	MEEKS	MS CHESTNUT RED STAIN	7077	03/17/2020	\$6.79
000952	MEEKS	HS DRAWER SLIDE	7077	03/17/2020	\$19.58
000952	MEEKS	HS RED OAK	7077	03/17/2020	\$21.49
000952	MEEKS	MAINT/LEATHER GLOVES, SAWZALL BLADE	7077	03/17/2020	\$33.96
000952	MEEKS	BRIDGES/DOOR VIEWER, CAULK	7077	03/17/2020	\$14.48
000952	MEEKS	EL/SEALANT, CAULK, FACTORY BRUSH	7077	03/17/2020	\$33.87
000952	MEEKS	MAINT/ROOF CLEAR SEALANT	7077	03/17/2020	\$9.49
000952	MEEKS	MS YELLOWPINE	7077	03/17/2020	\$19.98
000952	MEEKS	MS YELLOWPINE RETURNED	7077	03/17/2020	(\$19.98)
000954	MEEKS	DESIGN RM/WORKLIGHT, SHEETROCK	7079	03/17/2020	\$209.42
000954	MEEKS	DESIGN RM/RIVETS, PLIERS, BITS	7079	03/17/2020	\$47.33
000954	MEEKS	DESIGN RM/ASSORTED GRIDS	7079	03/17/2020	\$2,860.20
000954	MEEKS	DESIGN RM/JOINT COMPOUND	7079	03/17/2020	\$22.18
000954	MEEKS	DESIGN RM/JOINT COMPOUND	7079	03/17/2020	\$35.38
000954	MEEKS	DESIGN RM/SCRAPERS,SAND BELT,SAND DISCS	7079	03/17/2020	\$78.64
000954	MEEKS	DESIGN RM/WHT CROSS GRIDS, SHEETROCK	7079	03/17/2020	\$349.74

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
000954	MEEKS	DESIGN RM/SHEETROCK, WHITEPINE	7079	03/17/2020	\$60.84
000954	MEEKS	DESIGN RM/SHINGLE UNDERLAY	7079	03/17/2020	\$33.90
000954	MEEKS	DESIGN RM/NUTS, BOLTS, SCREWS, WASHERS	7079	03/17/2020	\$44.26
000954	MEEKS	DESIGN RM/WHT CROSS, SHEETROCK, NBSW	7079	03/17/2020	\$1,976.54
000954	MEEKS	DESIGN RM/WET-DRY VAC, PASLODE PAPER TAPE	7079	03/17/2020	\$225.08
000954	MEEKS	WOOD SHOP PICKET & TREAT RAD	7079	03/17/2020	\$114.54
000954	MEEKS	THICK CUT PICKET	7079	03/17/2020	\$59.75
000954	MEEKS	RULE TAPE, PARACHUTE BAG	7079	03/17/2020	\$56.95
000954	MEEKS	PRESERVATIVE, ROLLER, MASKING TAPE	7079	03/17/2020	\$230.56
000954	MEEKS	2X4 10" & NAILS	7079	03/17/2020	\$110.28
000954	MEEKS	WHITEPINE, TREAT RAD, EDGE PREM	7079	03/17/2020	\$213.30
000954	MEEKS	THICKCUT PICKET, TREAT RAD EDGE PREM	7079	03/17/2020	\$114.54
000954	MEEKS	TREAT RADIUS & PICKET	7079	03/17/2020	\$102.59
000954	MEEKS	TREATED RAD & WHITEPINE	7079	03/17/2020	\$176.66
008016	MELANIE DOTSON	MILEAGE 12/03/19-02/20/20	7081	03/17/2020	\$20.80
002048	MELANIE MARTIN	MONTHLY MILEAGE	7082	03/17/2020	\$40.00
001796	METALWELD, INC.	CYLINDER RENT-MECHANIC	7083	03/17/2020	\$31.50
001796	METALWELD, INC.	CYLINDER RENT-COLLISION	7083	03/17/2020	\$49.50
001796	METALWELD, INC.	STEEL RODS, CARBON ELC, GAS LENS, COLLET	7083	03/17/2020	\$499.14
001796	METALWELD, INC.	ACETYLENE, OXYGEN, ARGON & CUTTING TIP	7083	03/17/2020	\$201.03
001796	METALWELD, INC.	AUTO BODY-ARGON	7083	03/17/2020	\$16.45
001796	METALWELD, INC.	ARGON	7083	03/17/2020	\$254.41
001796	METALWELD, INC.	VO-AG CYLINDER RENT	7083	03/17/2020	\$59.36
001796	METALWELD, INC.	ARGON, MIG WIRE, CUT OFF WHL & TUNGSTEN	7083	03/17/2020	\$260.85
001796	METALWELD, INC.	NOZZLE & ELECTRODES	7083	03/17/2020	\$73.00
001796	METALWELD, INC.	STAINLESS TIG	7083	03/17/2020	\$51.48
001796	METALWELD, INC.	MIG WIRE, CUT OFF WHEEL, FLINTS, TUNGSTEN	7083	03/17/2020	\$187.07
000967	MFA OIL - WEST PLAINS 1118	SF PROPANE DELIVERY ON 02/11/2020	7084	03/17/2020	\$811.37
005975	MIDWEST BUS SALES, INC.	HEATER BLOWER	7085	03/17/2020	\$108.22

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
004296	MIDWEST TRANSIT EQUIPMENT	PASSENGER SEAT BELTS X32	7086	03/17/2020	\$345.28
004296	MIDWEST TRANSIT EQUIPMENT	CAMERAS, TROOPER WIRING BUNDLE, TH4 DVR	7086	03/17/2020	\$1,748.00
004296	MIDWEST TRANSIT EQUIPMENT	SEATBELT BRACKETS X12	7086	03/17/2020	\$445.92
004296	MIDWEST TRANSIT EQUIPMENT	SINGLE SEATBELT BRACKETS X20, DUAL X4	7086	03/17/2020	\$444.16
002746	MISSOURI DIVISION OF FIRE SAFETY	MS ELEVATOR & PLATFRM LIFT CERTIFICATE	7087	03/17/2020	\$50.00
002746	MISSOURI DIVISION OF FIRE SAFETY	EL ELEVATOR OPERATING CERTIFICATE	7088	03/17/2020	\$25.00
002746	MISSOURI DIVISION OF FIRE SAFETY	HS ELEVATOR OPERATING CERTIFICATE	7088	03/17/2020	\$25.00
000990	MISSOURI FFA ASSOCIATION	2020 ST CAREER DEV EVENTS & FFA CONV	7089	03/17/2020	\$200.00
001000	MISSOURI S&T AR	RPDC PBS WRKSHP 01/22/19 DAY 3	7090	03/17/2020	\$100.00
001010	MISSOURI STATE UNIVERSITY-WP	3 ZIZZER XC PASSES - FEBRUARY 2020	7091	03/17/2020	\$3.00
002853	MISTY J HATHCOCK	MEALS, MILEAGE AST INSTRUCTORS CONF	7092	03/17/2020	\$130.00
001027	MO-ARK GLASS	CUT TO PATTERN WINDSHIELD	7093	03/17/2020	\$166.75
003819	MONTY'S CLOTHING	GSOC RED/WH SOCKS, ARMBANDS,GAME BALLS	7094	03/17/2020	\$628.30
003819	MONTY'S CLOTHING	JACKETS FOR BOARD MEMBERS	7094	03/17/2020	\$328.00
001047	M-S MUSIC, INC.	ANTHOLOGY OF ITALIAN SONG,BOOK 1	7095	03/17/2020	\$19.19
001047	M-S MUSIC, INC.	ANTHOLOGY OF ITALIAN SONGS, VOL1	7095	03/17/2020	\$18.04
001047	M-S MUSIC, INC.	POOR WAYFARING STRANGER	7095	03/17/2020	\$11.60
001047	M-S MUSIC, INC.	MUSIC-CHOIR	7095	03/17/2020	\$18.04
001048	MSBA	LTE BILL BACK/CHK ISSUED 01/02/2020	7096	03/17/2020	\$383.80
001048	MSBA	PPF REMITTANCE 2018-19 SCH YR	7096	03/17/2020	\$392.90
001048	MSBA	FULL POLICY MAINTENANCE	7096	03/17/2020	\$3,665.00
001048	MSBA	MO HEALTHNET REMITTANCE 02/07/2020	7096	03/17/2020	\$310.27
001048	MSBA	MO HEALTHNET REMITTANCE 02/19/2020	7096	03/17/2020	\$342.39
001052	MSHSAA	WRESTLING STUDENT STATE MANAGER PASS	7097	03/17/2020	\$36.00
001052	MSHSAA	S/D & THEATRE DISTRICTS	7097	03/17/2020	\$370.00
002384	NEWBERRY AUTO SALES	14 GUAGE SHEET & BALE RING	7098	03/17/2020	\$215.00
002384	NEWBERRY AUTO SALES	5X10 PLATE	7098	03/17/2020	\$260.00
002384	NEWBERRY AUTO SALES	GROUNDS/10 LB 6011 1/8 ROD	7098	03/17/2020	\$25.95
002384	NEWBERRY AUTO SALES	AG SUPPLIES/2X2 BOX 20', ANGLE 20'	7098	03/17/2020	\$89.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
002384	NEWBERRY AUTO SALES	SCCR CONC/24"X90" AL. PLATE	7098	03/17/2020	\$60.00
002384	NEWBERRY AUTO SALES	MS/PAINT, PAINT CRUSH, PIPE ROLLER	7098	03/17/2020	\$22.40
007511	NICOLE MARTINEZ	MONTHLY MILEAGE	7099	03/17/2020	\$19.20
007511	NICOLE MARTINEZ	MONTHLY MILEAGE	7099	03/17/2020	\$19.20
001120	OMC EDUCATIONAL SERVICES	BLS PROVIDER ECARD	7100	03/17/2020	\$42.00
001580	OPAA FOOD MANAGEMENT INC.	MONTHLY CONTRACT FOOD SERVICES	7101	03/17/2020	\$110,723.64
001580	OPAA FOOD MANAGEMENT INC.	MONTHLY CONTRACT SERVICES	7101	03/17/2020	(\$3,066.89)
001128	OREILLY AUTO	AUTO COL - AIR CHUCK	7102	03/17/2020	\$13.69
001128	OREILLY AUTO	MAG PICK-UP, MAGNET	7102	03/17/2020	\$16.74
001128	OREILLY AUTO	STARTER, OIL, FILTER	7102	03/17/2020	\$222.92
001128	OREILLY AUTO	CAPSULES	7102	03/17/2020	\$12.55
001129	OREILLY AUTOMOTIVE	FORD EXCURSION, CHEV EXPRESS PADS, BELTS,OIL	7103	03/17/2020	\$154.86
001129	OREILLY AUTOMOTIVE	RED TRUCK MINI BULB	7103	03/17/2020	\$3.61
001129	OREILLY AUTOMOTIVE	RETURN RED LED	7103	03/17/2020	(\$38.18)
001129	OREILLY AUTOMOTIVE	IMPALA OIL FILTER, OIL	7103	03/17/2020	\$33.88
001129	OREILLY AUTOMOTIVE	BUS 23/FOUR IN RED LED, STOP/TAIL KIT	7103	03/17/2020	\$117.54
001129	OREILLY AUTOMOTIVE	BUS 63/BATTERY, FEE, CORE CHG	7103	03/17/2020	\$216.50
001129	OREILLY AUTOMOTIVE	VAN/OIL FILTER, WIPER BLADES, OIL	7103	03/17/2020	\$72.25
001129	OREILLY AUTOMOTIVE	BUS 20 & 6/CAPSULE, WIPER BLADE, DEICER	7103	03/17/2020	\$96.28
001129	OREILLY AUTOMOTIVE	BAND TRUCK BATTERIES X3	7103	03/17/2020	\$324.75
001129	OREILLY AUTOMOTIVE	GRNDS/ABSORBENT, CARB CLNR, FLUSH KIT	7103	03/17/2020	\$24.75
001130	OREILLY AUTOMOTIVE	TIMING COVER	7104	03/17/2020	\$31.56
001130	OREILLY AUTOMOTIVE	OIL, FILTER, AND PLUGS	7104	03/17/2020	\$107.22
001130	OREILLY AUTOMOTIVE	ANTI FREEZE	7104	03/17/2020	\$30.26
001130	OREILLY AUTOMOTIVE	OIL AND FILTER	7104	03/17/2020	\$28.95
001130	OREILLY AUTOMOTIVE	IGN WIRE SET	7104	03/17/2020	\$16.70
001130	OREILLY AUTOMOTIVE	WATER PUMP, ANTIFREEZE & SILICONE	7104	03/17/2020	\$133.95
001130	OREILLY AUTOMOTIVE	V/C GASKET, TIMING CVR & BLACK PAINT	7104	03/17/2020	\$119.53
001130	OREILLY AUTOMOTIVE	MONRO-MATIC	7104	03/17/2020	\$46.96

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
001130	OREILLY AUTOMOTIVE	OIL & FILTER	7104	03/17/2020	\$36.50
001130	OREILLY AUTOMOTIVE	HUB ASSEMBLY & BALL JOINT	7104	03/17/2020	\$151.41
001130	OREILLY AUTOMOTIVE	ANTIFREEZE & TRANS FLUID	7104	03/17/2020	\$38.92
001130	OREILLY AUTOMOTIVE	WHEEL STUD, CERAMIC PADS & RANGURD BEAM	7104	03/17/2020	\$81.73
001130	OREILLY AUTOMOTIVE	AUTO SHOP-FLEX CLAW & PICKUP TOOL	7104	03/17/2020	\$17.27
001130	OREILLY AUTOMOTIVE	THERMOSTAT, OIL, FILTER& MICRO V-BELT	7104	03/17/2020	\$72.23
001130	OREILLY AUTOMOTIVE	EXH GASKET	7104	03/17/2020	\$10.63
001130	OREILLY AUTOMOTIVE	ANTIFREEZE	7104	03/17/2020	\$15.13
001130	OREILLY AUTOMOTIVE	DISC PAD SET	7104	03/17/2020	\$32.02
001130	OREILLY AUTOMOTIVE	OIL	7104	03/17/2020	\$19.46
001130	OREILLY AUTOMOTIVE	MELLING OIL, O/P SCREEN, O/P SHAFT & GUIDE	7104	03/17/2020	\$136.48
001130	OREILLY AUTOMOTIVE	ANTI FREEZE	7104	03/17/2020	\$16.21
001130	OREILLY AUTOMOTIVE	BRAKE HOSE & NON BRKT CAL	7104	03/17/2020	\$190.35
001130	OREILLY AUTOMOTIVE	FUEL FILTER	7104	03/17/2020	\$6.90
001130	OREILLY AUTOMOTIVE	BLOCK TESTER	7104	03/17/2020	\$32.44
001131	OREILLY AUTOMOTIVE	AIR & OIL FILTERS, THERMOSTAT, OIL, PLUG	7106	03/17/2020	\$253.25
001131	OREILLY AUTOMOTIVE	DRIP TRAY	7106	03/17/2020	\$35.66
001131	OREILLY AUTOMOTIVE	DRIP TRAY	7106	03/17/2020	\$23.77
001136	OZARK AWARDS COMPANY	GSWIM BANQUET AWARDS	7107	03/17/2020	\$72.00
001136	OZARK AWARDS COMPANY	FB DISTRICT/STATE PLAQUES X8	7107	03/17/2020	\$68.00
001694	OZARK CAFE	ZABC MEAL 02/04/20	7108	03/17/2020	\$15.02
000847	OZARK RADIO NETWORK	WEEKLY SCHOOL UPDATES	7109	03/17/2020	\$180.00
000847	OZARK RADIO NETWORK	LEARNING AND GROWING CAMPAIGN	7109	03/17/2020	\$500.00
001144	OZARKO TIRE CENTER	T-1/TWO NEW TIRES	7110	03/17/2020	\$732.78
001144	OZARKO TIRE CENTER	BUS 52/FOUR NEW TIRES, MOUNT	7110	03/17/2020	\$1,411.50
001144	OZARKO TIRE CENTER	BUS 3 ONE NEW TIRE	7110	03/17/2020	\$236.50
001144	OZARKO TIRE CENTER	BUS 1/TIRE REPAIR	7110	03/17/2020	\$108.00
008047	OZARKS FAMILY YMCA	GSWIM SEYMOUR FACILITY USAGE MEET/PRACTICE	7111	03/17/2020	\$145.00
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$2,992.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$2,958.00
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$6,868.00
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$10,897.00
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$3,417.00
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$4,692.00
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$1,360.00
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$1,598.00
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$255.00
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$1,649.00
001141	OZARKS MEDICAL CENTER	JANUARY 2020 OT/PT/SP SERVICES	7112	03/17/2020	\$1,037.00
001146	PALEN MUSIC CENTER, INC.	FLUTE REPAIR	7113	03/17/2020	\$120.00
001146	PALEN MUSIC CENTER, INC.	FLUTE REPAIR	7113	03/17/2020	\$200.00
001146	PALEN MUSIC CENTER, INC.	FRENCH HORN REPAIR	7113	03/17/2020	\$55.00
001146	PALEN MUSIC CENTER, INC.	25 F HORN REPAIR	7113	03/17/2020	\$58.00
001146	PALEN MUSIC CENTER, INC.	12 CLARINET REPAIR	7113	03/17/2020	\$148.00
001146	PALEN MUSIC CENTER, INC.	FRENCH HORN REPAIR	7113	03/17/2020	\$55.00
001146	PALEN MUSIC CENTER, INC.	BASS CLARINET REPAIR	7113	03/17/2020	\$182.00
001146	PALEN MUSIC CENTER, INC.	TENOR SAX REPAIR	7113	03/17/2020	\$95.00
001146	PALEN MUSIC CENTER, INC.	12 CLARINET REPAIR	7113	03/17/2020	\$115.00
001146	PALEN MUSIC CENTER, INC.	FLUTE REPAIR	7113	03/17/2020	\$214.00
001146	PALEN MUSIC CENTER, INC.	ALTO SAX REPAIR	7113	03/17/2020	\$160.00
001146	PALEN MUSIC CENTER, INC.	25 F HORN REPAIR	7113	03/17/2020	\$75.00
001168	PEPSI MIDAMERICA	SPEECH & DEBATE CONCESSIONS	7114	03/17/2020	\$696.00
001168	PEPSI MIDAMERICA	JR CLASS CONCESSION	7114	03/17/2020	\$538.00
001168	PEPSI MIDAMERICA	DRINKS FOR JR CLASS CONCESSION	7114	03/17/2020	\$688.00
001168	PEPSI MIDAMERICA	EL 5 GAL WATER X8	7114	03/17/2020	\$44.00
001168	PEPSI MIDAMERICA	EL 5 GAL WATER X 7	7114	03/17/2020	\$38.50
004944	PHILLIPS MEDIA GROUP LLC	HS/LEAVE OF ABSENCE FORMS	7115	03/17/2020	\$39.00
004944	PHILLIPS MEDIA GROUP LLC	BAL FWD/HW AD	7115	03/17/2020	\$53.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
001179	PITNEY BOWES	POSTAGE METER REFILL	7116	03/17/2020	\$3,000.00
001180	PITNEY BOWES	QRTLY LEASE 12/30/19-03/29/20	7117	03/17/2020	\$948.00
003370	PIZZA SHACK	STUCO PIZZA PARTY	7118	03/17/2020	\$90.00
001201	PRUETT HOME IMPROVEMENTS INC.	HS SOLARSEAL	7119	03/17/2020	\$25.22
001201	PRUETT HOME IMPROVEMENTS INC.	SCCR CONC/30 LIN FT BROWN 3 1/2 X 3 3/4	7119	03/17/2020	\$43.50
001203	PSAT/NMSQT	TESTING MATERIALS	7120	03/17/2020	\$221.00
004020	R.P.LUMBER CO.,INC.	LUMBER FOR DRAMA	7121	03/17/2020	\$562.38
004020	R.P.LUMBER CO.,INC.	MAIN/UTILITY KNIFE	7121	03/17/2020	\$6.29
004020	R.P.LUMBER CO.,INC.	BUS 53 KEY BLANKS, CLEAR ROOF SEALANT	7121	03/17/2020	\$19.16
004020	R.P.LUMBER CO.,INC.	HS BEECH WIRE PULL, MESH TACK CLOTH	7121	03/17/2020	\$7.97
004020	R.P.LUMBER CO.,INC.	MAINT/RIPPING BLADE	7121	03/17/2020	\$31.99
007700	REBECCA RICHARDSON	MILEAGE 10/10/19-02/21/20	7122	03/17/2020	\$112.40
005736	REBECCA ROMINE	VISION IMPAIRMENT INSTRUCTION/COLLABORATION	7123	03/17/2020	\$88.00
007939	RENITA DECKER	MILEAGE 02/03/20-02/28/20	7124	03/17/2020	\$10.88
005286	RENTAL SUPPLY - WEST PLAINS	DUMP TRAILER RENTAL	7125	03/17/2020	\$125.00
005985	RESTORE CLEANING	LIBRARY CARPET CLEANED	7126	03/17/2020	\$260.00
004652	RICHARDS EXCAVATING	BUS BARN/34.07 TON 1" CLEAN RD ROCK HAUL	7127	03/17/2020	\$173.76
004652	RICHARDS EXCAVATING	HAUL/DISPOSE 3 STUMPS BY STADIUM	7127	03/17/2020	\$200.00
004652	RICHARDS EXCAVATING	SCCR FLD 33.62 TON RIP RAP HAUL	7127	03/17/2020	\$171.46
004652	RICHARDS EXCAVATING	AUTO BODY 32.10 TON ROAD ROCK HAUL	7127	03/17/2020	\$163.71
004652	RICHARDS EXCAVATING	STADIUM 65.88 TON ROAD ROCK HAUL	7127	03/17/2020	\$335.99
004652	RICHARDS EXCAVATING	STADIUM 32.01 ROAD ROCK HAUL	7127	03/17/2020	\$98.68
005490	RONALD D. DAWSON	FEB STORAGE CONTAINER RENTAL	7128	03/17/2020	\$100.00
001724	ROTARY CLUB OF WEST PLAINS	L.SNODGRAS INT'L,QRTLY DUES,MEALS	7129	03/17/2020	\$172.75
001897	RUBY COLLINS	ZIZZER WRESTLING/142 MEALS	7130	03/17/2020	\$1,420.00
006103	RYAN CALDWELL	MILEAGE 02/03/20-02/28/20	7131	03/17/2020	\$208.00
005976	RYAN T SMITH	GSWIM FEBRUARY MILEAGE 02/01/20-02/20/20	7132	03/17/2020	\$180.00
005976	RYAN T SMITH	GIRLS SWIM 5% STIPEND	7132	03/17/2020	\$1,537.50
007980	SANTANA FRENCH	MILEAGE 02/03/20-02/28/20	7133	03/17/2020	\$52.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
007850	SARAH ELROD	MILEAGE/COLUMBIA 1ST YR TEACHER MTG	7134	03/17/2020	\$160.00
001309	SCHWEGMAN OFFICE SUPPLY	C. DESIGN LTR PAPER	7135	03/17/2020	\$67.96
001309	SCHWEGMAN OFFICE SUPPLY	TONER - AG	7135	03/17/2020	\$75.99
001626	SETH A HUDDLESTON	MONTHLY MILEAGE	7136	03/17/2020	\$160.00
001833	SGC FOODSERVICE	SF/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$31.54
001833	SGC FOODSERVICE	EL/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$107.14
001833	SGC FOODSERVICE	EL/FOAMWARE, PLASTICWARE, BAGS	7137	03/17/2020	\$272.15
001833	SGC FOODSERVICE	MS/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$140.68
001833	SGC FOODSERVICE	MS/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$58.70
001833	SGC FOODSERVICE	HS/FOAMWARE, PLASTICWARE, WTR SOFTNR	7137	03/17/2020	\$45.59
001833	SGC FOODSERVICE	EL/FOAMWARE, BAGS	7137	03/17/2020	\$187.25
001833	SGC FOODSERVICE	MS/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$172.76
001833	SGC FOODSERVICE	HS/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$81.06
001833	SGC FOODSERVICE	HS/FOAMWARE, PLASTICWARE, WTR SOFTNR	7137	03/17/2020	\$159.99
001833	SGC FOODSERVICE	MS/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$165.96
001833	SGC FOODSERVICE	EL/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$145.06
001833	SGC FOODSERVICE	SF/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$65.21
001833	SGC FOODSERVICE	HS/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$153.87
001833	SGC FOODSERVICE	SF/FOAMWARE, PLASTICWARE	7137	03/17/2020	\$31.54
001327	SHERWIN WILLIAMS	DESIGN RM/PAINT, PRIMER	7138	03/17/2020	\$478.12
001327	SHERWIN WILLIAMS	DESIGN RM/PRIMER, BRUSHES, LINERS	7138	03/17/2020	\$175.36
001327	SHERWIN WILLIAMS	HS/TRICORN BLACK PAINT, SUPPLIES	7138	03/17/2020	\$111.95
001327	SHERWIN WILLIAMS	SCCR CONC/BLUE TAPE	7138	03/17/2020	\$12.50
001327	SHERWIN WILLIAMS	SCCR CONC/JUMBO TRAY LINER	7138	03/17/2020	\$9.34
001327	SHERWIN WILLIAMS	SCCR CONC/SNAPDRY, TRIM, SUPPLIES	7138	03/17/2020	\$50.73
001327	SHERWIN WILLIAMS	DESIGN RM/PAINT & SUPPLIES	7138	03/17/2020	\$313.94
005340	SHI INTERNATIONAL CORP	CHROMEBOOK LICENSE ADVANCED	7139	03/17/2020	\$14,310.00
001343	SKEETER KELL SPORTING	GBB SHOES AFTER CREDIT BALANCE	7140	03/17/2020	\$980.00
001343	SKEETER KELL SPORTING	BBB HOODIES X10	7140	03/17/2020	\$385.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
001343	SKEETER KELL SPORTING	BBB CUSTOM JSY/SHORTS RED & WHITE	7140	03/17/2020	\$432.00
001343	SKEETER KELL SPORTING	GBB SLIPP NOTT REFILL SHEETS	7140	03/17/2020	\$46.00
002623	SMBOA	2019-20 BBB & GBB SCHEDULING FEES	7141	03/17/2020	\$300.00
001365	SOUTH CENTRAL RPDC	DEVELOPING A QUALITY IEP CONF	7142	03/17/2020	\$20.00
001389	SPRINGFIELD PUBLIC SCHOOLS	TRADITIONAL VIRTUAL LAUNCH X29	7143	03/17/2020	\$7,395.00
002629	ST.JUDE CHILDRENS RESEARCH HOSPITAL	STUCO ST. JUDE DONATION	7144	03/17/2020	\$700.00
004556	STEPHANIE BARKER	MONTHLY MILEAGE	7145	03/17/2020	\$53.60
001895	STEPHANIE DOW	MONTHLY MILEAGE	7146	03/17/2020	\$42.00
007632	STILES ROOFING, INC.	MS/MISC REPAIR - 1120219	7147	03/17/2020	\$377.50
008097	STRAFFORD R-VI SCHOOL DISTRICT	LOCAL TAX EFFORT H.HILLEMAN	7148	03/17/2020	\$3,573.35
008077	STYLE UP AMERICA INC	SAMPLE CANDY STRIPE SHORT	7149	03/17/2020	\$60.00
001849	SUSAN CARTER	MEALS/SPEECH & DEBATE BUS TRIPS	7150	03/17/2020	\$27.57
002743	SWANK MOVIE LICENSING USA	PUBLIC PERF SITE LIC 05/17/2020 - 05/16/2021	7151	03/17/2020	\$1,839.00
004122	SYSCO KANSAS CITY	CATERING - MOZZARELLA, LETTUCE, SPAGHETTI	7152	03/17/2020	\$767.53
004122	SYSCO KANSAS CITY	CATERING - CHIPS, BACON, GLOVES, SAUSAGE	7152	03/17/2020	\$728.66
004574	TANYA MILLER	K-6 INTERFACE 2020 MEALS	7153	03/17/2020	\$30.00
008080	TERESA WILEY	REIMBURSEMENT BACKGROUND CHECK	7154	03/17/2020	\$41.75
008098	THE CHILD ADVOCACY CENTER, INC.	CELEBRITY WAITER DINNER - TABLE SPONSOR	7155	03/17/2020	\$600.00
001405	THE STEEL YARD INC	ROLLED PIPE	7156	03/17/2020	\$247.38
001405	THE STEEL YARD INC	STEEL PLATES	7156	03/17/2020	\$444.96
001405	THE STEEL YARD INC	SCRAPS OF METAL	7156	03/17/2020	\$55.00
001405	THE STEEL YARD INC	SCCR DUGOUTS/SQ TUBE	7156	03/17/2020	\$96.92
007515	THREE C'S STUDIO & FLOWER MARKET	STUCO CARNATIONS	7157	03/17/2020	\$200.00
007600	TINA POE	MILEAGE 01/06/20-01/31/20	7158	03/17/2020	\$9.60
007600	TINA POE	MILEAGE 02/03/20-02/28/20	7158	03/17/2020	\$7.20
007600	TINA POE	MILEAGE 12/01/19-12/20/19	7158	03/17/2020	\$4.80
003480	T-N-T SOUND & LIGHT	MUSIC & LIGHTS - MID WINTER	7159	03/17/2020	\$180.00
001444	TONYS TIRE SERVICE	MAINT TRUCK FLAT REPAIR	7160	03/17/2020	\$16.50
001444	TONYS TIRE SERVICE	BACKHOE TIRE REPLACED	7160	03/17/2020	\$725.00

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
004393	TOWN AND COUNTRY GROCERS	ADMIN OFFICE SODA, BUTTER	7161	03/17/2020	\$51.85
004393	TOWN AND COUNTRY GROCERS	MAINT/VINEGAR	7161	03/17/2020	\$8.91
001713	TRACY L PERRY-WHISNANT	MILEAGE 02/03/20-02/25/20	7162	03/17/2020	\$30.40
001450	TRASHWAGON EXPRESS	SOUTH FORK REFUSE PICKUP	7163	03/17/2020	\$366.00
005703	UNIVERSITY OF ARKANSAS	CHEMISTRY - NEW TEACHERS	7164	03/17/2020	\$550.00
001501	WAGGONER FAMILY FLORAL	MID WINTER FLOWERS	7165	03/17/2020	\$108.50
002306	WEST PLAINS BEVERAGE DIST. CO.	5 GAL WATER(SPED/ECSE OFFICE)	7166	03/17/2020	\$50.75
002306	WEST PLAINS BEVERAGE DIST. CO.	ADMIN 5 GAL WATER X1	7166	03/17/2020	\$8.75
002306	WEST PLAINS BEVERAGE DIST. CO.	ADMIN 5 GAL WATER X2	7166	03/17/2020	\$17.50
002306	WEST PLAINS BEVERAGE DIST. CO.	HS OFFICE 5 GAL WATER X2	7166	03/17/2020	\$17.50
001506	WEST PLAINS CHAMBER OF COMMERCE	L.SNODGRAS #5118 LUNCHEON	7167	03/17/2020	\$13.00
001506	WEST PLAINS CHAMBER OF COMMERCE	J.COTTER/MEALS	7167	03/17/2020	\$13.00
001506	WEST PLAINS CHAMBER OF COMMERCE	J.COTTER/ASSOCIATE MEMBERSHIP	7167	03/17/2020	\$100.00
001512	WEST PLAINS ELECTRIC SUPPLY,INC	EL/DPST ON-OFF 20A 125V	7168	03/17/2020	\$23.71
001516	WEST PLAINS FLORAL	R.LARSON/SR. NIGHT CHEER FLOWERS	7169	03/17/2020	\$180.50
001520	WEST PLAINS MUSIC STORE	TENOR SAX TRADITION OF EXCELLENCE	7170	03/17/2020	\$29.56
001520	WEST PLAINS MUSIC STORE	TRUMPET & HORN RUBBER MP POUCHES	7170	03/17/2020	\$64.20
001520	WEST PLAINS MUSIC STORE	TENOR, ALTO SAX REPAIR	7170	03/17/2020	\$617.00
001520	WEST PLAINS MUSIC STORE	JAVA TRENOR SAX REPAIR	7170	03/17/2020	\$21.99
001825	WEST PLAINS OCCUPATIONAL	BUS DRIVER & RANDOM STUDENT TESTING	7171	03/17/2020	\$835.00
001524	WEST PLAINS PROPANE INC.	MAINT/PROPANE CYL X2	7172	03/17/2020	\$48.00
001524	WEST PLAINS PROPANE INC.	HS/PROPANE, OPD VALVE	7172	03/17/2020	\$40.00
001524	WEST PLAINS PROPANE INC.	DYED DIESEL FUEL 7067.00 02/27/2020	7172	03/17/2020	\$12,190.58
004069	WESTLAKE ACE HARDWARE	HS GYM CAMERA ROD THREADS	7173	03/17/2020	\$4.49
004069	WESTLAKE ACE HARDWARE	HVAC/DIST STEP DRILLBIT	7173	03/17/2020	\$44.99
004069	WESTLAKE ACE HARDWARE	HVAC/HS EXT CORD, KEY ID TAGS	7173	03/17/2020	\$8.77
004069	WESTLAKE ACE HARDWARE	HVAC/AUTO SILCN	7173	03/17/2020	\$7.99
004069	WESTLAKE ACE HARDWARE	MS/SPRY PNT FSN GLS RD, KNIFE BLADES, GORILLA	7173	03/17/2020	\$29.46
004069	WESTLAKE ACE HARDWARE	MS/CD-HD BARREL BOLT, BULK FASTENERS	7173	03/17/2020	\$53.58

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

CHECKS ISSUED FOR BOARD APPROVAL

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Description</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
004069	WESTLAKE ACE HARDWARE	FILE H RND & PUNCH PICK	7173	03/17/2020	\$51.16
001545	WOOD MECHANICAL INC.	DESIGN RM/HVAC LENNOX 2 TN MINI SPLIT SYS	7174	03/17/2020	\$8,857.00
001545	WOOD MECHANICAL INC.	HVAC/EL CAFETERIA SYS COMPRESSOR	7174	03/17/2020	\$4,341.00
001551	XEROX CORPORATION	ADMIN 8TB-585955 BASE/EXTRA FEBRUARY 2020	7175	03/17/2020	\$570.60
005930	YOLANDA STURROCK	MILEAGE 01/09/20-02/27/20	7176	03/17/2020	\$50.00
005474	ZEBADIAH WALLACE	MAESP CONF MEALS	7177	03/17/2020	\$35.89

Total Amount Reported For Board Approval:

\$596,684.20

REVENUES & EXPENDITURES

This report includes the month of February.

Printed On: March 20, 2020

	2020 Budget	2019 Budget	Thru FEB 2020	Thru FEB 2019	Thru FEB 2018	2019 Total	2018 Total		2019 % of Actual through FEB	2018 % of Actual through FEB
Revenue	30,195,255	29,812,512	20,168,242	19,238,138	14,894,731	29,760,014	24,275,889		64.6	61.4
Expense	30,210,025	30,509,661	18,636,108	17,601,400	16,422,724	29,765,223	29,003,394		59.1	56.6
Total	-14,770	-697,149				-5,209	-4,727,505			

Total Revenue

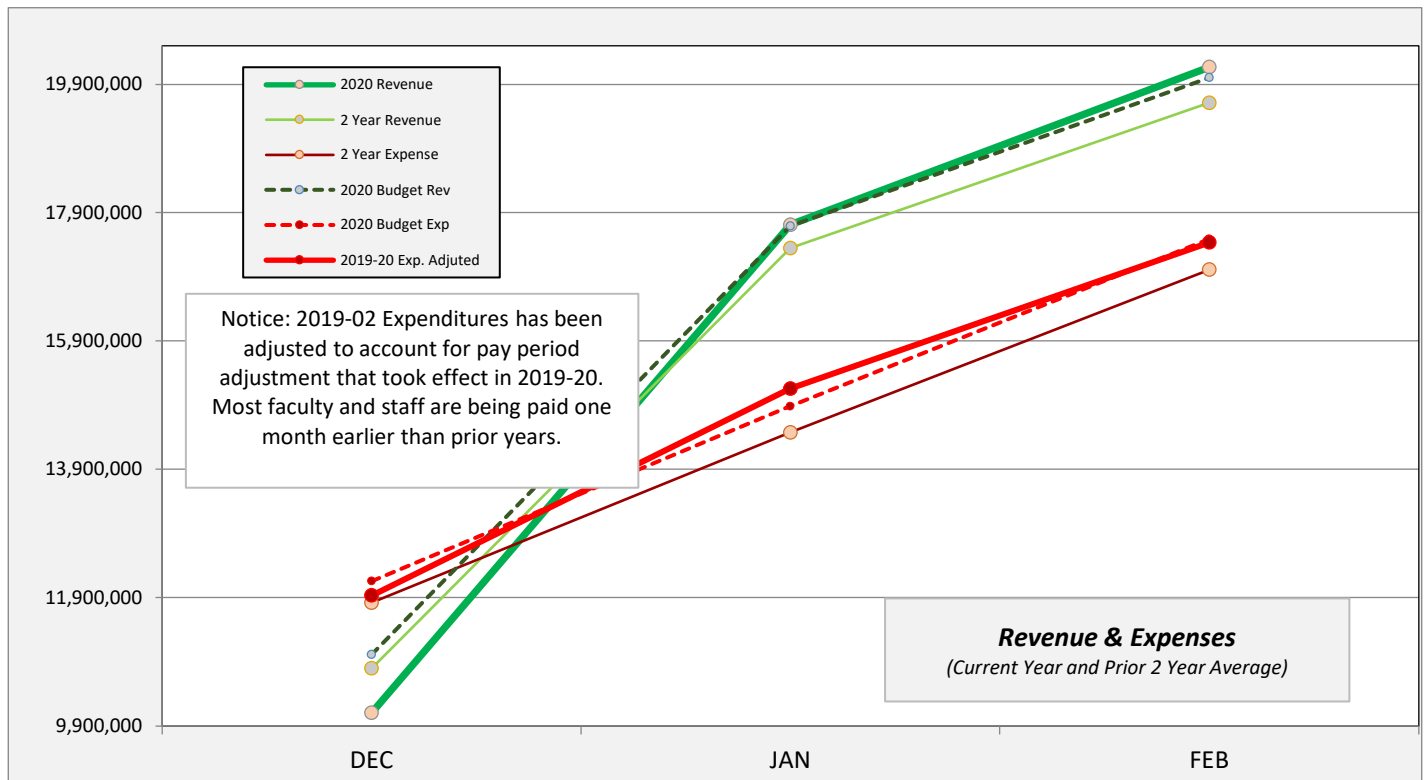
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2019-20	1,370,388	2,530,902	3,913,140	5,801,130	7,700,223	10,107,485	17,714,060	20,168,242				
2018-19	1,057,293	2,783,494	4,260,566	5,916,294	7,547,957	11,297,318	17,172,700	19,238,138	22,039,454	24,594,190	27,251,214	29,760,014
2017-18	885,574	2,121,597	3,487,888	4,930,855	7,273,769	10,303,183	17,520,397	19,986,375	22,195,790	24,257,518	26,796,316	29,444,550
2016-17	903,105	2,038,901	3,197,474	4,448,429	6,781,961	9,341,748	16,228,203	19,039,250	21,209,072	23,126,747	25,402,018	27,691,348

Total Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2019-20	1,249,238	3,351,438	5,902,350	8,255,325	10,623,449	13,135,469	16,360,154	18,636,108				
2018-19	1,331,243	2,324,488	4,870,514	7,376,783	9,752,119	12,342,324	15,434,634	17,601,400	19,745,762	21,891,212	24,203,899	29,765,223
2017-18	1,017,559	2,212,967	4,461,434	6,762,530	8,919,132	11,306,716	13,518,567	16,422,724	18,572,055	21,018,574	23,483,435	29,003,394
2016-17	1,193,003	2,116,414	4,490,421	6,859,756	8,976,765	11,458,556	14,561,640	16,501,233	18,521,355	20,579,588	22,635,072	27,348,528

Revenues less Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2019-20	121,150	-820,537	-1,989,211	-2,454,195	-2,923,227	-3,027,984	1,353,906	1,532,134				
2018-19	-273,949	459,006	-609,948	-1,460,488	-2,204,162	-1,045,006	1,738,066	1,636,738	2,293,692	2,702,977	3,047,315	-5,209
2017-18	-131,985	-91,371	-973,546	-1,831,676	-1,645,363	-1,003,533	4,001,830	3,563,650	3,623,735	3,238,944	3,312,881	441,157
2016-17	-289,898	-77,512	-1,292,947	-2,411,327	-2,194,805	-2,116,808	1,666,563	2,538,017	2,687,717	2,547,159	2,766,946	342,821



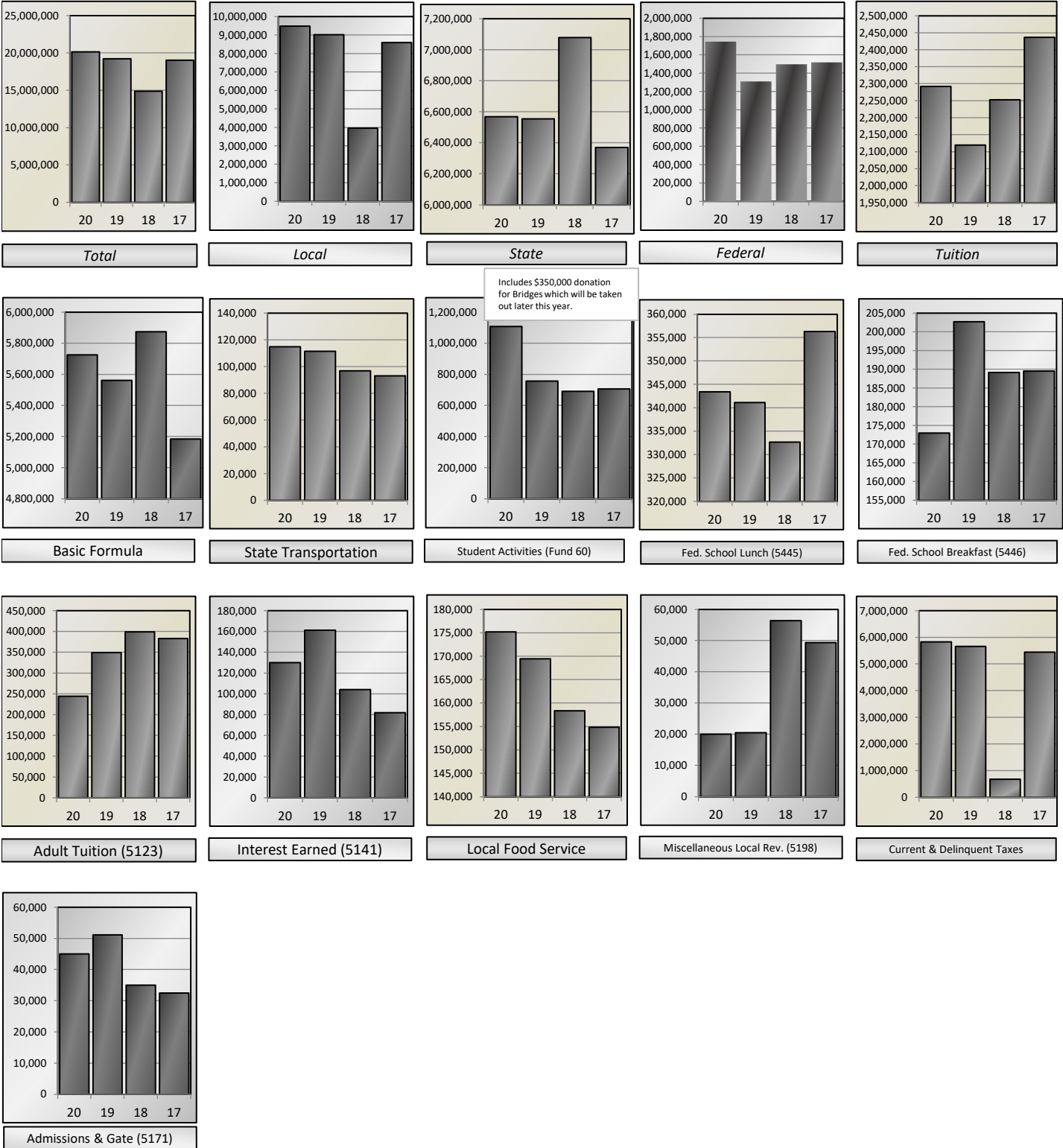
GRAPHICAL REVENUE DATA

This report includes the month of February.

Printed On:

March 20, 2020

4 YEAR REVENUE COMPARISON THROUGH THE MONTH OF FEBRUARY



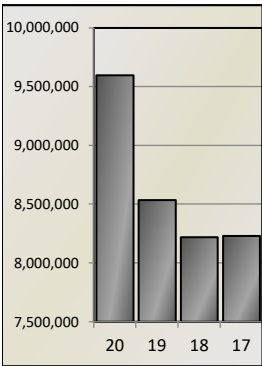
GRAPHICAL EXPENDITURE DATA

This report includes the month of February.

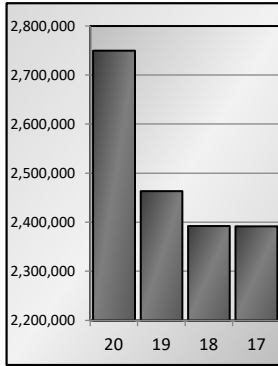
Printed On:

March 20, 2020

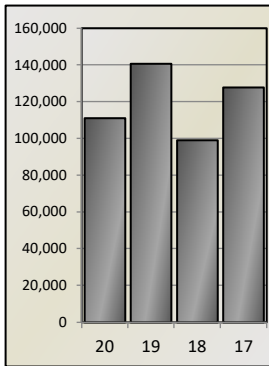
4 YEAR EXPENDITURE COMPARISON THROUGH THE MONTH OF FEBRUARY



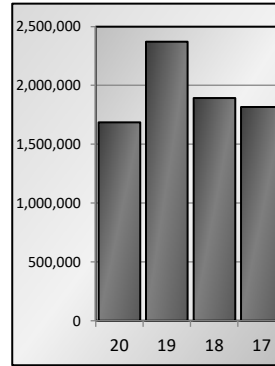
All Salaries 61xx



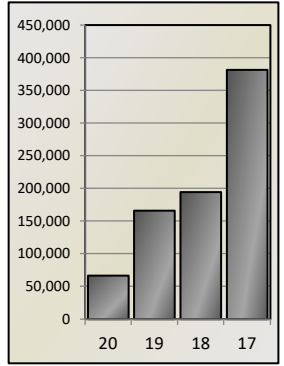
All Benefits 62xx



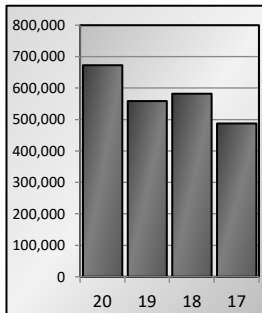
Total Subs (6121 & 6153)



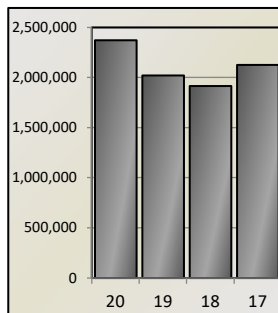
Capitol (4)



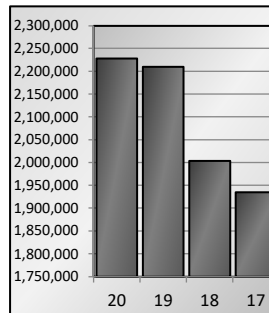
Text Books (6431)



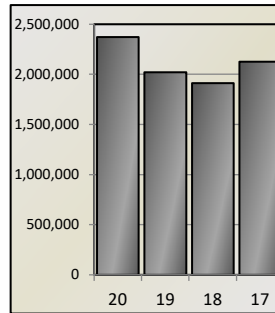
Student Activities (6)



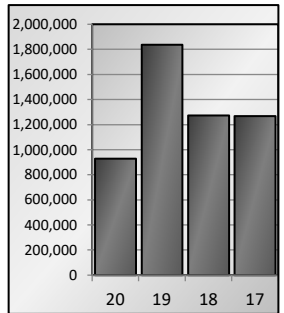
Supplies (64xx)



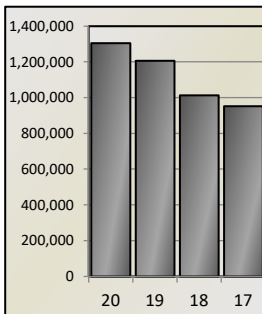
Purchased Services (63xx)



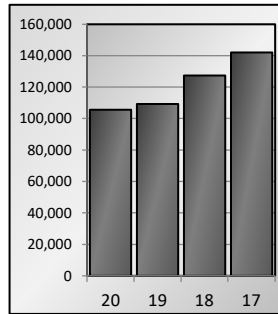
Supplies (64xx)



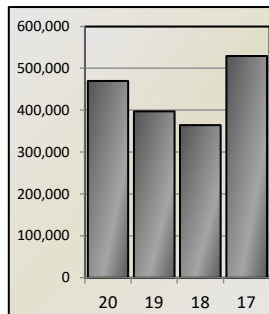
Facilities



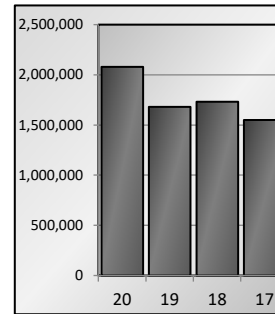
OM Building Upkeep (2542)



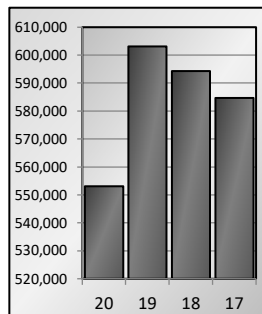
Lease Purchase Payment



Title I (1251)



Elem & SF (1111)



Food Service (Services)

REVENUE BY SOURCE

This report includes the month of February.

Printed On: March 20, 2020

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

4 YEAR REVENUE COMPARISON THROUGH THE MONTH OF FEBRUARY

Revenues By Source (2020)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	598,506	1,037,082	1,446,155	1,956,108	2,367,863	3,707,715	9,009,745	9,486,650				
County	0	0	0	0	0	0	72,522	72,522				
State	738,883	1,482,820	2,412,053	3,271,202	3,949,489	4,776,076	5,730,464	6,568,344				
Federal	8,959	9,370	53,302	566,424	841,049	960,654	1,075,854	1,745,925				
Tuition	23,191	780	780	6,546	540,972	660,690	1,823,124	2,292,451				
Other	850	850	850	850	850	2,350	2,350	2,350				
Total	1,370,388	2,530,902	3,913,140	5,801,130	7,700,223	10,107,485	17,714,060	20,168,242				

Revenues By Source (2019)

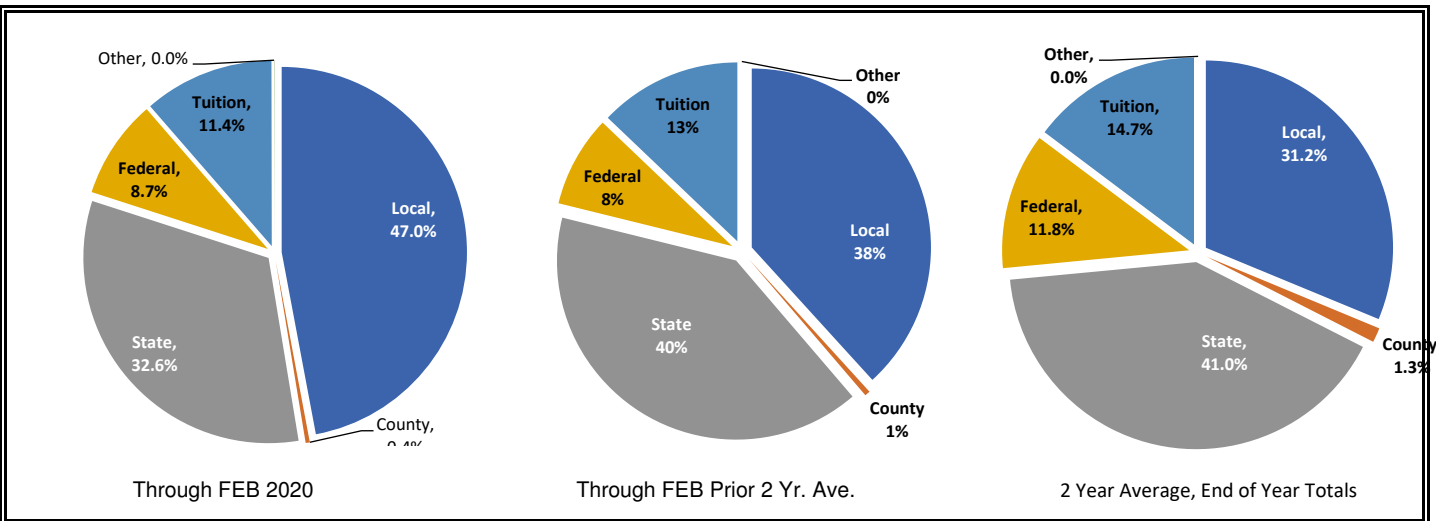
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	272,179	803,763	1,197,924	1,688,325	2,114,416	3,617,000	8,409,776	9,024,677	9,510,635	10,026,338	10,448,214	11,028,376
County	0	0	0	0	0	0	64,354	64,354	326,447	326,447	326,447	326,447
State	682,998	1,516,073	2,300,408	3,124,097	3,936,124	4,771,889	5,660,707	6,554,215	7,436,382	8,771,211	10,161,950	11,140,172
Federal	99,180	460,723	617,508	733,021	866,286	1,409,984	1,127,058	1,309,599	1,854,663	2,029,995	2,367,009	3,090,803
Misc.	0	0	0	0	163,538	165,288	165,288	165,288	9,826	9,826	9,826	9,826
Tuition	2,936	2,936	144,725	370,851	467,593	1,333,157	1,745,517	2,120,005	2,901,501	3,430,373	3,937,768	4,164,391
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,057,293	2,783,494	4,260,566	5,916,294	7,547,957	11,297,318	17,172,700	19,238,138	22,039,454	24,594,190	27,251,214	29,760,014

Revenues By Source (2018)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	216,401	657,034	1,065,936	1,502,869	1,904,017	2,395,444	3,445,136	3,965,295	4,352,802	4,809,486	5,358,349	5,849,558
County	0	0	0	0	0	0	96,536	96,536	350,335	350,335	350,335	350,335
State	675,989	1,479,698	2,227,060	3,016,966	3,827,899	5,301,207	6,192,566	7,079,038	7,950,724	8,869,952	9,946,996	10,999,022
Federal	-6,816	-47,500	93,613	234,196	970,728	1,077,393	1,160,856	1,498,723	1,634,880	2,019,936	2,418,334	3,272,382
Misc.	0	0	0	0	0	0	2,501	2,501	2,501	8,111	8,111	8,111
Tuition	0	1,998	70,913	146,458	540,759	664,567	1,618,191	2,252,637	2,731,579	3,026,728	3,541,221	3,796,482
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	885,574	2,091,230	3,457,522	4,900,488	7,243,403	9,438,610	12,515,787	14,894,731	17,022,820	19,084,548	21,623,346	24,275,889

Revenues By Fund (2020)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
10	339,231	776,646	1,213,876	2,060,750	2,630,763	4,019,901	9,175,556	10,109,468				
20	577,211	1,138,310	1,871,154	2,669,287	3,841,578	4,627,981	6,531,549	7,853,530				
40	61,167	132,147	196,939	294,453	376,737	525,261	983,975	1,097,478				
60	392,779	483,799	631,171	776,639	851,145	934,342	1,022,980	1,107,767				
Other	0	0	0	0	0	0	0	0				
Total	1,370,388	2,530,902	3,913,140	5,801,130	7,700,223	10,107,485	17,714,060	20,168,242				



ITEMIZED REVENUES

This report includes the month of February.

Printed On: March 20, 2020

4 YEAR REVENUE COMPARISON OF MAJOR REVENUE SOURCES

Each month represents total for that month plus prior months.

Current Taxes (5111)

5111	DEC	JAN	FEB	MAR	APR
2020	934,792	5,613,926	5,709,953		
2019	1,182,605	5,410,129	5,523,348	5,598,961	5,598,961
2018	84,671	504,649	513,478	517,431	517,431
2017	726,548	5,189,035	5,327,798	5,444,143	5,444,143

Prop C (5113)

5113	DEC	JAN	FEB	MAR	APR
2020	1,134,456	1,310,785	1,529,256		
2019	1,090,961	1,260,439	1,479,009	1,654,908	1,812,623
2018	1,044,695	1,224,037	1,450,919	1,618,024	1,763,464
2017	1,031,384	1,172,306	1,391,320	1,555,263	1,707,992

Interest Revenue (5141)

5141	DEC	JAN	FEB	MAR	APR
2020	91,917	114,049	130,022		
2019	114,773	138,735	161,249	186,762	265,026
2018	66,863	87,533	104,257	125,545	153,193
2017	53,871	69,432	81,836	98,088	114,761

Fines & Escheats (5211)

5211	DEC	JAN	FEB	MAR	APR
2020	0	72,522	72,522		
2019	0	64,354	64,354	64,354	64,354
2018	0	96,536	96,536	96,536	96,536
2017	0	118,549	118,549	118,549	118,549

State Basic Formula (5311)

5311	DEC	JAN	FEB	MAR	APR
2020	4,224,697	4,966,963	5,726,158		
2019	4,156,976	4,841,294	5,561,755	6,309,825	7,420,720
2018	4,525,942	5,192,468	5,875,089	6,562,416	7,233,105
2017	3,965,545	4,580,211	5,184,870	5,812,434	6,419,234

ECSE (5314)

5314	DEC	JAN	FEB	MAR	APR
2020	0	0	0		
2019	67,578	135,157	202,735	241,183	304,032
2018	135,867	199,453	271,735	339,668	364,870
2017	140,414	269,596	336,995	354,799	410,965

Career Education (5332)

5332	DEC	JAN	FEB	MAR	APR
2020	0	2,216	2,216		
2019	0	0	5,744	7,316	66,459
2018	122,315	122,315	132,271	132,271	267,542
2017	123,192	123,192	130,044	130,044	359,202

Medicaid (5412)

5412	DEC	JAN	FEB	MAR	APR
2020	59,472	63,538	70,065		
2019	58,438	82,051	91,209	124,060	131,576
2018	51,684	77,478	88,595	119,370	127,783
2017	56,181	83,657	96,119	106,398	136,293

IDEA (5441)

5441	DEC	JAN	FEB	MAR	APR
2020	255,044	174,217	208,486		
2019	220,442	105,555	190,761	190,761	254,846
2018	168,237	168,237	222,140	222,140	222,140
2017	123,012	123,012	170,725	170,725	170,725

Federal Breakfast (5446)

5446	DEC	JAN	FEB	MAR	APR
2020	121,534	145,006	172,979		
2019	139,856	171,447	202,749	238,049	266,986
2018	102,722	102,722	189,190	223,505	258,260
2017	125,458	154,760	189,557	226,327	260,681

Delinquent Taxes (5112)

5311	DEC	JAN	FEB	MAR	APR
2020	934,792	5,613,926	5,709,953		
2019	4,156,976	4,841,294	5,561,755	6,309,825	7,420,720
2018	4,525,942	5,192,468	5,875,089	6,562,416	7,233,105
2017	3,965,545	4,580,211	5,184,870	5,812,434	6,419,234

M&M Surcharge (5115)

5115	DEC	JAN	FEB	MAR	APR
2020	1,134,456	1,310,785	1,529,256		
2019	56,902	315,484	320,065	320,443	323,773
2018	48,353	329,007	330,642	332,170	336,000
2017	31,216	303,689	310,201	314,051	314,380

Pupil Food Service (5151)

5151	DEC	JAN	FEB	MAR	APR
2020	91,917	114,049	130,022		
2019	67,556	83,825	99,489	114,412	132,885
2018	73,834	86,705	100,629	118,120	139,783
2017	97,667	124,542	149,398	178,435	203,509

RR & Utility Tax (5211)

5221	DEC	JAN	FEB	MAR	APR
2020	0	72,522	72,522		
2019	0	0	0	262,093	262,093
2018	0	0	0	253,798	253,798
2017	0	0	0	240,535	240,535

State Transportation (5312)

5111	DEC	JAN	FEB	MAR	APR
2020	4,224,697	4,966,963	5,726,158		
2019	1,182,605	5,410,129	5,523,348	5,598,961	5,598,961
2018	84,671	504,649	513,478	517,431	517,431
2017	726,548	5,189,035	5,327,798	5,444,143	5,444,143

Classroom Trust Fund (5319)

5319	DEC	JAN	FEB	MAR	APR
2020	0	0	0		
2019	421,334	485,538	543,740	606,742	686,037
2018	409,543	476,597	535,764	598,366	663,858
2017	385,566	449,433	509,311	573,611	642,437

High Need Fund (5381)

5381	DEC	JAN	FEB	MAR	APR
2020	0	2,216	2,216		
2019	0	69,001	69,001	69,001	69,001
2018	0	79,732	118,834	118,834	118,834
2017	0	0	0	82,579	82,579

Perkins (5427)

5427	DEC	JAN	FEB	MAR	APR
2020	59,472	63,538	70,065		
2019	21,308	0	0	117,732	117,732
2018	25,399	66,637	71,162	71,162	81,147
2017	81,019	85,547	85,547	97,017	101,320

Federal Lunch (5445)

5445	DEC	JAN	FEB	MAR	APR
2020	255,044	174,217	208,486		
2019	234,709	288,240	341,117	405,417	459,821
2018	181,143	181,143	332,665	391,048	450,225
2017	234,714	290,669	356,293	422,740	483,454

Title I (5451)

5151	DEC	JAN	FEB	MAR	APR
2020	121,534	145,006	172,979		
2019	67,556	83,825	99,489	114,412	132,885
2018	73,834	86,705	100,629	118,120	139,783
2017	97,667	124,542	149,398	178,435	203,509

EXPENSE BY FUND

This report includes the month of February.

Printed On:

March 20, 2020

Expense By Source (2020)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	738,834	1,488,971	2,293,730	3,114,816	3,986,214	5,016,925	5,829,649	6,537,878				
Fund 20	230,063	1,545,855	2,901,273	4,284,264	5,658,760	7,007,086	8,363,991	9,737,491				
Fund 40	272,366	364,675	544,110	607,975	610,835	622,454	1,617,742	1,687,254				
Fund 60	7,976	49,939	163,238	248,270	367,640	489,004	548,772	673,485				
Other	0	0	0	0	0	0	0	0				
Total	1,249,238	3,449,440	5,902,350	8,255,325	10,623,449	13,135,469	16,360,154	18,636,108				

Expense By Source (2019)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	602,230	1,146,767	1,986,546	2,791,524	3,671,715	4,676,272	5,422,822	6,148,267	6,853,230	7,574,270	8,395,578	10,039,751
Fund 20	238,607	478,980	1,817,801	3,160,881	4,522,416	5,866,221	7,194,279	8,523,411	9,870,412	11,195,923	12,549,034	16,208,907
Fund 40	482,565	672,065	971,918	1,238,097	1,265,556	1,430,438	2,343,818	2,370,841	2,418,670	2,442,709	2,482,124	2,528,704
Fund 60	7,841	26,677	94,249	186,281	292,432	369,393	473,715	558,881	603,450	678,310	777,163	987,862
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,331,243	2,324,488	4,870,514	7,376,783	9,752,119	12,342,324	15,434,634	17,601,400	19,745,762	21,891,212	24,203,899	29,765,223

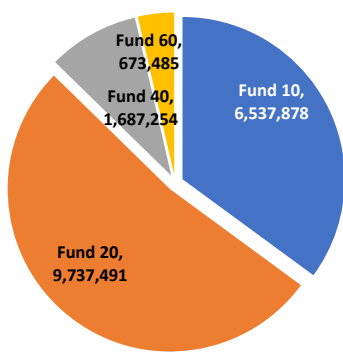
Expense By Source (2018)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	494,472	1,198,129	2,012,632	2,854,110	3,654,252	4,650,149	5,358,119	6,011,962	6,703,497	7,593,145	8,420,059	9,631,646
Fund 20	246,218	487,750	1,756,081	2,999,080	4,241,916	5,470,348	6,703,135	7,935,839	9,170,709	10,414,783	11,667,205	15,154,897
Fund 40	273,094	475,099	562,659	704,568	714,051	793,091	963,670	1,892,431	2,055,649	2,252,436	2,523,916	3,209,820
Fund 60	3,775	51,989	130,061	204,772	308,914	393,128	493,643	582,492	642,201	758,210	872,255	1,007,031
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,017,559	2,212,967	4,461,434	6,762,530	8,919,132	11,306,716	13,518,567	16,422,724	18,572,055	21,018,574	23,483,435	29,003,394

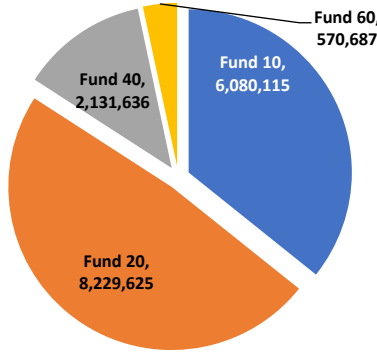
Expense By Source (2017)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	646,893	1,222,416	2,184,175	3,108,769	3,879,335	4,922,228	5,793,391	6,460,427	7,226,565	8,012,279	8,636,875	10,086,603
Fund 20	379,406	633,676	1,805,328	2,989,685	4,177,985	5,363,814	6,561,298	7,735,091	8,912,727	10,093,407	11,271,418	14,390,366
Fund 40	166,446	238,654	376,290	575,660	688,699	857,269	1,782,073	1,817,594	1,842,650	1,867,965	1,899,830	1,935,056
Fund 60	259	21,667	124,628	185,643	230,746	315,246	424,878	488,120	539,414	605,937	826,949	936,503
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,193,003	2,116,414	4,490,421	6,859,756	8,976,765	11,458,556	14,561,640	16,501,233	18,521,355	20,579,588	22,635,072	27,348,528

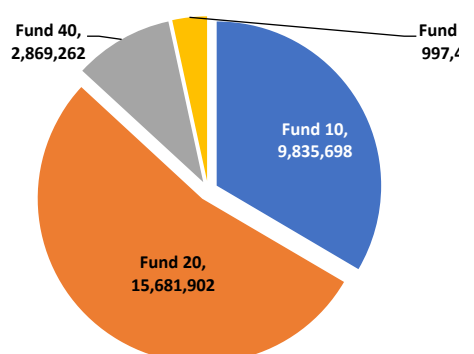
EXPENSE BY FUND



Through February, 2020



Through February, Prior 2 Year Avg.



Prior 2 Year Average, End of Year Totals

	2020 Budget	2019 Budget	Thru FEB 2020	Thru FEB 2019	Thru FEB 2018	2019 Total	2018 Total	2019 Date %	2018 Date %	2020 Projected	Compared to Prior 2 Years
Fund 10	10,205,693	10,784,178	6,537,878	6,148,267	6,011,962	10,039,751	9,631,646	61.2%	62.4%	10,574,121	738,423
Fund 20	16,803,581	15,979,598	9,737,491	8,523,411	7,935,839	16,208,907	15,154,897	52.6%	52.4%	18,556,512	2,874,610
Fund 40	2,250,751	2,818,151	1,687,254	2,370,841	1,892,431	2,528,704	3,209,820	93.8%	59.0%	2,209,681	-659,580
Fund 60	950,000	927,735	673,485	558,881	582,492	987,862	1,007,031	56.6%	57.8%	1,177,243	179,796
Other	0	0	0	0	0	0	0	0.0%	0.0%	--	--
Total	30,210,025	30,509,661	18,636,108	17,601,400	16,422,724	29,765,223	29,003,394	59.1%	56.6%	32,198,514	2,814,205

EXPENSE BY OBJECT CODE

This report includes the month of June.

Printed On:

March 20, 2020

Expenditures By Object Code (2020)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	332,176	1,603,642	2,929,953	4,273,377	5,623,839	6,936,380	8,261,931	9,597,573				
Benefits (62)	83,627	436,617	805,876	1,172,237	1,541,438	2,014,113	2,380,115	2,749,542				
Services (63)	222,261	377,706	581,689	892,115	1,241,294	1,727,870	1,970,028	2,228,488				
Supplies (64)	338,807	666,799	1,040,723	1,309,621	1,606,043	1,834,652	2,130,338	2,373,251				
Facilities (65)	254,280	303,797	481,642	545,508	548,367	559,986	1,510,526	1,580,039				
Debt (66)	18,085	60,878	62,468	62,468	62,468	62,468	107,216	107,216				
Other	0	0	0	0	0	0	0	0				
Total	1,249,238	3,449,440	5,902,350	8,255,325	10,623,449	13,135,469	16,360,154	18,636,108				

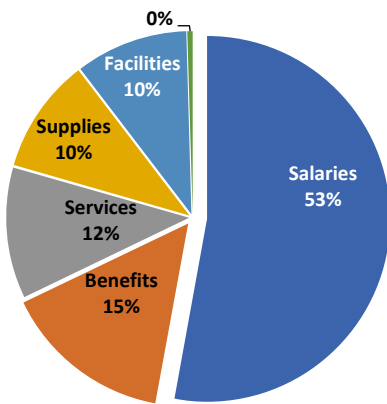
Expenditures By Object Code (2019) 1st Prior Year

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	325,930	659,620	1,965,475	3,284,369	4,624,796	5,934,341	7,241,332	8,535,100	9,848,110	11,164,554	12,498,252	15,916,705
Benefits (62)	84,499	170,084	551,815	919,611	1,285,998	1,732,532	2,097,615	2,463,277	2,830,687	3,194,913	3,567,246	4,389,237
Services (63)	201,752	345,736	535,498	819,656	1,188,608	1,679,799	1,929,631	2,210,142	2,455,865	2,695,410	2,984,428	3,733,093
Supplies (64)	236,497	476,983	845,809	1,115,050	1,387,161	1,565,214	1,822,238	2,022,040	2,192,431	2,393,626	2,671,849	3,197,484
Facilities (65)	425,972	617,062	915,325	1,181,504	1,208,963	1,371,485	2,232,822	2,259,845	2,307,674	2,331,713	2,350,421	2,395,410
Debt (66)	56,593	55,003	56,593	56,593	56,593	58,953	110,996	110,996	110,996	110,996	131,703	133,293
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,331,243	2,324,488	4,870,514	7,376,783	9,752,119	12,342,324	15,434,634	17,601,400	19,745,762	21,891,212	24,203,899	29,765,223

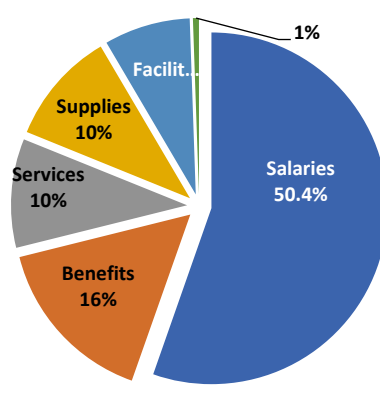
Expenditures By Object Code (2018) 2st Prior Year

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	344,946	677,125	1,960,403	3,232,053	4,511,774	5,748,903	6,987,832	8,219,600	9,458,478	10,696,777	11,918,915	15,268,711
Benefits (62)	86,663	172,243	533,762	886,211	1,252,227	1,682,616	2,039,161	2,392,346	2,745,266	3,101,067	3,493,428	4,353,392
Services (63)	110,483	262,079	535,068	836,094	1,098,470	1,555,470	1,802,278	2,003,972	2,252,813	2,611,567	2,938,454	3,241,858
Supplies (64)	202,372	626,422	869,541	1,103,604	1,342,610	1,526,636	1,725,625	1,914,375	2,059,850	2,356,727	2,608,721	2,929,613
Facilities (65)	208,894	410,899	496,869	638,778	648,261	727,301	894,378	1,763,417	1,926,635	2,121,832	2,393,312	3,078,006
Debt (66)	64,200	64,200	65,790	65,790	65,790	65,790	69,292	129,014	129,014	130,604	130,604	131,814
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1,017,559	2,212,967	4,461,434	6,762,530	8,919,132	11,306,716	13,518,567	16,422,724	18,572,055	21,018,574	23,483,435	29,003,394

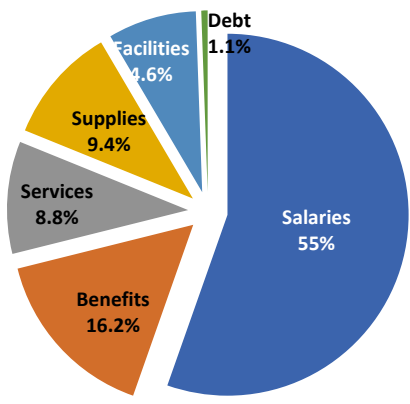
EXPENSE BY OBJECT SOURCE



Thru FEB 2020



Through June, Prior 2 Year Avg.



2 Year Average, End of Year Totals

	2020 Budget	2019 Budget	Thru FEB 2020	Thru FEB 2019	Thru FEB 2018	2019 Total	2018 Total	2019 Date %	2018 Date %	2020 Projected	Compared to Prior 2 Years
Salaries (61)	16,057,156	15,674,908	9,597,573	8,535,100	8,219,600	15,916,705	15,268,711	53.6%	53.8%	17,863,177	2,270,469
Benefits (62)	4,509,672	4,496,823	2,749,542	2,463,277	2,392,346	4,389,237	4,353,392	56.1%	55.0%	4,950,809	579,495
Services (63)	3,870,718	3,997,380	2,228,488	2,210,142	2,003,972	3,733,093	3,241,858	59.2%	61.8%	3,682,856	195,380
Supplies (64)	3,521,729	3,522,400	2,373,251	2,022,040	1,914,375	3,197,484	2,929,613	63.2%	65.3%	3,691,358	627,810
Facilities (65)	2,000,153	2,679,643	1,580,039	2,259,845	1,763,417	2,395,410	3,078,006	94.3%	57.3%	2,084,051	-652,658
Debt (66)	250,598	138,508	107,216	110,996	129,014	133,293	131,814	83.3%	97.9%	118,374	-14,180
Other	0	0	0	0	0	0	0	0.0%	0.0%	--	--
Total	30,210,025	30,509,661	18,636,108	17,601,400	16,422,724	29,765,223	29,003,394	59.1%	56.6%	32,198,514	2,814,205

ITEMIZED REVENUE REPORT

PAGE 1

This report includes the month of February.

Printed On:

March 20, 2020

Local		2020 Budget	2019 Budget	Thru FEB 2020	Thru FEB 2019	Thru FEB 2018	2019 Total	2018 Total	2019 Date %	2018 Date %	2020 Projected
Current Taxes	5111	5,689,381	5,611,000	5,709,953	5,523,348	513,478	5,593,728	5,693,032	98.7%	9.0%	10,597,419
Delinquent Taxes	5112	373,729	363,800	119,538	136,601	162,984	434,081	442,385	31.5%	36.8%	349,983
Prop C (STF)	5113	2,295,588	2,279,390	1,529,256	1,479,009	1,450,919	2,225,273	2,162,504	66.5%	67.1%	2,290,017
Interest	5114	50,000	50,000	44,526	33,981	56,428	33,981	56,428	100.0%	100.0%	44,526
M & M Surcharge Tax	5115	320,000	320,000	309,561	320,065	330,642	328,268	325,564	97.5%	101.6%	311,022
In Lieu of Tax	5116	15,000	0	0	0	0	15,298	15,298	0.0%	0.0%	--
Presch & BASE Tuition	5121	0	0	0	0	0	0	0	0.0%	0.0%	--
Adult Ed Tuition	5123	648,076	648,076	244,537	349,272	399,132	555,667	585,426	62.9%	68.2%	373,240
Interest Earned	5141	187,550	294,500	130,022	161,249	104,257	295,995	210,040	54.5%	49.6%	249,769
Food Service	5151	170,000	170,000	108,652	99,489	100,629	163,226	166,737	61.0%	60.4%	179,141
Food Sales to Adults	5161	18,000	15,000	8,776	8,056	7,889	19,099	17,814	42.2%	44.3%	20,300
Food Service-Non Program	5165	67,500	67,500	57,778	61,937	49,823	88,139	75,436	70.3%	66.0%	84,769
Admission	5171	30,250	24,368	45,041	51,127	35,035	53,749	38,269	95.1%	91.5%	48,257
SA & Boosters	5173	0	0	0	0	0	0	0	0.0%	0.0%	--
Student Activity	5179	950,000	927,735	1,107,767	757,010	691,789	1,095,081	1,041,334	69.1%	66.4%	1,634,343
Local PK Tuition	5181	0	0	0	0	0	0	0	0.0%	0.0%	--
Rental of Property	5191	3,000	1,000	0	75	75	3,675	3,275	2.0%	2.3%	0
Prior Period Adjustment	5195	0	40,000	38,685	-1,054	0	0	0	0.0%	0.0%	--
Charitable Gifts	5192	3,400	19,220	12,500	24,024	5,800	94,024	39,474	25.6%	14.7%	62,120
Misc. Local Rev.	5198	237,935	70,650	20,057	20,490	56,417	29,091	145,204	70.4%	38.9%	36,706
Other	--	0	0	0	0	0	0	0	0.0%	0.0%	--
Total	51	11,059,409	10,902,239	9,486,650	9,024,677	3,965,295	11,028,376	11,018,219	81.8%	36.0%	16,103,640

County		2020 Budget	2019 Budget	Thru FEB 2020	Thru FEB 2019	Thru FEB 2018	2019 Total	2018 Total	2019 Date %	2018 Date %	2020 Projected
Current Taxes	5211	95,000	95,000	72,522	64,354	96,536	64,354	96,536	100.0%	100.0%	72,522
Delinquent Taxes	5221	235,000	235,000	0	0	0	262,093	253,798	0.0%	0.0%	--
Other	--	0	0	0	0	0	0	0	0.0%	0.0%	--
Total	52	330,000	330,000	72,522	64,354	96,536	326,447	350,335	19.7%	27.6%	306,848

State		2020 Budget	2019 Budget	Thru FEB 2020	Thru FEB 2019	Thru FEB 2018	2019 Total	2018 Total	2019 Date %	2018 Date %	2020 Projected
Basic Formula	5311	8,656,428	8,800,000	5,726,158	5,561,755	5,875,089	8,888,034	8,555,306	62.6%	68.7%	8,725,731
Transportation	5312	140,000	140,000	114,983	111,487	96,862	167,309	145,321	66.6%	66.7%	172,532
ECSE - State	5314	511,294	511,294	0	202,735	271,735	472,907	476,928	42.9%	57.0%	0
Basic Formula CTF	5319	860,453	825,000	552,166	543,740	535,764	828,865	818,864	65.6%	65.4%	842,820
Vocational/At-Risk	5322	0	0	0	0	0	0	20,000	0.0%	0.0%	--
Early Childhood (PAT)	5324	39,500	13,600	5,350	0	0	2,020	0	0.0%	0.0%	--
Vocational Tech Aid	5332	619,590	631,269	2,216	5,744	132,271	603,330	721,398	1.0%	18.3%	22,974
Food Service	5333	8,000	8,000	0	0	0	7,244	8,076	0.0%	0.0%	--
Adult Basic Ed	5337	0	0	0	0	0	0	0	0.0%	0.0%	--
Enhancement Grant	5359	0	0	0	0	0	0	0	0.0%	0.0%	--
A+ Schools Grant	5362	0	0	0	0	0	0	0	0.0%	0.0%	--
Residential Place/Excess Cost	5369	10,000	0	3,932	0	10,795	0	10,795	0.0%	100.0%	7,864
	5372	0	0	0	0	0	0	0	0.0%	0.0%	--
Spec Ed High Need Fund	5381	105,000	70,959	106,087	69,001	118,834	69,001	118,834	100.0%	100.0%	106,087
Mo PreSch Project	5382	0	0	0	0	0	0	0	0.0%	0.0%	--
Misc. State Rev.	5397	147,099	97,000	57,452	59,753	37,690	101,462	123,500	58.9%	30.5%	128,513
Other	--	0	0	0	0	0	0	0	0.0%	0.0%	--
Total	53	11,097,364	11,097,122	6,568,344	6,554,215	7,079,038	11,140,172	10,999,022	58.8%	64.4%	10,663,356

ITEMIZED REVENUE REPORT

PAGE 2

This report includes the month of February.

Printed On:

March 20, 2020

Federal		2020 Budget	2019 Budget	Thru FEB 2020	Thru FEB 2019	Thru FEB 2018	2019 Total	2018 Total	2019 Date %	2018 Date %	2020 Projected
Medicaid	5412	160,000	150,000	70,065	91,209	88,595	-171,487	168,270	-53.2%	52.7%	-26,106,665
Vocational Ed	5427	288,844	252,323	139,879	0	71,162	-242,299	169,502	0.0%	42.0%	666,361
Spec Ed High Need Fund	5437	3,000	0	6,611	1,959	2,528	-1,959	3,208	-100.0%	78.8%	-62,381
IDEA (Part B)	5441	454,245	409,500	208,486	190,761	222,140	-383,536	416,677	-49.7%	53.3%	11,664,271
ECSE	5442	83,425	106,194	42,015	31,640	0	-106,194	66,541	-29.8%	0.0%	-282,029
Lunch Equipment Grant	5444	0	0	0	6,594	0	-6,594	0	-100.0%	0.0%	0
School Lunch Prog	5445	570,000	570,000	343,414	341,117	332,665	-571,760	558,019	-59.7%	59.6%	-1,508,320,820
School Breakfast P.	5446	320,000	300,000	172,979	202,749	189,190	-328,102	324,549	-61.8%	58.3%	-9,881,160
After School Snack Prog	5448	0	0	0	0	0	0	0	0.0%	0.0%	--
Title I	5451	1,179,177	950,000	646,223	328,519	444,093	-922,603	871,982	-35.6%	50.9%	8,435,604
21st Century Grant	5459	0	0	0	0	0	0	0	0.0%	0.0%	--
Title IV.A	5461	67,592	0	23,953	23,220	0	-30,263	12,012	-76.7%	0.0%	-62,435
Title III	5462	0	0	0	0	0	0	0	0.0%	0.0%	--
Title IIA	5465	124,017	112,346	62,585	46,632	42,625	-122,346	140,659	-38.1%	30.3%	-1,602,496
Child Care Devl. Grant	5472	0	0	0	0	0	0	0	0.0%	0.0%	--
Child Care Devl. Grant	5477	0	69,570	0	12,443	59,532	-41,592	388,908	-29.9%	15.3%	0
Voc Rehab	5478	72,909	72,909	0	409	16,532	-409	20,407	-100.0%	81.0%	0
Dept Health Food Svc Prog	5481	40,000	40,000	0	0	0	-37,641	41,541	0.0%	0.0%	--
JTPA - WIA	5482	0	0	0	0	0	0	0	0.0%	0.0%	--
Voc - Pell Grants	5484	0	0	0	0	0	0	0	0.0%	0.0%	--
TRA	5490	0	0	0	0	0	0	0	0.0%	0.0%	--
Title VI B	5492	41,587	102,086	14,674	13,327	0	-69,144	33,592	-19.3%	0.0%	-152,265
Misc. Fed. Funds	5497	64,812	64,812	15,041	19,020	29,662	-54,875	56,514	-34.7%	52.5%	168,757
Other	--	0	0	0	0	0	0	0	0.0%	0.0%	--
Total	54	3,469,607	3,199,740	1,745,925	1,309,599	1,498,723	-3,090,803	3,272,382	-42.4%	45.8%	101,852,935

Non Revenue Funds		2020 Budget	2019 Budget	Thru FEB 2020	Thru FEB 2019	Thru FEB 2018	2019 Total	2018 Total	2019 Date %	2018 Date %	2020 Projected
Sale of Bonds	5611	0	0	0	0	0	0	0	0.0%	0.0%	--
Insurance Recovery	5631	0	163,538	0	163,538	0	-8,076	0	-2025.0%	0.0%	0
School Bus Sale	5640	0	0	0	0	0	0	0	0.0%	0.0%	--
Bus Sales	5641	0	0	850	1,750	0	-1,750	5,221	-100.0%	0.0%	-1,700
Property Sales	5651	0	0	1,500	0	2,501	0	2,890	0.0%	86.5%	3,467
Other	--	0	0	0	0	0	0	0	0.0%	0.0%	--
Total	56	0	163,538	2,350	165,288	2,501	-9,826	8,111	-1682.2%	30.8%	-285

Tuition		2020 Budget	2019 Budget	Thru FEB 2020	Thru FEB 2019	Thru FEB 2018	2019 Total	2018 Total	2019 Date %	2018 Date %	2020 Projected
Rural Tuition	5811	3,999,000	3,900,000	2,229,368	1,879,134	2,141,152	-3,918,879	3,635,496	-48.0%	58.9%	40,737,921
Rural Tuition	5811	3,999,000	3,900,000	2,229,368	1,879,134	2,141,152	-3,918,879	3,635,496	-48.0%	58.9%	40,737,921
Area VoTech Tuition	5820	0	0	0	0	0	0	0	0.0%	0.0%	--
Area VoTech Tuition	5821	219,874	219,874	51,245	215,428	109,488	-220,069	145,479	-97.9%	75.3%	-452,873
SpecEd Tuition	5830	0	0	0	0	0	0	0	0.0%	0.0%	--
Local Tax Effort	5831	20,000	0	11,838	25,443	1,998	-25,443	15,507	-100.0%	12.9%	-27,178
Transportation Other LEAs	5840	0	0	0	0	0	0	0	0.0%	0.0%	--
Transportation Other LEAs	5841	0	0	0	0	0	0	0	0.0%	0.0%	--
Other	--	-3,999,000	-3,900,000	-2,229,368	-1,879,134	-2,141,152	3,918,879	-3,635,496	-48.0%	58.9%	-40,737,921
Total	58	4,238,874	4,119,874	2,292,451	2,120,005	2,252,637	-4,164,391	3,796,482	-50.9%	59.3%	54,407,752

TUITION REPORT

Tuition Revenue		2020 Budget	2020 Through FEB	2019 Through FEB	2018 Through FEB	2019 Actual	2018 Actual	Notes
200-0000-5811-1050-06050-1-0000	Fairview	1,223,000	695,652.99	611,822		1,194,250		--
200-0000-5811-1050-06051-1-0000	Glenwood	675,000	427,199.10	417,398		675,400		--
200-0000-5811-1050-06052-1-0000	Howell Valley	596,000	257,504.52	0		588,723		--
200-0000-5811-1050-06053-1-0000	Junction Hill	575,000	294,762.14	286,675		539,878		--
200-0000-5811-1050-06054-1-0000	Richards	930,000	553,469.19	563,240		918,628		--
Other 400-2542		-3,999,000		-1,879,134		-3,916,879		--
(Section 3) 5000-2542 TOTAL		0	0	0		0		5811

West Plains R-VII
Monthly Employment Document – March 2020

I. New Hires – Board Action Required

Certified Positions

- Anastasia Cattron – 8th Grade ELA (WPMS)
- Antonio De La Torre – Science (TBA - WPMS/WPHS)
- Kenneth Holestine – Principal (WPMS)
- Curtis Stalker – Band Instructor (WPHS)
- Korrie Vance – 6th Grade ELA (WPMS)
- Whitney Miller – 1st Grade Special Education

Non-Certified Positions

- None at this time

Substitutes

- None at this time

II. Transfers – Board Action Not Required

- Chelsey Falwell – SPED Para to Title I Para
- Olivia Jarvis – SPED Para to Title I Para
- Ashley Freeman – WPES 1st Grade Sped to WPES ECSE Preschool
- Lacey Loring – WPES Secretary to SPED Para
- Caitlin Reese – SPED Para to WPES Secretary
- Ashley Scott Layman – SPED Para to WPES Integrated Preschool
- Cass Johnson – SPED Para to Online Spanish Teacher (WPHS)
- Hailey Beazley – WPES 3rd Grade to WPMS/WPHS Physical Education
- Tiffany Young – Secondary Instructional Coach to Coordinator of Secondary Curriculum and Learning
- Reagan Fox – WPHS Counselor to Coordinator of At Risk
- Greg Carter – Elementary Techbrarian to Coordinator of Elementary Curriculum and Learning

III. Resignations – Board Action Required

- Amy Bunch – 8th Grade ELA (WPMS)
- Molly Burnett – 6th Grade (WPMS)
- Mark Conway – 8th Grade ELA (WPMS)
- Andy Hanson – Speech/Debate (WPHS)
- Jason Harrill – 8th Grade Social Studies (WPMS)
- Sarah Williams – Preschool (WPES)
- Randa Porter – Physical Education/Health (WPMS/WPHS)

IV. Resignations – Board Action Not Required

- Jennifer Taylor – SPED Para (WPES)

2019-20 Enrollment											
Current Year as Compared to Previous Years											
	First Day	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	Last Day
SFES											
PK - SF	16	17	17	16	16	16	16	16			
Kind - SF	30	30	30	30	30	30	29	29			
1st - SF	30	29	29	28	28	28	28	28			
2nd - SF	20	20	21	20	20	19	18	18			
3rd - SF	20	20	20	20	20	20	18	18			
4th - SF	21	21	22	23	23	22	22	22			
5th - SF	23	23	24	24	25	25	26	25			
6th - SF	13	13	13	14	14	14	11	11			
2019-2020 SFES Enrollment	173	173	176	175	176	174	168	167			
Free/Reduced %		58.96%	59.66%	61.14%	61.36%	60.92%	60.11%	59.28%			
SPED %		16.76%	15.34%	16.00%	15.91%	16.09%	16.07%	14.97%			
2019-2020 SFES Enrollment	173	173	176	175	176	174	168	167			
2018-2019 SFES Enrollment	180	177	177	171	172	172	173	179	184	186	189
2017-2018 SFES Enrollment	185	183	179	178	174	174	178	180	180	182	182
2016-2017 SFES Enrollment	153	153	156	160	160	160	160	158	163	164	166
WPES (EC Not Included)											
PK - WPES	37	35	35	35	36	36	35	36			
Kind - WPES	145	145	146	146	146	147	146	146			
1st - WPES	120	121	122	124	124	124	123	125			
2nd - WPES	140	139	142	142	144	146	142	143			
3rd - WPES	145	146	145	145	147	149	147	148			
4th - WPES	146	143	145	142	143	146	147	148			
2019-2020 WPES Enrollment	733	729	735	734	740	748	740	746			
Free/Reduced %		74.76%	75.65%	74.39%	75.27%	75.27%	75.00%	75.34%			
SPED %		17.56%	17.55%	17.57%	17.03%	17.38%	16.89%	17.02%			
2019-2020 WPES Enrollment	733	729	735	734	740	748	740	746			
2018-2019 WPES Enrollment	780	772	774	776	780	784	779	771	773	772	770
2017-2018 WPES Enrollment	752	766	759	745	758	754	753	759	770	771	771
2016-2017 WPES Enrollment	750	761	770	775	772	769	779	770	775	769	765
WPMS											
5th - WPMS	188	183	181	182	181	183	183	182			
6th - WPMS	143	144	147	150	154	148	149	149			
7th - WPMS	177	173	174	174	174	172	172	173			
8th - WPMS	155	152	153	158	159	158	157	153			
2019-2020 WPMS Enrollment	663	652	655	664	668	661	661	657			
Free/Reduced %		76.23%	76.79%	76.20%	76.50%	76.55%	77.16%	76.86%			
SPED %		14.72%	15.57%	15.06%	14.97%	14.67%	14.52%	15.07%			
2019-2020 WPMS Enrollment	663	652	655	664	668	661	661	657			
2018-2019 WPMS Enrollment	588	587	591	593	593	593	598	596	590	590	589
2017-2018 WPMS Enrollment	564	591	592	591	585	588	581	571	580	578	577
2016-2017 WPMS Enrollment	518	538	541	543	544	545	541	540	544	538	538
WPHS											
9th - WPHS	312	289	288	288	285	288	285	284			
10th - WPHS	321	317	313	314	314	312	316	315			
11th - WPHS	256	250	238	237	235	235	236	231			
12th - WPHS	244	238	232	231	230	230	214	218			
2019-2020 WPHS Enrollment	1133	1094	1071	1070	1064	1065	1051	1048			
Free/Reduced %		56.95%	56.21%	56.54%	56.39%	56.34%	55.66%	55.63%			
SPED %		12.98%	12.98%	13.08%	13.06%	13.05%	12.75%	12.79%			
Non-Resident %		46.07%	46.78%	47.48%	47.27%	46.95%	46.62%	46.56%			
2019-2020 WPHS Enrollment	1133	1094	1071	1070	1064	1065	1051	1048			
2018-2019 WPHS Enrollment	1084	1064	1066	1068	1062	1061	1046	1039	1032	1029	1029
2017-2018 WPHS Enrollment	1032	1041	1037	1025	1017	1011	1006	1000	990	988	988
2016-2017 WPHS Enrollment	1043	1061	1051	1045	1035	1035	1018	1016	1014	1001	999
District Enrollment											
District Enrollment	2702	2648	2637	2643	2648	2648	2620	2618			
District Free/Reduced %		66.92%	66.82%	66.67%	67.07%	67.03%	66.83%	66.81%			
District SPED %		14.88%	15.02%	14.98%	14.84%	14.87%	14.69%	14.71%			
District Non-Resident %		19.03%	19.26%	19.22%	19.00%	18.88%	18.70%	18.64%			
2019-2020 R-VII Enrollment	2702	2648	2637	2643	2648	2648	2620	2618			
2018-2019 R-VII Enrollment	2632	2600	2608	2608	2607	2610	2596	2585	2579	2577	2577
2017-2018 R-VII Enrollment	2533	2581	2567	2539	2534	2527	2518	2510	2520	2519	2518
2016-2017 R-VII Enrollment	2464	2513	2518	2523	2511	2509	2498	2484	2496	2472	2468

2019-2020 Attendance											
Current Year as Compared to Previous Years											
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	YTD Aug 16 - Feb 28
SFES											
PK - SF	97.25%	97.42%	94.41%	91.96%	94.96%	94.34%	82.05%				93.10%
Kind - SF	98.31%	96.18%	94.85%	96.96%	93.36%	95.04%	92.95%				95.36%
1st - SF	97.35%	95.52%	94.97%	95.88%	97.07%	94.31%	89.03%				94.89%
2nd - SF	97.82%	96.88%	94.84%	93.83%	95.43%	96.69%	86.71%				94.54%
3rd - SF	95.76%	97.49%	93.71%	93.66%	92.03%	93.08%	91.39%				94.17%
4th - SF	98.81%	98.22%	96.33%	97.25%	95.21%	94.46%	90.32%				95.65%
5th - SF	98.11%	95.66%	99.05%	94.26%	95.10%	89.85%	86.46%				93.96%
6th - SF	97.25%	97.17%	98.63%	98.10%	96.63%	95.63%	94.13%				96.78%
2019-2020 SFES Attendance	97.65%	96.68%	95.76%	95.35%	94.93%	94.00%	89.16%				94.79%
2018-2019 SFES Attendance	97.54%	96.99%	95.86%	94.67%	95.01%	95.80%	93.96%	91.24%	95.89%	94.56%	95.26%
2017-2018 SFES Attendance	96.90%	95.20%	95.78%	96.29%	94.50%	93.12%	94.62%	94.14%	95.98%	95.61%	95.30%
2016-2017 SFES Attendance	97.91%	96.04%	96.58%	94.33%	94.01%	92.78%	94.74%	93.59%	97.10%	94.84%	95.13%
WPES											
PK - WPES	92.41%	91.65%	92.80%	92.97%	95.56%	93.79%	79.85%				91.24%
Kind - WPES	96.46%	95.31%	94.12%	92.43%	92.81%	90.72%	87.29%				92.68%
1st - WPES	95.30%	93.50%	94.36%	91.90%	91.78%	91.08%	88.44%				92.46%
2nd - WPES	95.69%	94.51%	94.31%	93.22%	92.43%	92.63%	89.72%				93.18%
3rd - WPES	93.68%	93.82%	93.46%	92.94%	92.29%	91.55%	86.90%				92.60%
4th - WPES	94.72%	94.13%	92.52%	92.93%	92.30%	90.51%	87.31%				91.91%
2019-2020 WPES Attendance	95.36%	94.54%	94.14%	93.27%	92.95%	92.13%	88.62%				93.07%
2018-2019 WPES Attendance	96.06%	95.22%	94.85%	93.38%	93.97%	93.78%	93.24%	92.63%	95.00%	93.23%	94.21%
2017-2018 WPES Attendance	95.68%	94.13%	93.99%	93.92%	93.41%	92.50%	93.62%	94.04%	95.14%	93.92%	94.02%
2016-2017 WPES Attendance	95.74%	94.08%	94.22%	93.97%	93.56%	95.18%	93.43%	90.64%	95.00%	94.39%	93.93%
WPMS											
5th - WPMS	96.91%	95.29%	95.40%	94.32%	94.51%	94.31%	92.18%				94.65%
6th - WPMS	96.36%	94.59%	94.34%	92.88%	92.75%	92.70%	90.16%				93.32%
7th - WPMS	95.60%	95.30%	95.40%	95.04%	92.90%	92.45%	90.80%				93.95%
8th - WPMS	95.45%	94.38%	92.64%	92.14%	94.09%	93.14%	91.80%				93.29%
2019-2020 WPMS Attendance	96.10%	94.92%	94.51%	93.66%	93.00%	93.19%	91.27%				93.85%
2018-2019 WPMS Attendance	96.90%	95.71%	95.23%	94.13%	93.05%	94.51%	92.39%	91.06%	95.31%	92.88%	94.20%
2017-2018 WPMS Attendance	97.04%	95.29%	94.96%	95.00%	91.01%	94.24%	94.58%	94.23%	94.45%	95.27%	94.70%
2016-2017 WPMS Attendance	96.88%	95.31%	95.18%	94.87%	94.38%	93.43%	94.25%	94.41%	96.18%	96.00%	94.96%
WPHS											
9th - WPHS	96.25%	96.02%	95.63%	95.24%	94.78%	94.13%	92.23%				94.91%
10th - WPHS	96.22%	95.05%	94.81%	94.05%	94.26%	93.80%	92.31%				94.47%
11th - WPHS	95.36%	94.95%	94.16%	94.72%	94.87%	93.70%	92.68%				94.53%
12th - WPHS	95.91%	93.20%	95.55%	95.89%	95.29%	95.03%	94.18%				95.56%
2019-2020 WPHS Attendance	95.97%	94.89%	95.05%	94.92%	94.76%	94.12%	92.76%				95.21%
2018-2019 WPHS Attendance	97.28%	95.22%	94.83%	93.83%	94.51%	94.14%	93.50%	93.86%	95.10%	94.46%	94.00%
2017-2018 WPHS Attendance	96.72%	95.62%	94.91%	94.37%	93.13%	93.82%	93.67%	94.10%	94.65%	96.07%	94.65%
2016-2017 WPHS Attendance	97.06%	98.59%	95.94%	94.85%	95.05%	94.55%	94.88%	94.31%	95.37%	95.03%	95.25%

19C Policies

Overview			
BA	Board Operation Goals	GCPF	Renewal of Professional Staff Members
BBE	School Board Vacancies	GDC	Support Staff Recruiting and Hiring
BHA	Board Training and Development	GDI	Support Staff Reassignments and Transfers
DEA	Revenues From Tax Sources	GDPB	Resignation of Support Staff Members
DJF	Purchasing	GDPE	Nonrenewal and Termination of Support Staff Members
DJFA	Federal Programs and Projects	IC	Academic Calendar
FED	Selection of a Construction Manager at Risk	IGAEB	Sexual Health instruction
FEF	Construction Contracts Bidding and Awards	IICC	School Volunteers
GBEBC	Criminal Background Checks	IKF	Graduation Requirements
GBLB	References	JEC	School Admissions (K-12 District)
BCD	Professional Staff Recruiting and Hiring	JFCL	A+ Schools Program
GCI	Professional Staff Reassignments and Transfers	JHG	Reporting and Investigating Child Abuse and Neglect
GCPB	Resignation of Professional Staff Members	JO	Student Records (K-12 Districts)
GCPE	Terminating of Professional Staff Members		

MSBA 2019C Policy Update Overview

BA, District Goals

MSBA is deleting this policy. This policy was previously considered supplemental, and most districts will not have a copy in their manual. Districts that have previously adopted this policy should RESCIND it. District goals are part of the district's Comprehensive School Improvement Plan (CSIP) and should not be in a separate policy.

BBB-AF2, School Board Elections (*Candidate Declaration*)

BBE, School Board Vacancies

BBE-AF1, School Board Vacancies (*Application for a Vacated Board Position*)

BHA, Board Training and Development

MSBA has amended all these documents to reflect changes brought about by House Bill 604 (2019), which adds 2.5 hours of required initial training for new Board members and an additional hour of "refresher" training for each additional year of any term in office.

DEA, Revenues from Tax Sources

Two unusual revenue-generating statutes were recently added to Missouri statutes: taxes on financial institutions and telephone companies. This prompted MSBA to revise this policy. During the revision, MSBA took the opportunity to emphasize the Board's and superintendent's responsibilities regarding district revenues. None of these changes are required by law.

DJF, Purchasing

DJF-AF3, Purchasing (*Purchase Documentation*)

FED, Selection of a Construction Manager At Risk

FEF, Construction Contracts Bidding and Awards

These policies and form have been updated to reflect changes made by House Bill 604 (2019). As a result of House Bill 604, school districts must advertise and bid construction projects that may exceed \$50,000. Previously, the threshold amount was \$15,000.

DJF-AP1, Purchasing

FEF-AP1, Construction Contracts Bidding and Awards (*Soliciting Bids*)

These procedures were revised to reflect changes to the prevailing wage and construction bidding laws. Prevailing wage no longer applies to projects less than \$75,000 and construction projects under \$50,000 are no longer subject to the sealed bid requirement. MSBA also added a little-known statute that prohibits districts from using independent contractors for work that regularly requires teacher or administrator certification by law.

DJFA, Federal Programs and Projects

MSBA made a small, but important, change that better aligns this policy with federal regulations.

FEF, Construction Contracts Bidding and Awards

This policy was revised to reflect changes to the prevailing wage laws. Prevailing wage no longer applies to projects less than \$75,000 and there is now an “alternate” prevailing wage; the public works contracting minimum wage (PWCMW).

GBLB, References**GBLB-AF2, References (*Notice of Disclosure of Allegations of Sexual Misconduct with a Student*)**

This policy and the form were modified to include the additional requirements for districts to share information about former employees and allegations of sexual misconduct with students required pursuant to Section 162.068, RSMo.

GBEBC, Criminal Background Checks**IICC, School Volunteers****IICC-AP1, School Volunteers**

All these documents were modified to include a new requirement that volunteers who will be alone with students or have access to student records undergo the same background check as teachers and other district employees.

GCD, Professional Staff Recruiting and Hiring

New law requires, before offering employment to any teacher who was previously employed by a Missouri school district or charter school, that a school district contact DESE to determine the school districts or charter schools that previously employed the teacher and solicit performance information from the most recent district. MSBA also tightened the language on transfers.

GDC, Support Staff Recruiting and Hiring

MSBA has tightened the language on transfers and generally cleaned and simplified this policy.

GCI, Professional Staff Assignments and Transfers**GDI, Support Staff Assignments and Transfers**

Both policies were changed to clarify the district’s ability to transfer staff where it best serves the district.

GCPB, Resignation of Professional Staff Members**GCPD, Suspension of Professional Staff Members****GCPE, Termination of Professional Staff Members****GDPB, Resignation of Support Staff Members****GDPD, Suspension of Support Staff Members****GDPE, Nonrenewal and Termination of Support Staff Members**

These policies include changes related to sharing information about employees who leave the district as a result of sexual misconduct with students or allegations of such conduct. As a result, MSBA has added language about offering/providing due process to employees who leave the district under such circumstances.

IC, Academic Calendar

Beginning in the 2020 – 2021 school year, school districts may not begin school earlier than 14 days prior to the first Monday in September. This policy has been changed accordingly.

IGAEB, Sexual Health Instruction

MSBA has changed the title of this policy to more accurately reflect the policy's purpose. In addition, MSBA has added the new requirement for school districts to provide instruction to students on identifying, reporting and dealing with sexual abuse.

IKF, Graduation Requirements

MSBA added the option for students to use a computer science course to meet a math, science or practical arts requirement, as permitted by state law. The district is required to inform the student that some higher education institutions will not accept such substitution.

JEC, School Admissions

This policy was revised to include the option for military families to enroll remotely when moving to Missouri. In addition, MSBA made changes based on questions and comments from school districts pertaining to custody disputes, the use of Social Security numbers and proof of age.

JFCL, A+ Schools Program**JFCL-AP1, A+ Schools Program****JFCL-AF1, A+ Schools Program (*A+ Participation Agreement*)**

These documents were modified to incorporate a student's ability to use A+ funds for college credit courses taken while still in high school. Further, MSBA incorporated changes to the state regulations that govern the A+ program. The law requires participating students to sign an A+ participation agreement. JFCL-AF1 was designed for that purpose.

JHG, Reporting and Investigating Child Abuse and Neglect

This policy has been modified to clarify those school-related personnel who are mandated reporters, including School Board members. Also, new law states that vendors and volunteers may be investigated for child abuse, even if the abuse occurred off district property, if they developed a relationship with the student through the school.

JO, Student Records**JO-AP1, Student Records**

These documents were updated to reflect the impact of laws on the confidentiality of student records. MSBA also removed "place of birth" from the definition of directory information as we could find no practical reason why districts would need to release this information.

JO-AP2, Student Records (*Disclosure of Photographs, Images and Recordings Maintained by the District*)

This new procedure is a detailed guide for how to respond to requests for video records held by the district. Districts will find this very helpful.

JO-AF9, Student Records (*Nondisclosure Agreement*)

Districts often contract with vendors to provide student services. This form can be used to prohibit those vendors from redisclosing student information they received in the course of providing services.

REFERENCE COPY

FILE: BA
Basic

EXPLANATION: BOARD OPERATIONAL GOALS

This policy was previously considered supplemental, and not all districts will have a copy in their manual. Districts that have previously adopted this policy should RESCIND it. District goals are part of the district's Comprehensive School Improvement Plan (CSIP) and should not be in a separate policy.

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

REFERENCE COPY

FILE: BA
Basic

BOARD OPERATIONAL GOALS

The Board's primary responsibility is to establish those policies, programs and procedures that will best produce the educational achievement needed by the students in the school district. The Board is charged with accomplishing these goals, while also being responsible for the wise management of resources available to the school district. The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results therefrom. Furthermore, it must perform its functions openly, while seeking the involvement and contributions of the students, the staff and district patrons in its decision-making processes.

In accordance with these principles, the Board, through its mode of operation, will seek to achieve the following goals:

- ▶ Interpret the educational needs and aspirations of the community and formulate policies and programs which stimulate the students and the learning processes.
- ▶ Manage the school district in accordance with Board policies, rules and procedures.
- ▶ Operate the school district through sound fiscal management, based upon the adopted annual budget.
- ▶ Provide the superintendent with sufficient and adequate guidelines for implementing Board policies.
- ▶ Maintain effective, two-way communication with the students, the staff and the public in order to maintain an awareness of attitudes, opinions, desires and ideas.
- ▶ Conduct Board business openly in order to solicit and encourage broad-based involvement of the students, the professional and support staff, and district patrons in the Board's decision-making processes.

* * * * *

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

FILE: BA
Basic

REFERENCE COPY

Cross Refs: ~~CB, School Superintendent~~
~~DB, Annual Budget~~
~~GBB, Staff Involvement in Decision Making~~
~~KC, Community Involvement in Decision Making~~

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

REFERENCE COPY

FILE: BBE
Critical

EXPLANATION: SCHOOL BOARD VACANCIES

MSBA has updated this policy to state that all appointed Board members will be notified of the state-mandated training requirement. As noted in policy BHA (also included in this update), an additional 2.5 hours of training have been added to this requirement.

MSBA is currently offering both the expanded 18.5 hours of initial training and refresher training. For more information, go to MSBA's website at www.mosba.org.

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

REFERENCE COPY

FILE: BBE
Critical

SCHOOL BOARD VACANCIES

~~Except as provided by the Missouri Constitution and state statutes, and subject to the right of resignation, all members of the Board shall hold office for the term they were elected or appointed to serve until their successors are duly elected or appointed and qualified.~~

If a vacancy occurs on the Board of Education, the remaining members shall appoint a person to serve until the next school board election; when a director shall be elected for the unexpired term. In a case of resignation, a vacancy shall be declared to exist when the resignation letter is officially presented to the Board at a Board meeting. In a case of removal from office for excessive absences, a vacancy shall be declared to exist when the secretary of the Board certifies to the Board that a Board member has missed three consecutive **Board** meetings, and the Board has not excused the absences.

If there are more than two vacancies at any one time, the county commission, upon receiving written notice of the vacancies from the Board secretary, shall fill the vacancies by appointment. If the district is located in a county without a county commission, the county executive, upon receiving written notice of the vacancies, shall fill the vacancies by appointment, with the advice and consent of the county council. The persons appointed shall hold office until the next school board election, when directors shall be elected for the unexpired terms.

When it is the Board's responsibility to fill a vacancy, the following process will be used unless the Board votes to use a different process due to the timing of the vacancy or other relevant reasons:

1. *Notification Process* – ~~The fact that a vacancy exists or will exist will be announced at a Board meeting, and the district also will notify local newspapers and advertise existing vacancies~~ **the vacancy** on the district's website. The superintendent or designee is directed to advertise the vacancy in other effective ways, such as sending e-mails or other electronic communication to the community or posting notice in district buildings or publications. Residents who wish to be appointed to the vacancy ~~shall~~ **must** apply as directed in the notification(s). The district will allow residents a minimum of two weeks from the date the district publicizes the vacancy on its website to apply for the vacant position.
2. *Review/Interview Process* – **The Board will review a** ~~All applications received will be reviewed by the Board of Education at a regularly scheduled Board meeting or at a special meeting called for that purpose. The Board may select final candidates to interview in open session, or the Board may decide not to interview candidates and make a final selection from the applications.~~ **The Board will discuss applications and interview candidates in open session.**

3. *Selection Process* – The Board will make appointments in an open session Board meeting. ~~Appointments must be made~~ through a formal motion that is seconded and confirmed with an affirmative vote by a majority of the Board. ~~An individual~~ **Board member** who is resigning from or otherwise leaving the Board shall not participate in choosing ~~his or her~~ a successor.
4. *Swearing In* – Once appointed, a person becomes a Board member by taking and signing the oath of office.
5. *Notification of Legal Responsibilities* – All appointed Board members will receive a notice of their obligations to file a personal financial disclosure statement and will be notified of the requirement to complete ~~16 hours of~~ **state-mandated** training.

* * * * *

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: 12/15/1992

Revised: 05/16/2017;

Cross Refs: AA, School District Legal Status

Legal Refs: Mo. Const. art. VII, § 11
§§ 162.203, .261, RSMo.

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

REFERENCE COPY

FILE: BHA
Critical

EXPLANATION: BOARD TRAINING AND DEVELOPMENT

MSBA has amended this policy to reflect changes brought about by House Bill 604 (2019), which adds 2.5 hours of required initial training for new Board members. This change increased the requirement from 16 hours to 18.5 hours. The additional 2.5 hours are to be dedicated to training on how to identify signs of sexual abuse in children, the signs of potentially abusive relationships between children and adults, and how to establish trust so that students feel comfortable discussing matters related to abuse. The changes also require Board members to undergo an additional hour of "refresher" training for each additional year of any term in office, which must include, among other topics covered in the initial training, the prevention of sexual abuse of children.

MSBA has also revised this policy to recommend retraining for Board members who previously served but who have experienced a gap in Board service of more than three years. This is not a legal requirement, but MSBA recommends this change to ensure that Board members who may have received previous training but have not served as a Board member for some time get reacquainted with the concepts and requirements all Board members need to know.

Board members who completed the initial required training (16 hours) prior to August 28, 2019, are not required to complete an additional 2.5 hours of initial training. However, they are required to complete one hour of refresher training for each additional year of service beginning in 2019.

MSBA is currently offering both the expanded 18.5 hours of initial training and refresher training. For more information, go to MSBA's website at www.mosba.org.

<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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	Transportation		Public Info/Communications		Technology

REFERENCE COPY

FILE: BHA
Critical

BOARD TRAINING AND DEVELOPMENT

The Board strongly believes that Board development and ongoing education on the Board's roles and responsibilities results in a stronger education institution and sets a good example for district employees and students. All Board members are expected to complete legally required training and participate in additional learning opportunities throughout their years of Board service.

New Board Member Orientation

The superintendent and Board president will provide each new Board member with the training and resources necessary for the new member to understand and actively participate in Board service from the beginning. New Board members will be provided access to the district's Comprehensive School Improvement Plan, district policies, the budget and all other governing documents. In addition, new members will be provided the district's most recent Annual Performance Report, test scores and other information regarding the district's performance. The Board president and superintendent shall set aside such time as is necessary to answer any questions arising from the study of these documents and shall cooperate fully in assisting the new member to become an informed and active Board member.

Legally Required Training

Board members initially elected or appointed after August 28, 1993, are required by law to must successfully complete at least 18.5 hours of orientation and training requirements (initial training) within one year of the date of their election or appointment, as required by law. After completing this initial training, Board members must complete at least one hour of qualifying refresher training each additional year of any term in office they serve after August 28, 2019.

Board members who have completed the required initial training before August 28, 2019, are not required to attend additional initial training but are required to obtain refresher training each year they continue to serve on the Board after that date.

In accordance with law, the training must be provided by a statewide association organized for the benefit of members of boards of education or approved by the State Board of Education. The district will pay for the necessary training and travel expenses associated with this training.

Board members who fail to complete this training are in violation of state law and could impact the district's accreditation review process. For this reason, any Board member who fails to complete the required training without being excused by the Board will be removed from Board committees and will not be allowed to hold a Board office or represent the full Board as an official spokesperson or otherwise in the community unless excused by the Board in any other capacity. In extreme

circumstances where the Board member willfully refuses to complete the training, the Board may inform the public of the Board member's refusal to follow the law.

The Board recommends that any former Board member returning to Board service after a service gap of more than three years complete initial training again to remain current on information essential for good board governance.

Individual Board Training and Education

Board members are encouraged to seek out opportunities to learn by attending conferences and meetings, participating in webinars and online learning opportunities, and reading books and publications relevant to Board service. The Board will annually designate part of the annual budget for costs associated with these learning opportunities. The Board president and district superintendent may periodically recommend or forward education opportunities to Board members.

Full Board Training

The Board will periodically designate training opportunities for the full Board. ~~T~~ and the Board strongly encourages the participation of all Board members. All Board members are encouraged to identify areas of improvement for the Board to focus on and request training that may be beneficial to the entire Board.

Board Member Expectations

Board members are expected to be good stewards of taxpayer dollars. When district funds are used to register a Board member in a conference or learning opportunity and pay for travel expenses, the Board member is expected to fully participate and may be required to provide a report to the full Board regarding the information received. If a Board member fails to attend a learning opportunity, fails to cancel a registration in time for the district to receive a full refund of expenses incurred or otherwise causes the district to incur excess fees or expenses, the Board may require the Board member to fully reimburse the district and may refuse to pay future fees or expenses on behalf of the Board member until reimbursement is received. Exceptions will be made in emergency situations.

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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.

REFERENCE COPY

FILE: BHA
Critical

Adopted: 12/21/1993

Revised: 11/17/2015;

Cross Refs: DLCA, Travel Expenses
JHG, Reporting and Investigating Child Abuse and Neglect

~~MSIP Refs: Resource Standards for Missouri Public School Districts, G-7~~

Legal Refs: §§ 162.091, .203, RSMo.

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

REFERENCE COPY

FILE: DEA
Critical

EXPLANATION: REVENUES FROM TAX SOURCES

MSBA has revised this policy for clarity and to be more direct. Many of the topics in this policy are covered in more detail in other policies, so MSBA has changed the focus of this policy to provide a strong statement regarding these essential revenues the district receives from taxpayers and the Board's and superintendent's responsibilities regarding those revenues.

MSBA has highlighted the importance of the Board and superintendent regularly communicating with legislators and policymakers about district funding issues. MSBA strongly believes that the Board's and superintendent's duties must include advocating at the local, state and federal levels on behalf of the district and that this duty is particularly important when the revenues the district relies on for its very existence are involved.

The legislature has adopted two unusual revenue-generating statutes that districts need to be aware of and that prompted MSBA to revise this policy. Ultimately, MSBA decided not to specifically include these new laws in this policy because the policy is not supposed to be a recitation of all relevant statutes, and these new provisions will not impact all districts. That said, MSBA does want school boards to be aware of the following:

1) Senate Bill 768 (2018) allows for some districts to recoup lost property tax revenue. Beginning January 1, 2019, telephone companies were required to make a one-time election on the method used to calculate their property taxes. A school district whose operating levy is at the tax rate ceiling and that receives less tax revenue from a telephone company as a result of this change may impose a fee on the telephone company to recoup the lost revenue. The district may charge this fee until such time as the voters approve raising the tax rate ceiling.

2) Under House Bill 604 (2019), school districts that receive revenue from state taxes imposed on banking institutions (§ 148.030, RSMo.), credit institutions (§ 148.140, RSMo.) and credit unions and savings and loan associations (§ 148.620, RSMo.) must report the amount of that revenue to the Department of Elementary and Secondary Education (DESE) on January 1 of every year starting in 2020. The statute provides a formula that DESE must follow to remit additional state funds to districts that have been impacted by recent declines in those revenues.

FILE: DEA
Critical

REFERENCE COPY

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

REFERENCE COPY

FILE: DEA
Critical

REVENUES FROM TAX SOURCES

The Board recognizes that the West Plains R-VII School District is primarily funded by local, state and federal tax dollars. The Board, district employees and all representatives of the district will be ethical stewards of the funds entrusted to the district.

The superintendent or designee is responsible for ensuring that the district provides accurate reports and assurances and meets other requirements to receive funding. The district shall comply with all requirements governing the funds received and will account for these funds as required by law.

The superintendent is directed to take the steps necessary to maximize the district's revenue at the local, state and federal levels within the parameters of law. The Board and the superintendent will regularly provide information to elected officials on how district funds are used and will communicate the impact that inadequate funding has on students.

The superintendent is directed to regularly provide information to the public, particularly the residents of the district, about the sources of district funding and how the district uses the funding to benefit the students of the district and the community as a whole.

Local

~~The Board of Education, through the adoption of the annual budget, shall prepare an estimate of the amount of money to be raised by taxation for the ensuing school year, the rate required to produce the amount, and the rate necessary to sustain the district meeting principal and interest payments on the bonded indebtedness and providing the funds to meet other legitimate district purposes.~~

~~Whenever it becomes necessary, in the judgment of the Board, to increase the tax rate beyond the authorized level (the amount last approved by the voters of the district or as subsequently revised according to law), the Board shall determine the rate of taxation necessary to be levied in excess of the existing rate and submit the proposition to the voters of the district. Election procedures shall be in compliance with state law and Article X, Section 11(c) of the Missouri Constitution.~~

State

~~The Board of Education will accept all available state funds to which the district is entitled by law or through regulations of the Missouri State Board of Education and/or Missouri Department of Elementary and Secondary Education. State funds, both categorical and general, are based upon objective formulae. The superintendent shall be responsible for ensuring that the district files the required reports and forms to secure the amount of state funds to which it is entitled.~~

FILE: DEA
Critical

REFERENCE COPY

Federal

~~Applications shall be made for federal funds when available, provided that none of the conditions of acceptance is in disharmony with state law, the policies, rules and procedures of the Board of Education and the objectives of the district. The school district shall comply with all federal requirements governing these moneys, and shall account for each federal project separately and expend said funds as authorized by the approved project application only.~~

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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: 06/20/2000

Revised:

Legal Refs **Mo. Const., art. X, § 11(c)**
§§ 137.073, ~~137.115,~~ **148.030, .140, .620, .720, 153.030,** 163.021, .031, 164.011 -
.041, RSMo.
————— ~~Mo. Const., Art. X, § 11(c)~~
34 C.F.R. Parts ~~75-H~~**0**

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

REFERENCE COPY

FILE: DJF
Critical

EXPLANATION: PURCHASING

This policy has been updated to reflect changes made by House Bill 604 (2019). As a result of House Bill 604, school districts must advertise and bid construction projects that may exceed \$50,000. Previously, the threshold amount was \$15,000.

In this policy, MSBA had set the threshold for sealed bids for all purchases to mirror the amount required for construction as a safeguard to ensure that all construction projects were bid appropriately. The definition of "construction" is broad, and districts could accidentally violate the law. This policy has been amended to reflect this change for construction projects as well as for the sealed bid requirement for all purchases of \$50,000 or more.

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REFERENCE COPY

FILE: DJF
Critical

PURCHASING

The purpose of this policy and any related administrative procedures is to ensure that all purchases of supplies, equipment and services are made in compliance with state and federal law and good business practices. The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. The district will respect its financial obligations and will also require that providers meet their obligations to provide quality products and services in a timely manner to the district. All purchasing will be conducted in a manner that provides full and open competition consistent with the standards of state and federal law.

All funds deposited with the district, regardless of source, are considered district funds and are subject to this policy. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole Board. Purchases **not previously included in a Board-approved budget** that may exceed ~~\$25,000~~ **50,000** must have prior Board approval unless this policy's emergency provisions are applicable.

The Board encourages district staff to purchase products manufactured, assembled or produced in the United States.

Purchasing Supervision

The chief financial officer will serve as the district's purchasing officer or will designate a purchasing officer. The purchasing officer will supervise district purchases of products and services and may authorize purchases on behalf of the district that comply with the Board-adopted budget and this policy.

The superintendent, in consultation with the purchasing officer, shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources. These procedures will comply with all applicable laws and will centralize and provide oversight of all purchasing decisions.

Competitive Purchasing

District staff will research all purchases and compare prices prior to making decisions regarding the expenditure of district funds; unless a purchase is covered by an exception pursuant to this policy. Employees are expected to contact multiple providers before making a decision regarding purchases under \$3,500. Purchases of \$3,500 or more will be competitively bid, and sealed bids will be required for purchases that may exceed ~~\$15,000~~ **50,000**.

The district will select the lowest or best bid **as defined in DJF-API**. The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The district will ~~only~~ award contracts **only** to responsible contractors possessing the ability to perform successfully under the terms and conditions detailed by the district. Among other factors detailed in the bid specifications, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

When the purchasing officer determines that it is in the best interest of the district, products or services may be purchased by competitive negotiations or proposals rather than competitive bids. Likewise, the superintendent, in consultation with the purchasing officer, is directed to create procedures that allow the district to benefit from cooperative purchasing and address unusual situations such as purchasing when there is a single feasible source for the purchase. The superintendent is also directed to create a process whereby authorized providers are selected for frequent purchases, while still monitoring the competitiveness of these providers.

Purchases Involving Federal Funds

In addition to the requirements of this policy and the accompanying procedure, ~~when federal funds are used~~ the provisions of policy DJFA and related procedures must be followed **when federal funds are used**.

Emergency Situations

Unless competitive bidding is required by law, the superintendent may waive the requirement for competitive bids or proposals when he or she determines that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary to protect against further loss of or damage to property or prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and only ~~when~~ **to the extent** necessary to alleviate the emergency.

Debarred or Suspended Providers

The district will not do business with providers who have been suspended or debarred on a state or federal level. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

REFERENCE COPY

FILE: DJF
Critical

Confidentiality

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

Credit and Purchasing Cards

Authorized district employees and Board members may use credit cards or purchasing cards issued to the district to make purchases for the district or to pay for reasonable travel expenses incurred when performing job **official** duties. Employees and Board members will not use these cards to circumvent the bidding and purchasing requirements established by law and Board policy. All purchases made using district cards must be attributed to the appropriate budget code and must conform to the Board-adopted budget.

The district will use purchasing cards instead of credit cards to the extent feasible. Unless otherwise authorized by the Board, only the superintendent and the purchasing officer will have access to a district credit card, and the Board will set the amounts that may be charged to those cards.

The Board will approve which employee positions will be issued district purchasing cards and the limitations on the cards. The superintendent, in consultation with the purchasing officer, will annually review and revise the list of persons receiving district cards and the limitations on those cards. The annual review will ensure that only the employees who appropriately utilize the cards have access to them and that the limitations on the cards do not exceed the amounts of the projected expenditures to be made with the cards. The Board will annually approve all modifications prior to implementation.

The Board may authorize the issuance of purchasing cards to Board members in the same manner that they are issued to employees. Board members who choose to use a district purchasing card are subject to the same policies and procedures as district employees. The superintendent is directed to notify the Board president if any Board member fails to follow district policies and procedures regarding purchasing card usage, and the Board member's usage may be temporarily suspended by the Board president until the issue is presented to the full Board. If the Board member in question is the president, or if the president is not available, the vice president will act as president in the matter.

Any employee or Board member using a district card shall sign a card usage agreement and will receive training on applicable procedures for card use. District employees and Board members issued a card must provide documentation, such as receipts and applicable budget codes, justifying expenditures. The purchasing officer will examine all documentation prior to payment and will

notify the superintendent or designee immediately if any purchase was made in violation of law or district policies or procedures.

All employees and Board members issued a district card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent immediately. No person may use the card other than the authorized employee or Board member to whom the card was issued. District employees and Board members will surrender all cards upon completion of their employment or term with the district or upon demand by the district.

Prohibited Activity and Reporting Requirements

The district expects all staff members to comply with the letter and intent of all district policies and procedures regarding purchasing. Under no circumstances may employees use district funds to make unauthorized or personal purchases. Staff members may not artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.

All district employees must report suspected fraud, theft or misuse of district funds to the superintendent or purchasing officer immediately. District employees may be disciplined or terminated from employment for failing to follow Board policy or district procedures and for any misuse of district resources, including district credit and purchasing cards.

The superintendent or purchasing officer will contact law enforcement and file a report or sign a complaint on behalf of the district in situations where a crime may have occurred.

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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; 12/19/2006; 04/20/2010; 06/30/2016; 12/19/2017;

Cross Refs: ADF, District Wellness Program
BBFA, Board Member Conflict of Interest and Financial Disclosure
EHBC, Data Governance and Security
FEB, Selection of Architectural, Engineering and Land Surveying Services
FEC, Selection of Construction Management Services

REFERENCE COPY

FILE: DJF
Critical

FED, Selection of a Construction Manager at Risk
FEE, Selection of a Design-Build Contractor
FEF, Construction Contracts Bidding and Awards
GBCA, Staff Conflict of Interest

Legal Refs: §§ 8.285 - .291, .675 - .687, 34.073 - .080, .350 - .359, .375, 105.458, 161.855,
162.301, 170.041, 171.181, 177.082 - .0868, 285.530, 292.675, 393.310,
432.070 - .080, RSMo.
5 C.S.R. 30-4.030, 680.010
2 C.F.R. §§ 200.317 - .322
7 C.F.R. §§ 210.16, .21, 220.16
40 C.F.R. Part 247
47 C.F.R. § 54.503
Mercantile Bank of Illinois v. School Dist. of Osceola, 834 S.W.2d 737 (1992)

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

REFERENCE COPY

FILE: DJFA
Critical

EXPLANATION: FEDERAL PROGRAMS AND PROJECTS

MSBA has revised the language on page four of this policy to more accurately reflect the federal terminology.

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

REFERENCE COPY

FILE: DJFA
Critical

FEDERAL PROGRAMS AND PROJECTS

The purpose of this policy is to ensure that federally funded programs and projects in the district are administered in accordance with federal laws. Specifically, this policy governs all purchases of goods and services using federal funds and reflects federal conflict of interest rules applicable to Board members, employees and agents involved with the selection of contractors and the approval and administration of contracts for federal programs and projects.

Definitions

Agent – A person or entity acting on behalf of the district who is not an employee of the district.

Contract – As used in this policy, a legal instrument by which the district purchases property or services needed to carry out a program or project funded by a federal award.

Contractor – A person or entity with which the district has an executed contract to carry out a federal program or project. A contractor does not include an entity with which the district contracts that received a federal award or subaward directly from a federal or state agency.

Gratuity – A favor, gift or anything of monetary value.

Immediate Family – A spouse or dependent child of a Board member, employee or agent or any person living in the household of a Board member, employee or agent.

Labor Surplus Area (LSA) Firm – A business located in a civil jurisdiction, such as a county or city, which is designated as an LSA by the U.S. Department of Labor's Employment and Training Administration.

Real, Apparent or Potential Conflict of Interest – A situation in which a Board member, employee or agent; any member of a Board member's, employee's or agent's immediate family; any business partner of a Board member, employee or agent; or any organization that employs or is about to employ a Board member, employee or agent has a financial or other interest in a firm the district is considering contracting with or would receive a tangible personal benefit from a firm considered by the district for contracting. A financial interest does not exist if the value of the interest is less than \$25.

Federal Programs Administration

The superintendent shall be responsible for coordinating and administering federally funded programs and projects. The superintendent will ensure that the various departments operating these programs and projects do so in accordance with the requirements of the federal award and keep

accurate and separate records, as required by Board policy and in accordance with administrative procedures. The superintendent may delegate one or more of his or her duties to appropriate employees.

If the superintendent is not the purchasing officer for the district, the superintendent will work with the purchasing officer to ensure that goods and services purchased through federal awards comply with state and federal requirements.

Procurement

In addition to following the requirements of state law, Board policy and district procedures, the purchasing officer will ensure that all supplies, equipment and services purchased with federal funds are purchased in accordance with federal law. No purchase will be made unless the purchase was authorized in the approved budget for administration of the grant. Every purchase will be identified in district accounts in accordance with the federal program under which the purchase was made.

Bids and Requests for Proposals

Bid specifications and requests for proposals will include a clear and accurate description of the technical requirements for the material, product or service desired and will identify all requirements and all other factors that will be used in evaluating bids or proposals.

Bid specifications will not contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used to define the performance or other requirements. The specific features of the named brand that must be met must be clearly stated.

Contractors who develop or draft specification requirements, statements of work or invitations for bids or requests for proposals for the district must be excluded from bidding on the project.

Pursuant to federal law, the district will not use local or state **geographical** purchasing preferences when purchasing goods or services related to a federal contract. ~~Instead, w~~**W**hen making purchases with federal funds the district will:

1. Take all necessary affirmative steps to ensure that small businesses, minority businesses, women's business enterprises and LSA firms are used when possible. To that end, the district will:

REFERENCE COPY

FILE: DJFA
Critical

- ▶ Place qualified small businesses, minority businesses and women's business enterprises on solicitation lists.
 - ▶ Solicit bids from small businesses, minority businesses and women's business enterprises when they are potential sources.
 - ▶ Divide total project requirements into smaller tasks or quantities, when economically feasible, to permit maximum participation by small businesses, minority businesses and women's business enterprises. This provision shall not be used to artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.
 - ▶ ~~When conducive with the program or project, e~~ Establish performance and delivery schedules that encourage small businesses, minority businesses and women's business enterprises to participate **when doing so is conducive with the program or project.**
2. Purchase only items that contain the highest practicable percentage of recovered materials, as defined by the Environmental Protection Agency (EPA), consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.
 3. Use solid waste management services in a manner that maximizes energy and resource recovery.
 4. Purchase, to the maximum extent practicable, domestic commodities and products.

The purchasing officer or designee may search state and federal surplus property offerings to determine whether any items the district needs are available at a lower cost without sacrificing quality.

Contracts

When making purchases using federal funds, the district will not use a time and materials contract unless there is a determination that no other contract is suitable and the district includes a ceiling price and oversees the project to ensure efficiency.

The district may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

The purchasing officer or designee will resolve contract and procurement disputes in accordance with good administrative practice and sound business judgment. The purchasing officer is authorized to contact the district's legal counsel for assistance in resolving disputes.

Title I Comparability

Federal law requires districts to ensure that schools that receive Title I funds receive the same level of services and resources from state and local funds as schools that do not receive Title I funds. If the district has school buildings with more than 100 students and more than one building for each grade span, the district is required to annually conduct a comparability study between buildings of that receive Title I funds and have more than 100 students and buildings that do not receive Title I funds and have more than 100 students. If all the district's schools receive Title I funds, the district must determine that services are, taken as a whole, substantially comparable in each school. The district may meet these requirements by comparing either grade spans or schools. The district will establish comparability by ensuring:

1. That it has adopted a districtwide salary schedule;
2. Equivalence among schools in teachers, administrators and other staff; and
3. Equivalence among schools in the provision of curriculum materials and instructional supplies.

Alternatively, the superintendent or designee will complete an annual comparability study using the procedures and forms provided by the Department of Elementary and Secondary Education (DESE). If the superintendent or designee determines that services and resources are not comparable, the superintendent will notify the Board and take steps to rectify the situation.

The data collected and compiled in the determination of comparability will be retained in accordance with the Public School Records Retention Schedule. The district will provide DESE with the appropriate assurances that the district is in compliance with the federal law.

Conflict of Interest

In addition to acting in accordance with Missouri laws governing conflicts of interest and financial disclosures, Board members, employees and agents participating in the procurement of property and services using federal funds must comply with federal requirements. In cases where federal requirements are more restrictive than state requirements, federal requirements will be followed.

1. Board members, employees and agents who are or may be involved in the selection, award or administration of a contract supported by a federal award will submit, in writing, any real,

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FILE: DJFA
Critical

apparent or potential conflict of interest to the superintendent or designee or the Board secretary. The recipient of the report will forward any disclosures to the awarding state or federal agency in accordance with the reporting policy of the agency.

2. No Board member, employee or agent will participate in the selection, award or administration of a contract supported by a federal award if he or she has a real, apparent or potential conflict of interest.
3. Board members, employees and agents will not solicit or accept gratuities, favors or anything of monetary value from contractors, parties to subcontracts or any vendor who is attempting to be a contractor for a federal program or project, but may accept unsolicited gifts of nominal value. For the purposes of this policy, a gift of nominal value is defined as an unsolicited gift of \$25 or less.

Consequences

Board members, employees and agents are required to immediately report any violation of this policy to the superintendent or Board president. In accordance with federal law, Board members, employees and agents will, within five days of the violation, report all violations of federal criminal law involving fraud, bribery or a gratuity violation potentially affecting the federal award, even if no charges have been filed, to the superintendent, designee or Board president. The superintendent, designee or Board president will submit information about the violation to the federal awarding entity and will contact the district's attorney for assistance in making that report. See 2 C.F.R. § 200.113.

Unless excused by the Board, Board members who violate the provisions of this policy will be prohibited from holding a Board office or representing the full Board; as an official spokesperson or otherwise, ~~in the community unless excused by the Board.~~ Employees who violate this policy will be disciplined or terminated, and the district will reconsider and potentially end business relationships with agents who violate this policy. In addition, violations of this policy or the laws it references may be reported to law enforcement, the Missouri Ethics Commission, the Attorney General's Office or DESE and other applicable funding agencies.

* * * * *

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

Adopted: 06/30/2016

FILE: DJFA
Critical

REFERENCE COPY

Revised: 01/15/2019; 04/16/2019;

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
BCC, Appointed Board Officials
FEF, Construction Contracts Bidding and Awards
GBCA, Staff Conflict of Interest
IGBC, Parent and Family Involvement and Engagement
IGBCB, Programs for Migratory Students
IGBH, Programs for English Learners

Legal Refs: §§ 8.285 - .291, .675 - .687, 34.073 - .080, .350 - .359, .375, 105.450 - .458, 162.301, 170.041, 171.181, 177.082 - .086, 285.530, 292.675, 393.310, 432.070 - .080, RSMo.
20 U.S.C. § 6321
5 C.S.R. 30-4.030, 680.010
2 C.F.R. §§ 200.22, .23, .38, .92, .112, .113, .317, .318, .338
7 C.F.R. §§ 210.16, .21, 220.16
40 C.F.R. Part 247
47 C.F.R. § 54.503

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

REFERENCE COPY

FILE: FED
Critical

EXPLANATION: SELECTION OF A CONSTRUCTION MANAGER AT RISK

MSBA is amending this policy to reflect changes brought about by Senate Bill 167 (2019). That bill expanded the definition of "contractor" in § 107.170, RSMo., to require construction managers at risk to provide a performance bond when the cost of the contract is estimated to exceed \$50,000. Please note that a performance bond is still not required for construction managers, just construction managers at risk.

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

REFERENCE COPY

FILE: FED
Critical

SELECTION OF A CONSTRUCTION MANAGER AT RISK

The Board may, at its discretion and in accordance with law, use the construction manager at risk method for construction of civil works projects in excess of \$2,000,000 and noncivil works projects in excess of \$3,000,000.

Definitions

Civil Works Projects – Construction projects such as roads, streets, bridges, utilities, storm drainage and flood control projects that are in excess of \$2,000,000 and commonly designed by professional engineers.

Construction Manager at Risk (CMAR) – For the purposes of this policy, a construction manager at risk is a sole proprietorship, partnership, corporation or other legal entity that assumes the risk for the construction, rehabilitation, alteration or repair of a project at the contracted price as a general contractor and provides consultation to a political subdivision regarding construction during and after the design of the project.

Noncivil Works Projects – Construction projects, such as buildings, site improvements and other structures, in excess of \$3,000,000 and commonly designed by architects.

Process

In accordance with law, a CMAR will be selected using the following process:

1. Unless the district employs an engineer or architect, the district will select an engineer or architect using the process outlined in policy FEB to prepare the construction documents for the project. The engineer or architect for a project may not serve as the CMAR alone or in combination with others.
2. At least one week prior to publishing the request for qualifications, the Board will publicly disclose at a regular meeting its intent to use the construction management at risk method and the criteria it will use to select a CMAR.
3. The superintendent or designee will prepare a request for proposals or qualifications for a CMAR that includes:
 - ▶ General information on the project site, scope and schedule.
 - ▶ Selection criteria. The selection criteria may include the CMAR's experience, past performance, safety record, proposed personnel and methodology, and other

appropriate factors that demonstrate the capability of the construction manager at risk.

- ▶ The time and place for receipt of proposals or qualifications.
- ▶ Other information that may assist the district in its selection of a CMAR.

The district will not request fees or prices in the initial request for proposals or qualifications.

4. Prior to opening the proposals or qualifications, the district will publish the request for proposals or qualifications once a week for two consecutive weeks in a newspaper of general circulation published in a county where the district is located. Alternatively, the district will publish the request for proposals or qualifications by a virtual notice procedure. In accordance with law, the district will use the virtual notice procedure only if the district uses virtual notice for at least 20 various purchases, design contracts, construction contracts or other contracts each year.
5. The superintendent or designee will publicly open and read aloud the names of the CMARs from whom the district received a response.
6. Within 45 days of opening the proposals or qualification submissions, the superintendent or designee will evaluate and rank each proposal or qualification submitted. The Board, superintendent or designee will select, based solely on qualifications, five or fewer CMARs to submit additional information, including the proposed fee and price for fulfilling the general conditions.
7. The superintendent or designee will publicly open the submissions from the CMARs regarding fees. A CMAR's qualifications will account for a minimum of 40 percent of the evaluation, and cost will account for a maximum of 60 percent of the evaluation. The Board shall interview, in open session, at least two of the top-qualified offerors as part of the final selection.
8. The Board will select the CMAR that submits the proposal offering the best value for the district based on the published selection criteria and on its ranking evaluation.
9. The superintendent or designee will negotiate a contract with the selected CMAR. If the superintendent or designee is unable to negotiate a satisfactory contract, the superintendent or designee shall end negotiations by sending a written notice to the CMAR. The superintendent or designee will then proceed to negotiate with the next CMAR in order of ranking. The Board must approve the final contract with a vote of the majority of the whole Board.

REFERENCE COPY

FILE: FED
Critical

10. The CMAR must furnish a performance bond if the project is estimated to exceed \$50,000.

Bidding and Selecting Contractors and Subcontractors

The district's CMAR will publicly advertise and receive bids or proposals from contractors or subcontractors for the performance of all major elements of the work, other than the minor work that may be included in the general conditions.

CMARs may seek to perform portions of the work themselves if they submit sealed bids or sealed proposals for those portions of the work in the same manner as other contractors or subcontractors. However, the district has the authority to restrict CMARs from submitting bids. A CMAR will be selected only if the CMAR's bid or proposal offers the best value for the district.

All sealed bids or proposals shall be submitted at the time and location specified in the advertisement for bids or proposals and shall be opened publicly. The identity of each bidder and the bid amount will be read aloud.

The CMAR and the Board, superintendent or designee will review all bids or proposals received in a manner that discloses the bid or proposal contents only to persons employed by the district, CMAR, engineer or architect. After all proposals have been evaluated and clarified, the award of all subcontracts shall be made public.

If the district accepts a bid or proposal against the recommendation of the CMAR, the district will compensate the CMAR by a change in price, time or guaranteed maximum cost for any additional cost and risk that the CMAR may incur.

If a contractor or subcontractor materially defaults in the performance of its work or fails to execute a contract, the CMAR may fulfill the contract requirements or select a replacement contractor or subcontractor without advertising.

* * * * *

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: 12/19/2017

Revised:

FILE: FED
Critical

REFERENCE COPY

Cross Refs: DGA, Authorized Signatures
DJF, Purchasing

Legal Refs: §§ 8.675 - .687, 67.5050, 107.170, RSMo.

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

REFERENCE COPY

FILE: FEF
Critical

EXPLANATION: CONSTRUCTION CONTRACTS BIDDING AND AWARDS

This policy has been amended to recognize changes to the prevailing wage law created by House Bill 1729 (2018). The district is no longer required to pay prevailing wage (or the public works contracting minimum wage as discussed below) for construction projects that will not exceed \$75,000.

The new law also attempts to address the concern of more rural districts that the prevailing wage is not really the going rate for construction work in the area. If contractors report fewer than 1,000 hours of labor in a county, districts in the county will use the public works contracting minimum wage (PWCMW) instead of the prevailing wage for projects over \$75,000. The PWCMW is defined as 120 percent of the average hourly wage in a locality as determined by the Missouri Economic Research and Information Center within the Department of Economic Development.

This policy has also been updated to reflect changes made by House Bill 604 (2019). As a result of House Bill 604, school districts must advertise and bid construction projects that may exceed \$50,000. Previously, the threshold amount was \$15,000.

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

REFERENCE COPY

FILE: FEF
Critical

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

The West Plains R-VII School District seeks to provide and maintain safe facilities capable of supporting the education mission of the district, while at the same time utilizing public funds prudently.

Definitions

For the purposes of this policy, the following definitions apply:

Construction – Building a new facility or improving, enlarging, altering, painting, decorating, excavating, demolishing or performing major repairs on an existing facility.

Facility – A building, structure, stadium, field or parking lot, or part thereof, such as a roof or heating or air conditioning system.

Major Repair – Replacement or repair of existing facilities when the size, type or extent of the facility is changed or increased.

Personal Representative – Unless otherwise specified in a construction contract, the district's personal representative is the superintendent or designee.

Project Planning

Construction projects will be planned to cause the least disruption to the district's education program and to ensure the safest possible environment for students, staff and the public. District staff will rely on the district's long-term facilities plan when making decisions regarding construction and major repair of district facilities. The district is committed to providing accessible facilities. All projects will comply with laws regarding accommodations for individuals with disabilities, and the district will consider **other** recommended accommodations as well.

Before bidding a project, the district will determine whether engineering, architectural or land surveying services are required and whether the district will use a construction manager, a construction manager at risk, a general contractor or a design-build contractor. These professional services will be selected in accordance with law and Board policy. The superintendent or designee is authorized to contact legal counsel for assistance in complying with the applicable laws and drafting or reviewing proposed contract language.

Purchasing Materials

All materials purchased either directly by the district or indirectly by the contractor or subcontractors must comply with legal requirements, including the purchasing preferences required by law. In addition, materials purchased for use in projects funded by federal awards must comply with federal requirements.

Bidding

All construction projects that may exceed an expenditure of \$~~15,000~~ 50,000 shall be advertised in a newspaper of general circulation once a week for two consecutive weeks, in accordance with law, and should also be advertised in places likely to get responses from contractors. Those places should include business, trade or minority newspapers or other modes of communication, such as the district's website or other websites. Projects will not be split or artificially divided for the purpose of avoiding these competitive bidding requirements.

Prior to advertising for bids, the superintendent or designee and the architect or construction manager, if applicable, will draft detailed bid specifications for the construction project. Bid specifications will include all legal mandates including, but not limited to, requiring:

1. ~~Compliance with~~ Payment of the prevailing wage requirements or the public works contracting minimum wage (PWCMW) when required by state law.
2. Laborers to receive mandatory safety training.
3. Contractors bidding on a contract for services in excess of \$5,000 to provide a sworn affidavit and supporting documentation that affirms the contractor's participation in a federal work authorization program, such as E-Verify, and that the bidder will not employ illegal unauthorized workers for the project. A contractor is only required to provide this affidavit to the district annually.
4. A performance bond if the project is estimated to exceed \$50,000.

The district may also require a bidder's bond in an amount determined by the estimated cost of the project.

In accordance with the Sunshine Law and Board policy, the Board may discuss bid specifications in closed session, and the content of those bid specifications will remain confidential until they are officially approved by the Board or published for bidding. Likewise, sealed bids and related documents will be closed until the bids are opened.

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FILE: FEF
Critical

Sealed bids may be opened at a public meeting of the Board of Education or by administrative personnel. In either case, all bids shall be publicly opened, and the date, time and place of the bid opening shall be included in the bid notice. Notice of the bid opening will also be posted for the public.

The district will not entertain bids that are not made in accordance with the specifications furnished by the district. The district reserves the right to waive minor technical defects in a bid, reject any or all bids, reject any part of a bid and ~~to~~ advertise for new bids. If the scope of the project changes substantially, the district will rebid the project.

The Board will determine which responsible bidder has the lowest bid and direct the superintendent or designee to negotiate a satisfactory contract prior to final approval of the bid.

Contracting

The superintendent or designee is authorized to consult legal counsel regarding contract language. Any contract the district enters into must include all legally required provisions. The contract must be approved by an affirmative vote of a majority of the whole Board to be binding.

Payment and Retainage

Unless contrary to any federal funding requirement or unless funds from a state grant are not received in a timely manner, the district's personal representative will ensure that prompt payment is made to the contractor and any professional engineer, architect, landscape architect or land surveyor in accordance with law and the contract governing the construction project.

The Board must approve the payment of all bills by an affirmative vote of a majority of the whole Board.

The personal representative shall pay any professional engineer, architect, landscape architect or land surveyor the amount due within 30 days following the receipt of an invoice prepared and submitted in accordance with the contract terms. In addition to the payment due, the contracting agency shall pay interest at the rate of one and one-half percent per month, calculated from the expiration of the 30-day period until fully paid.

Contractors

In accordance with law, the district's personal representative may retain a portion of the payment to a contractor, not to exceed five percent of the value of the contract or subcontract, until after the entire project has been completed. If the contractor is not required by law to obtain a bond because

the cost of the project is not estimated to exceed \$50,000, the district's personal representative may retain an amount not to exceed ten percent of the value of the contract or subcontract.

When applicable, the architect or construction manager shall approve all payment requests prior to submission to the Board of Education for payment. The superintendent or designee will examine all work performed on projects where no architects or construction managers are used.

~~Pursuant to~~ If the prevailing wage or the PWCMW is required by laws, the contractor must file an Affidavit of Compliance ~~must be filed~~ with the district before final payment will be approved or paid. The district will withhold and retain any amounts due as a result of any violation of the prevailing wage prior to making final payment to any contractor who fails to pay the appropriate wage as required by law prior to making final payment with any contractor.

Change Orders

Change orders in excess of \$5,000 will not be approved without Board action except as outlined in this policy. The district's personal representative may authorize change orders of less than \$5,000 but must submit written documentation of the change order to the Board as soon as possible. The personal representative may not restructure a change order in an attempt to circumvent the requirement for Board approval.

The personal representative may also approve change orders that exceed \$5,000 if the time it would take to obtain Board approval would negatively affect the construction timeline or project budget and if the change order does not include work outside the scope of the original project that would be considered a new, separate project. This exception should be used rarely, if ever. When used, the personal representative must submit documentation of the change order to the Board immediately with an explanation as to why it was approved prior to Board action, and the change order will be placed on the Board's next meeting agenda for ratification.

If a change order increases the cost of a project to over \$75,000, the district will require the contractor to pay either the prevailing wage or the PWCMW for the portion of the project that exceeds \$75,000 and provide an Affidavit of Compliance to the district prior to payment.

All change orders approved by the Board or the personal representative shall be documented and retained with other documents related to the construction project. If a submitted change order includes work outside the scope of the original project that results in a substantial change, the Board will rebid the work contained in the change order.

REFERENCE COPY

FILE: FEF
Critical

Construction Projects Conducted on Behalf of the District

The district appreciates business and community support of its education mission and welcomes both financial and physical contributions to the district. It is important for taxpayers and patrons to understand that various laws apply to projects conducted on behalf of the district even when those projects are not directly funded by the district. Further, ~~because the district facilities are used by a large number of people,~~ it is essential that all construction projects adhere to the highest level of quality and safety. The district and the donor must ensure compliance with all applicable laws before a construction project is conducted on school grounds; regardless of the labor source of the labor or payment method of payment.

* * * * *

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

Adopted: 12/21/1999

Revised: 03/16/2004; 01/20/2009; 04/20/2010; 04/16/2013; 05/19/2015; 12/19/2017;

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
DGA, Authorized Signatures
DJF, Purchasing
DJFA, Federal Programs and Projects
DK, Payment Process
IGB, Accommodation of Students with Disabilities

Legal Refs: §§ 34.057, .059, .209, ~~.216~~, 67.5050, .5060, 107.170, 162.301, 177.086, 285.530,
290.210 - .340, 292.675, 432.070 - .080, 493.010 - .140, 610.021, RSMo.
8 C.S.R. 30-3.010 - .060

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

REFERENCE COPY

FILE: GBEB
Critical

EXPLANATION: CRIMINAL BACKGROUND CHECKS

MSBA has amended this policy to reflect changes made by House Bill 604 (2019) related to background checks of district volunteers. The law provides that screened volunteers must undergo a background check by a school district before they can be left alone with a student. "Screened volunteer" is defined as any person who assists a school by providing uncompensated service and who may be periodically left alone with students. Additionally, screened volunteers can access student education records only when it is necessary to assist the district and while supervised by staff members. A volunteer who is not screened cannot be left alone with a student or have access to student records.

MSBA has also revised this policy to reflect changes made by House Bill 604 related to early childhood education programs. The new law provides that the State Board of Education shall require staff members of any early childhood education program that is under contract with a district to undergo the criminal background check described in § 168.133, RSMo.

In addition, MSBA has added language that the district "may" require contractors to conduct a criminal background check on their employees who have regular contact with students. This is not currently required by law, but districts should seriously consider adding this requirement to all contracts, such as those for speech therapy, physical therapy, occupational therapy and transportation services. MSBA chose to use the term "may" instead of "shall" because we do not want to create legal obligations above and beyond what the law requires. That said, districts should utilize all available tools to provide safe educational services for students.

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	X	Special Education
X	Transportation		Public Info/Communications		Technology

REFERENCE COPY

FILE: GBEBC
Critical

CRIMINAL BACKGROUND CHECKS

The West Plains R-VII School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on district property. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy.

Definitions

Criminal Background Check – A search of all of the following:

1. Federal Bureau of Investigation's (FBI) criminal history files;-
2. t The Missouri State Highway Patrol's (MSHP) criminal history database and sexual offender registry;-
3. t The Family Care Safety Registry (FCSR) or the central registry of child abuse and neglect of the Children's Division (CD) of the Department of Social Services;-
4. Missouri Case.net; and-
5. o Other databases required by law or by the district.

Driving Records – Traffic-related offenses contained in the Missouri Department of Revenue's databases.

Rap Back – A program designed to provide school districts automatic criminal history updates about individuals who have been previously fingerprinted. "Rap" is an acronym for "record of arrest and prosecution." Rap Back is available on the state and federal level.

Employees

Generally, the district will conduct criminal background checks in accordance with law on all new employees authorized to have contact with students prior to the employees working with students; however, the district may forgo a criminal background check when:

1. A teacher is employed to work on a part-time or substitute basis within one year of having retired from the West Plains R-VII School District.

2. An employee or potential employee has had a background check conducted by another Missouri public school within the past year and the district receives a copy of the background check directly from the other district or obtains electronic access to the previous background check.
3. An employee or potential employee has successfully completed a criminal background check, including a check of the FCSR, as part of the professional license application process within one year prior to employment.

In order to participate in Rap Back, the district must conduct its own background checks and may not use any of the above exceptions. Any **employment** offer of ~~employment~~ is contingent upon the satisfactory outcome of the **any district-required** criminal background checks, ~~when required by the district~~. The district has the sole and absolute discretion to determine whether the outcome is satisfactory.

Drivers

The district will conduct a criminal background check on all bus drivers the district employs. The district may allow bus drivers to operate district transportation pending the results of the criminal background check.

If the district contracts for student transportation services, the contract will require the transportation company to conduct background checks on the company's employees who will have contact with district students. The contract will require the company to exclude persons who have exhibited behavior that is violent or harmful to children or adults.

Volunteers

~~The district will conduct a search of the MSHP's criminal history database and the FCSR or the CD's central registry of child abuse and neglect on all persons volunteering in positions where they will be left alone with a single child. Volunteers may be subject to additional types of criminal background checks in accordance with the district's policy and procedure for school volunteers. If the volunteer is a sponsor, advisor or coach of a district-sponsored activity, he or she must satisfactorily complete the criminal background check required of employees.~~ **The district will conduct a criminal background check on all individuals volunteering in positions where they may be periodically left alone with students or have access to student records. Volunteers who chaperone students on overnight trips or are sponsors, advisors or coaches of district-sponsored activities must satisfactorily complete a criminal background check.**

The district is not required to conduct a background check on volunteers who have had a background check conducted by another Missouri public school within the past year if the district receives a copy

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of the background check directly from the other district or obtains electronic access to the previous background check.

In addition to the volunteers who are required by law to receive a full background check, the superintendent or designee may require other volunteers to undergo a background check or the district may conduct a search of the MSHP's criminal history database and the FCSR or the CD's central registry of child abuse and neglect.

Contracted Services

If the district contracts with another person or entity to provide services to students, the district may include in the contract a requirement that a criminal background check be conducted on any person who will have regular contact with students. Staff members of an early childhood education program that is under contract with the district will undergo criminal background checks as required by law.

Payment

In general, applicants for employment and volunteers are responsible for the cost of the criminal background check, but the district may later reimburse the person at the district's discretion. However, when an applicant has had a background check conducted by another Missouri public school within the past year and the district receives a copy of the background check directly from the other district or obtains electronic access to the previous background check, the district will not require an additional background check as a condition of employment or unless the district pays the cost, in accordance with law.

The district will pay the expenses associated with conducting and renewing criminal background checks for current employees. In cases where the district requires independent contractors to conduct criminal background checks, payment for the background checks will be determined by the contract.

Updating Information

The district reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. The district will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct postemployment background checks as allowed by law.

The district may update all criminal background checks required under this policy at least every five years if the person is still volunteering or working for the district or working on district property. The district may update check the driving records for of all drivers of district transportation every six months. Any employee refusing to submit to a background check may be disciplined or terminated. The district may decline to utilize the services of volunteers or contractors who refuse to participate.

Ongoing Background Checks

The district may participate in the state and federal Rap Back programs, which automatically notify the district when a district employee is arrested for a reportable offense after the district has conducted an initial background check under the program. Once notified, the superintendent or designee will discuss the incident with the employee. The superintendent or designee is authorized to take appropriate action as allowed by law and district policy and to contact the district's attorney to discuss any legal concerns. Continued participation in the program requires all employees to be fingerprinted every six years and comply with each program's terms and conditions.

District Notification

As a condition of continuing to work within the district, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event, and is in addition to any reporting requirement established by law.

Reporting Requirements

The superintendent or designee shall immediately provide written notice to the State Board of Education and the attorney general upon learning that a certificated employee has pled guilty to or was found guilty of any offense that would authorize the State Board to seek discipline of or revoke a teaching certificate.

In accordance with law, the district will notify the Public School Retirement System (PSRS), the Public Education Employee Retirement System (PEERS) or any other relevant state retirement system when an employee or former employee is charged with or convicted of any of the following crimes committed in direct connection with or directly related to the employee's or former employee's duties as an employee with the district when the charge or conviction is a felony:

1. Stealing under § 570.030, RSMo., when the offense involved money, property or services valued at \$5,000 or more;
2. Receiving stolen property under § 570.080, RSMo., as it existed before January 1, 2017, when such offense involved money, property or services valued at \$5,000 or more;
3. Forgery under § 570.090, RSMo.;
4. Counterfeiting under § 570.103, RSMo.;

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5. Bribery of a public servant under § 576.010, RSMo.;
6. Acceding to corruption under § 576.020, RSMo.; or
7. Any substantially similar offense under federal law.

Confidentiality

Information received by the district pursuant to a criminal background check is confidential. Except as allowed by law, the district will ~~only~~ use this information **only** for the district's internal purposes in determining the suitability of an applicant, employee, volunteer or other worker on district property. The district will keep this information in a location that is ~~only~~ accessible **only** to persons who need to know the information to carry out their responsibilities with the district. Any person submitting to a criminal background check may receive a copy of the background check information received by the district during the time period the district has access to the information.

Pursuant to state law and upon the written request of an employee or former employee, the district may transfer a criminal background check to another school district within one year of receiving the background check.

Pursuant to state and federal law, information submitted to the MSHP for background checks will be shared with state and national Rap Back criminal background check programs **if the district opts to use these programs**. The information, including fingerprints, shall be retained by the state central repository and the FBI and shall be searched against other fingerprints on file, including latent fingerprints. Applicant fingerprints, while retained, may continue to be compared against other fingerprints submitted to or retained by the FBI, including latent fingerprints.

Consequences

The superintendent or designee is directed to exclude from employment or to take action to terminate individuals whose criminal background checks reveal that they have exhibited behavior that is violent or harmful to children or adults and may terminate any employee or exclude any applicant if the background check reveals behavior that would make him or her unsuitable for the position in the discretion of the superintendent or designee. A person whose background check reveals behavior that would make the person unsuitable to volunteer in the district will not be allowed to volunteer. Employees who fail to keep background check results confidential as required by law or this policy or who violate any portion of this policy or district procedure will be subject to disciplinary action up to and including termination.

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

Adopted: 12/20/2005

Revised: 12/19/2006; 04/20/2010; 05/15/2012; 05/10/2016; 04/16/2019;

Cross Refs: EHBC, Data Governance and Security
IICC, School Volunteers

Legal Refs: §§ 43.540, .543, 105.669, 163.018, 168.071, .133, 576.050, RSMo.

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

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EXPLANATION: REFERENCES

MSBA has revised this policy to comply with House Bill 604 (2019), which amended state statute § 162.068, RSMo., as described below. MSBA has also made some changes to the policy to simplify and clarify it. Please note that this policy previously addressed only references given by the district, but it now also addresses references requested by the district.

A. MANDATORY REQUESTS FOR REFERENCES PRIOR TO EMPLOYMENT

The statute now requires districts that are seeking a reference for an employment applicant to contact the Department of Elementary and Secondary Education (DESE) to determine whether the applicant has ever worked for another public school or charter school. If so, the statute requires districts to contact the Missouri school district or charter school that most recently employed the applicant and request information regarding the applicant's employment. Districts should contact DESE prior to employing any teacher, regardless of whether Missouri employment is listed on the resume, to ensure that the applicant is honest regarding prior work history in Missouri.

B. MANDATORY DISCLOSURES ABOUT FORMER EMPLOYEES REQUIRED BY STATUTE

The state statute mandating that school districts share information regarding former employees was recently amended. Previously the district was required to notify potential public school and charter school employers when a former employee left the district due to allegations of sexual misconduct with a student. This requirement has been greatly narrowed. Now districts are required by law to share information about a former employee with a public school or charter school in the three circumstances listed below.

Circumstance One: Upon request, the district must share information about a former employee with a potential public school or charter school employer when the employee left the district due to allegations of criminal sexual misconduct as defined in the criminal statute § 566.083, RSMo., Sexual Misconduct Involving a Child.

Violation of § 566.083, RSMo., is a Class E felony that occurs when a person:

- (1) Knowingly exposes his or her genitals to a child less than fifteen years of age under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm to the child;

- (2) Knowingly exposes his or her genitals to a child less than fifteen years of age for the purpose of arousing or gratifying the sexual desire of any person, including the child;**
- (3) Knowingly coerces or induces a child less than fifteen years of age to expose the child's genitals for the purpose of arousing or gratifying the sexual desire of any person, including the child; or**
- (4) Knowingly coerces or induces a child who is known by such person to be less than fifteen years of age to expose the breasts of a female child through the Internet or other electronic means for the purpose of arousing or gratifying the sexual desire of any person, including the child.**

This is extreme behavior that should certainly be shared and hopefully has been prosecuted.

Circumstance Two: Upon request, the district must share information about a former employee with a potential public school or charter school employer when the Children's Division (CD) of the Missouri Department of Social Services investigates and substantiates allegations of sexual misconduct between the former employee and a student.

In this circumstance, "sexual misconduct" is not defined, but MSBA assumes it means child abuse of a sexual nature. This circumstance is easier to apply because the CD is the entity making a determination as to whether the allegations are "substantiated."

Circumstance Three: Upon request, the district must share information about a former employee with a potential public school or charter school employer when the employee has violated Board policy related to sexual misconduct with a student, as determined by the Board after a contested case due process hearing.

The definition of "sexual misconduct" is not clear in this circumstance because the criminal statute is not referenced, but reference is made to Board policy. For that reason, MSBA has maintained a definition of sexual misconduct that goes beyond the criminal statute.

The statute requires the district to share information only if 1) the former employee received a contested case due process hearing and 2) after the hearing, the Board determined that there was an actual violation of the Board policy.

A contested case due process hearing is a very formal hearing that involves notice, a court reporter, a right to cross examine witnesses and other formalities. Districts seldom hold formal hearings. In most cases the employee either resigns or never requests a hearing, so one is not held. In many cases, the district will encourage settlement of the dispute and the resignation of the employee solely to avoid these hearings because they can be costly. However,

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districts might want to consider holding formal hearings in these situations in the future to protect the district against claims from the former employees if information about sexual misconduct allegations is shared with potential employers.

Please note that the statute specifically states that the hearing must actually occur—not just be offered. In many situations, districts offer a hearing when terminating a contracted employee, but the employee never requests to have one. The new state statute requires an actual hearing before information is shared under this circumstance.

C. OPTIONAL DISCLOSURES ABOUT FORMER EMPLOYEES

MSBA has provided some optional language in number four under "Disclosing Allegations of Sexual Misconduct" that would allow the district to disclose information beyond what is required by law. The reality is that very few situations fall into the first three categories, and the Board might want to share additional situations with potential employers, including potential employers that are not public school districts or charter schools. However, the potential for litigation when sharing information that could cost a person a job is high, so the district needs to ensure that employment information sharing is done in a manner that is defensible. Districts should discuss this optional language with the district's attorney prior to any specific disclosure to ensure appropriate due process is provided to the employee.

WHAT DUE PROCESS IS REQUIRED?

What happens if your district did not have a hearing or did not even offer a hearing to an employee who left the district due to allegations of sexual misconduct (either the crime, a child abuse allegation or a violation of policy)? Now another public school wants to hire this person. The district might be required under state law to share the information or might be allowed to share it under policy GBLB. The district might still be required to provide the former employee due process under the U.S. Constitution, even if not required under the state law.

If the government makes a reputation-harming statement about someone in connection with dismissal from government employment, the person whose reputation is harmed may have a right to a "name-clearing" hearing to contest the government's version of the facts if the statement is stigmatizing enough. For example, courts have found stigma in situations where a person has been accused of immorality or criminal acts.

A "contested case" hearing would satisfy the due process requirements. The problem is that in many situations employees involved in this misbehavior do not receive a hearing. If the employee is employed on an at-will basis without an employment contract, the superintendent or designee might simply terminate the employee. Even employees who have employment contracts might resign once confronted, or the district might simply nonrenew their contract.

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School officials might be requested not to "get ahead" of law enforcement on a public airing about a situation still under development as a potential criminal case. However, if the district allows the employee to exit employment without at least offering the employee a due process hearing, the district could potentially violate the former employee's constitutional rights if the district later discloses information about the sexual misconduct allegations without a chance for the former employee to contest and disprove the information.

Under the statute on which this policy is based, the statements detrimental to the applicant are made only to another public school and are not made to the public. This could make a difference in whether the right to a hearing is triggered. In addition, the substance of the information, depending on what the unresolved accusations and evidence are, appears to be a factor in determining the right to a name-clearing procedure. Because the law is not clear and each situation will be factually different, the district needs to consult its legal counsel for very careful, case-by-case analysis in those cases where a contested case hearing has not already been conducted. This is why the optional disclosures require consultation with the district's private attorney.

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

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REFERENCES

Definitions

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

Former Employee – ~~An employee who was terminated or resigned or whose contract was nonrenewed; an employee who has been notified that his or her contract with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.~~ **Any person who was previously employed by or was a student teacher or intern in the district or who is currently employed but will no longer be an employee, student teacher or intern in the district in the near future.**

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

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

Sexual Misconduct – Engaging in any conduct with a student, on or off district property, that constitutes the crime of sexual misconduct **involving a child under § 566.083, RSMo.**; illegal sexual harassment as defined in policy AC, as determined by the district; or child abuse involving sexual behavior, as determined by the Children's Division (CD) of the Department of Social Services.

Obtaining References for Applicants to the District

The Board directs the superintendent or designee to verify the background of all applicants for district employment, including requesting references from persons or entities that previously employed the applicant.

As required by law, before offering employment to any teacher who is or was employed by a Missouri school district or charter school, the superintendent or designee will contact the Department of Elementary and Secondary Education to determine the school districts or charter schools that previously employed the applicant. Minimally, the superintendent or designee shall request information about the applicant's previous job performance from the most recent school district or charter school.

General District Response to a Request for a Reference

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

Employees other than the superintendent or designee may provide personal references, but by doing so, they are acting in their individual capacities and not as employees of the district. Employees providing personal references may not use district letterhead or otherwise indicate that the reference is sponsored by the district, but they may identify the working relationship they have or had with the current or former employee. The district will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references. In accordance with federal law, district employees, contractors and agents are prohibited from writing personal references or otherwise providing assistance in obtaining a new job to any other school employee, contractor or agent who has been accused of sexual misconduct regarding a minor or student, as discussed later in this policy.

Content of Reference Disclosure

Information Provided as Required by Law

In accordance with law, the following information about employees or former employees will be provided to any entity or person upon request:

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

In addition, information on allegations of sexual misconduct will be disclosed to public schools or charter schools as detailed below.

Information Provided with Consent from the Employee or Former Employee

Unless otherwise required under this policy or by law, before providing a reference for a current or former employee, the superintendent or designee will verify that the employee consents to the release of further information. The district may obtain a blanket consent from the employee when the

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employee leaves the district, contact the employee when a request is made or rely on written consent provided through the application process.

Even with consent, unless otherwise authorized by the Board or the district's attorney; or unless the disclosure is otherwise required by law, the superintendent or designee may ~~only~~ provide **only** the following factual information when requested, without offering opinions or commentary on job performance:

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

Disclosing Allegations of Sexual Misconduct to ~~Other Public or Charter Schools~~

In accordance with state law, when another school district or charter school requests a reference or information regarding a former employee of the district, the district must provide information regarding allegations of sexual misconduct with a student or child as detailed in numbers one through three of this section. The former employee is not required to consent to the release of information prior to the superintendent or designee releasing the information in numbers one through four of this section. The superintendent or designee is authorized to contact the district's attorney for advice on implementing this policy.

Information on allegations of sexual misconduct will be shared in the following situations:

1. *Allegations of Criminal Sexual Misconduct* – If a potential public or charter school employer requests a reference regarding a former employee whose job involved contact with children, the district will, in accordance with state law, notify the potential public or charter school employer if the employee was terminated, nonrenewed or allowed to resign in lieu of termination as a result of allegations of criminal sexual misconduct with a student involving a child as defined by § 566.083, RSMo., or as a result of such allegations being substantiated by the State of Missouri's Child Abuse and Neglect Review Board. The district will provide due process to the former employee prior to disclosing the information when required by law.
2. *Allegations of Sexual Misconduct Substantiated by the Children's Division* – If a potential public or charter school employer contacts the district for a reference for any former employee about whom the CD has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, the district will provide the results of the CD investigation to the potential public or charter school employer regardless of whether the employee's job involved contact with children.
3. *Violation of Board Policy Related to Sexual Misconduct* – If any public or charter school contacts the district about a former employee, the district will provide the public or charter school information about any violation of Board policy if the violation related to sexual misconduct with a student where the Board, after a contested case due process hearing, determined that the former employee actually violated the policy.
4. *Other Situations* – The superintendent or designee is required to consult the district's attorney when considering whether to release information regarding allegations of sexual misconduct against a former employee when the district is not required by law to do so.

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

Prohibition against Assisting Employees, Contractors or Agents Accused of Sexual Misconduct

In accordance with law, district employees, contractors and agents who know or have probable cause to believe that an individual who has served as a district employee, contractor or agent has engaged in sexual misconduct with a minor or student in violation of law are prohibited from writing personal

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references for or otherwise providing assistance **to those individuals** in obtaining a new job ~~to those individuals~~.

This prohibition does not apply to the routine transmission of administrative and personnel files when that is part of the current employee's, contractor's or agent's duties. In addition, this prohibition does not apply if the information was properly reported to law enforcement and other relevant state, federal and local authorities, and:

1. The investigation was officially closed without action; or
2. The prosecutor or law enforcement entity determined there was insufficient information to establish probable cause; or
3. The individual was charged and acquitted or otherwise exonerated of the alleged misconduct; or
4. The case or investigation remains open and no charges have been filed and no indictment has been issued within four years of the date on which the alleged misconduct was reported to law enforcement.

Recordkeeping

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

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

Notice

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

Immunity

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

* * * * *

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

Adopted: 05/15/2012

Revised: 04/15/2014; 05/16/2017;

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

Legal Refs: §§ 162.068, 290.152, 566.083, 610.021, RSMo.
The Elementary and Secondary Education Act of 1965, 20 U.S.C. § 7926
49 C.F.R. § 40.311
Jamison v. State Dept. of Soc. Serv., 218 S.W.3d 399 (Mo. 2007)

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

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EXPLANATION: PROFESSIONAL STAFF RECRUITING AND HIRING

MSBA has amended this policy to reflect changes brought about by House Bill 604 (2019). Before offering employment to any teacher who was previously employed by a Missouri school district or charter school, a school district must contact the Department of Elementary and Secondary Education to determine the school districts or charter schools that previously employed the teacher. The school district must request information relating to the employee's prior job performance from the most recent school district or charter school that employed the teacher but may contact other previous employers.

MSBA has also updated this policy to clarify that employee transfers or reassignments that change the compensation, benefits or contract of an employee must be approved by the Board. This change is not a result of a new law but is based on concerns shared with MSBA that reassignments and transfers may be used to bypass the Board's legal role in hiring.

MSBA has also removed the language specific to hiring retirees under the critical shortage exception and replaced it with more general language about hiring retirees who continue to draw retirement. The critical shortage exception is not the only option for teachers to work after retirement, but it is not feasible to list all the rules regarding working after retirement in Board policy. The Board simply needs to make it clear that the district will follow the law when hiring retirees. Excellent guidance on the various applicable laws is available on the Public School and Education Employee Retirement Systems of Missouri's website: <https://www.psrs-peers.org/>.

Other changes were made for brevity and clarity.

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

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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 qualified, highly skilled and experienced personnel.

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 affirmatively to employ any person or enter into an employment contract.

Recruiting and Advertising

Efforts ~~The district~~ will be made to recruit the best-qualified candidates for the open positions. 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 the number of days 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 vacancy. A position is not considered vacant if the superintendent or designee transfers or reassigns an existing employee to the position, subject to Board approval. Board approval is required when a transfer or reassignment results in a change to the employee's compensation, benefits or contract.

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~~ Applicants must complete a formal application and provide all ~~necessary~~ required 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 and will check references in accordance with law and policy GBLB.

As required by law, before offering employment to any teacher who is or was employed by a Missouri school district or charter school, the superintendent or designee will contact the Department of Elementary and Secondary Education to determine the school districts or charter schools that previously employed the applicant. The superintendent or designee shall request information about the applicant's previous job performance from the most recent school district or charter school that employed the teacher.

Generally, all teachers and administrators must have valid certification to teach in Missouri schools, and the superintendent or designee will verify that applicants currently possess the required certification or license before the Board votes to employ them in a position that requires a certificate or other professional license. The superintendent or designee will also reverify licenses and certifications once they are renewed. When the district determines that employing someone without the appropriate certificate or license is necessary or unavoidable, the employee will be required to obtain the appropriate certificate or license by a district-specified deadline.

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 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.~~

REFERENCE COPY

FILE: GCD
Critical

~~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.~~

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

Board Members

The district will not accept an **employment** 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 **only** 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 **meeting** 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.~~

Retirees

The district may employ persons who are retired and currently receiving a retirement allowance from a public retirement system as permitted by law.

Employment Contracts

The district will ~~only~~ offer employment contracts **only** 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.

* * * * *

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; 01/17/2017;

REFERENCE COPY

FILE: GCD
Critical

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~~ **R-10**

Legal Refs: §§ 105.255, .1445, **161.855**, 162.**068**, .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: GCI
Basic

EXPLANATION: PROFESSIONAL STAFF REASSIGNMENTS AND TRANSFERS

MSBA has updated this policy to clarify that a transfer or reassignment of an employee that changes the compensation, benefits or contract of the employee must be approved by the Board. This change is not a result of a new law but is based on concerns shared with MSBA that reassignments and transfers may be used to bypass the Board's legal role in hiring. MSBA has also revised the terminology in this policy to better reflect current usage.

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

REFERENCE COPY

FILE: GCI
Basic

PROFESSIONAL STAFF REASSIGNMENTS AND TRANSFERS

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent educational program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students. ~~The district will accept requests for transfer from employees, but will only honor those requests when it is in the best interest of the district and the educational program to do so.~~

Definitions

Assignment – Placement in a particular position or building by the district.

Reassignment – District-initiated movement of an employee from one position or building to another.

Transfer – ~~Reassignment by the district~~ Movement of an employee from one position or building to another at the request of the employee.

Reassignments

The Board directs the superintendent to annually assess the professional staffing needs of the district annually and to reassign professional staff as necessary to meet those needs. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. The superintendent may reassign staff members to different positions or buildings at any time, including after a contract has been signed or in the middle of during the school year. Board approval is required when a reassignment results in a change to the employee's compensation, benefits or contract.

Transfers

Professional staff may request a transfer to a different position or building by submitting the appropriate form to the superintendent or designee. The district will grant employee transfer requests only when they are in the best interest of the district. Board approval is required when a transfer results in a change to the employee's compensation, benefits or contract.

Transfer requests for the following school year must be submitted on or before March 1.

Transfers in the middle of during the school year are discouraged and will be considered only in extraordinary circumstances. Professional staff requesting a transfer in the middle of during the school year must submit the appropriate form and discuss the request with both the employee's immediate supervisor and the superintendent or designee. ~~Although the superintendent will take the~~

FILE: GCI
Basic

REFERENCE COPY

~~employee's expressed preference into consideration, the ultimate decision must be based on the district's needs.~~

* * * * *

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

Revised: 07/19/2005;

Cross Refs: FC, School Closings, Consolidations and Reorganizations

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

REFERENCE COPY

FILE: GCPB
Critical

EXPLANATION: RESIGNATION OF PROFESSIONAL STAFF MEMBERS

MSBA has clarified language in this policy and has made the following changes:

1) MSBA removed the requirement that all resignations of contracted staff must go before the Board to become effective. In situations where employees are simply notifying the district that they will leave the district at the end of the existing contract or in situations where a tenured teacher resigns by June 1, it does not take Board action to accept a resignation. The Board cannot force a teacher or other contracted staff member to work beyond the existing contract. For that reason, the policy has been revised to make resignations in these situations effective once they are submitted to the superintendent or designee.

2) House Bill 604 (2019) has modified the district's obligations to provide information to potential employers regarding former employees who leave the district due to various allegations of sexual misconduct. These obligations are described in detail in policy GBLB. Disclosing these types of allegations may be stigmatizing, so the district may be required by the Due Process Clause of the U.S. Constitution to first offer a departing employee a hearing before the Board prior to disclosing the information to another party.

Districts do not routinely provide due process to employees who resign their positions regardless of the reasons for the resignation, so MSBA has added language to this policy to clearly indicate that due process may be required by law. MSBA has also referenced policy GBLB to direct the reader to the policy with the most detail regarding the district's obligations to disclose information regarding a former employee.

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	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

REFERENCE COPY

FILE: GCPB
Critical

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

The district encourages employees to notify the superintendent or designee in writing as soon as they decide not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise. Resignations will be submitted to the Board for notification, or approval **when required**, at the next regular Board meeting, and the superintendent will make recommendations to the Board in situations where an employee is seeking release from a contract.

Employees without Contracts

Employees without employment contracts are considered at-will employees and may resign at any time by submitting a written resignation to the superintendent or designee. The resignation is considered accepted once it is received by the superintendent or designee. The district requests that employees give notice at least ten business days prior to departure so that a replacement can be found or alternative arrangements can be made. The fact that an employee resigned without adequate notice may be shared with potential employers seeking information about the employee.

Employees with Contracts

In general, professional staff members including, but not limited to, **probationary** teachers and principals, have a binding contract with the district once the employee and the Board have executed a contract in accordance with law. A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his or her resignation in writing by June 1.

Employees may notify the district that they will ~~not accept a future employment contract or an extension of an existing contract~~ **no longer work for the district at the end of the existing contract** by submitting a written resignation notice to the superintendent or designee at any time. **Tenured teachers who do not want to work for the district in the next school year must submit a written resignation notice to the superintendent or designee no later than June 1. In these situations, the resignation is considered accepted once it is approved by the Board received by the superintendent or designee.**

Employees who seek to resign during the course of a contract or after a contract has been executed **and is binding**, even if performance has not begun, must notify the superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract **in these situations**. The Board considers serious illness, transfer of a spouse and military service legitimate reasons for resignation of professional staff, but the Board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the district may share with potential employers seeking information about the employee the fact that the employee broke a contract with the district.

Due Process and Allegations of Sexual Misconduct with a Student

~~If a former district employee whose job involved contact with children was terminated, nonrenewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the Children's Division (CD) of the Department of Social Services' child abuse and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school or charter school employer who contacts the district regarding the former employee. In addition, if the CD substantiates a complaint of sexual misconduct with a student against a former employee of the district, the law requires the district to release the results of the CD investigation to any potential public school or charter school employer who contacts the district.~~

~~When employment ends as a result of an allegation of sexual misconduct with a student, the district will provide appropriate due process prior to the release of information regarding the sexual misconduct to a potential public school or charter school employer, if feasible. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process to provide.~~

~~For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts nonrenewed, or been notified that their contracts with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.~~ In general, the district does not provide a Board hearing to employees who resign regardless of the reason for the resignation. However, if a district employee is allowed to resign as a result of an allegation of criminal sexual misconduct involving a child, as defined by § 566.083, RSMo., or sexual misconduct as defined in Board policy or as determined by the Children's Division of the Department of Social Services, the district may be legally required to release, or may choose to release, information regarding the allegation to potential employers as detailed in policy GBLB. In these circumstances, the district will provide the employee or former employee a due process hearing when required by law. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process, if any, to provide.

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REFERENCE COPY

FILE: GCPB
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: 09/23/2003

Revised: 05/15/2012; 05/19/2015;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
JHG, Reporting and Investigating Child Abuse and Neglect

Legal Refs: §§ 162.068, 168.101 - .133, RSMo.
U.S. Const. amend. XIV

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

REFERENCE COPY

FILE: GCPE
Critical

EXPLANATION: TERMINATION OF PROFESSIONAL STAFF MEMBERS

House Bill 604 (2019) has modified the district's obligations to provide information to potential employers regarding former employees who leave the district due to various allegations of sexual misconduct. These obligations are described in detail in policy GBLB. Disclosing these types of allegations may be stigmatizing, so the district may be required by the Due Process Clause of the U.S. Constitution to first offer a departing employee a hearing before the Board prior to disclosing the information to another party.

MSBA has revised this policy to clearly indicate that due process may be required by law. MSBA has also revised this policy to include a reference to policy GBLB to direct the reader to the policy with the most detail regarding the district's obligations to disclose information regarding a former employee.

<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

REFERENCE COPY

FILE: GCPE
Critical

TERMINATION OF PROFESSIONAL STAFF MEMBERS

Noncertificated Personnel

Noncertificated Employees with Employment Contracts

Employees with employment contracts will be terminated after due process in accordance with the contract and law.

Noncertificated Employees without Employment Contracts

The superintendent or designee may terminate employees who are not under contract. The superintendent shall report any such termination to the Board of Education, and the decision will stand approved unless reversed by the Board.

Certificated Personnel

Employees whose positions require a teaching certificate in accordance with law (certificated personnel) shall be terminated in accordance with the provisions of the Teacher Tenure Act of Missouri or other applicable law.

Tenured Teachers

I. Method

- A. A tenured teacher may be terminated by the Board of Education of a school district for one or more of the following reasons:
 - 1. Physical or mental condition unfitting him or her to instruct or associate with children. This provision will not be used for termination unless the district is also in compliance with other state and federal laws requiring the reasonable accommodation of persons with disabilities.
 - 2. Immoral conduct.
 - 3. Incompetency, inefficiency or insubordination in the line of duty.
 - 4. Willful or persistent violation of or failure to obey the school laws of the state or the published regulations of the Board of Education of the school district employing him or her.

5. Excessive or unreasonable absence from performance of duties.
 6. Conviction of a felony or crime involving moral turpitude.
- B. In determining the professional competency or efficiency of a tenured teacher, consideration should be given to the teacher's performance evaluations, other documentation or evidence of performance, and any written standards of performance adopted by the Board.
- C. A tenured teacher's contract may not be terminated by the Board of Education until after service upon the teacher of written charges specifying with particularity the grounds alleged to exist for termination of such contract, notice of a hearing on charges and, if requested by the teacher, a hearing by the Board of Education.
- D. If the charges are for incompetency, inefficiency or insubordination, at least 30 days before service of the notice of charges, the superintendent will give the teacher a warning in writing stating specifically the causes which, if not removed, may result in charges. Thereafter, the superintendent or designee and the teacher shall meet in an effort to resolve the matter. Thirty days' notice is not necessary for termination for charges other than incompetency, inefficiency and insubordination.
- E. Notice of a hearing upon charges, together with a copy of charges, shall be served on the tenured teacher at least 20 days prior to the date of the hearing. The notice and copy of charges may be served upon the teacher by certified mail with personal delivery, addressed to the employee at his or her last known address. If the teacher or the teacher's agent does not, within ten days after receipt of the notice, request a hearing on the charges, the Board may, by a majority vote, order the contract of the teacher terminated. If a hearing is requested by either the teacher or the Board of Education, it shall take place not less than 20 or more than 30 days after notice of the hearing has been furnished to the tenured teacher.
- F. On the filing of charges in accordance with this section, the Board may suspend the teacher from active performance of duty until a decision is rendered by the Board, but the teacher's salary shall be continued during such suspension unless the law requires the suspension to be without pay. If a decision to terminate a teacher's employment is appealed and the decision is reversed, the teacher shall be paid his or her salary lost while the appeal was pending.

REFERENCE COPY

FILE: GCPE
Critical

II. Termination Hearing

If a hearing is requested on the termination of a tenured contract or is otherwise used for the termination of a professional staff member under this policy, it shall be conducted by the Board of Education in accordance with the following provisions:

- A. The hearing shall be public.
- B. Both the teacher and the person filing charges may be represented by counsel who may cross-examine witnesses.
- C. Testimony at hearings shall be on oath or affirmation administered by the president of the Board of Education, who shall have the authority to administer oaths in accordance with law.
- D. The Board shall have the power to subpoena witnesses and documentary evidence as provided in § 536.077, RSMo., and shall do so on its own motion or at the request of the teacher against whom charges have been made. The Board shall hear testimony of all witnesses named by the teacher. However, the Board may limit the number of witnesses to be subpoenaed on behalf of the teacher to not more than ten.
- E. The Board of Education shall employ a stenographer who shall make a full record of the proceedings of the hearings and who shall, within ten days after the conclusion thereof, furnish the Board of Education and the teacher, at no cost to the teacher, a copy of the transcript of the record, which shall be certified by the stenographer to be complete and correct. The transcript shall not be open to public inspection unless the hearing on the termination of the contract was an open hearing or if an appeal from the decision of the Board is taken by the teacher.
- F. All costs of the hearing shall be paid by the Board except the cost of counsel for the teacher.
- G. The decision of the Board of Education resulting in the demotion of a tenured teacher or the termination of a tenured contract shall be by a majority vote of the members of the Board of Education, and the decision shall be made within seven days after the transcript is furnished them. A written copy of the decision shall be furnished to the teacher within three days thereafter.

III. Appeal

- A. The teacher may appeal the decision of the Board of Education to the circuit court of the county where the district is located. The appeal shall be taken within 15 days after service of a copy of the decision of the Board of Education upon the teacher, and if an appeal is not taken within that time, the decision of the Board of Education shall become final.
- B. The appeal may be taken by filing notice of appeal with the Board of Education, whereupon the Board of Education, under its certificate, shall forward to the court all documents and papers on file in the matter, together with a transcript of the evidence, the findings and the decision of the Board of Education, which shall thereupon become the record of the cause. Such appeal shall be heard as provided in Chapter 536, RSMo.

Probationary Teachers

A probationary teacher may be terminated during the course of a contract for any legal reason including, but not limited to, the reasons for terminating a tenured teacher.

If in the opinion of the Board of Education any probationary teacher has been doing unsatisfactory work, the Board of Education, through its authorized administrative representative, shall provide the teacher with a written statement definitely setting forth his or her alleged incompetency and specifying the nature thereof in order to furnish the teacher an opportunity to correct his or her fault and overcome the incompetency. If improvement satisfactory to the Board of Education has not been made within 90 days of receipt of the notification, the Board of Education may terminate the employment of the probationary teacher immediately. Termination on other grounds may progress immediately.

Any motion to terminate the employment of a probationary teacher shall include only one person and must be approved by a majority of the members of the Board of Education. A tie vote thereon constitutes termination. A probationary teacher will receive due process as required by law prior to termination. The district may utilize the hearing process detailed above for the termination of tenured teachers.

Certificated Administrative Staff Ineligible for Tenure

Certificated employees ineligible for tenure (other than the superintendent) in their present positions, such as principals and assistant principals, may be terminated during the course of a contract for any legal reason including, but not limited to, the reasons for terminating instructional personnel. No improvement period is required prior to the notice of charges.

REFERENCE COPY

FILE: GCPE
Critical

If an administrator other than the superintendent is also a tenured teacher, the district will provide the terminated administrator a teaching position for which he or she is qualified if a position is available in accordance with law, unless the teaching contract has also been terminated.

An administrator will receive due process prior to termination as required by law. The district may utilize the process for dismissal of tenured teachers.

Additional Remedies

In addition to termination, the district reserves the right to seek the revocation or discipline of a teaching or administrative certificate with the State Board of Education, pursuant to state law. The district may petition the Attorney General's Office to file charges with the State Board of Education on behalf of the school district for any reason other than annulment of contract. The district may also file criminal charges or seek other civil damages when appropriate.

Notification to the State Board and the Attorney General

The superintendent or designee shall immediately provide written notice to the State Board of Education and the attorney general upon learning that a certificated employee has pled guilty to or was found guilty of any offense that would authorize the State Board to seek discipline or revoke a teaching certificate.

Notification to Retirement Systems

In accordance with law, the district will notify the Public School Retirement System (PSRS), the Public Education Employee Retirement System (PEERS) or any other relevant state retirement system when an employee or former employee is charged with or convicted of any of the following crimes committed in direct connection with or directly related to the employee's or former employee's duties as an employee with the district, when the charge or conviction is a felony:

1. Stealing under § 570.030, RSMo., when the offense involved money, property or services valued at \$5,000 or more;
2. Receiving stolen property under § 570.080, RSMo., as it existed before January 1, 2017, when such offense involved money, property or services valued at \$5,000 or more;
3. Forgery under § 570.090, RSMo.;
4. Counterfeiting under § 570.103, RSMo.;
5. Bribery of a public servant under § 576.010, RSMo.;

6. Acceding to corruption under § 576.020, RSMo.; or
7. Any substantially similar offense under federal law.

Due Process and Allegations of Sexual Misconduct with a Student

~~If a former district employee whose job involved contact with children was terminated, nonrenewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the Children's Division (CD) of the Department of Social Services' child abuse and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school or charter school employer who contacts the district regarding the former employee. In addition, if the CD substantiates a complaint of sexual misconduct with a student against a former employee of the district, the law requires the district to release the results of the CD investigation to any potential public school or charter school employer who contacts the district.~~

~~When employment ends as a result of an allegation of sexual misconduct with a student, the district will provide appropriate due process prior to the release of information regarding the sexual misconduct to a potential public school or charter school employer, if feasible. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process to provide.~~

~~For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts nonrenewed, or been notified that their contracts with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.~~ If a district employee is terminated as a result of an allegation of criminal sexual misconduct involving a child, as defined by § 566.083, RSMo., or sexual misconduct as defined in Board policy or as determined by the Children's Division of the Department of Social Services, the district may be legally required to release, or may choose to release, information regarding the allegation to potential employers as detailed in policy GBLB. In these circumstances, the district will provide the employee or former employee a due process hearing when required by law if such a hearing was not already provided. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process, if any, to provide.

* * * * *

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.

REFERENCE COPY

FILE: GCPE
Critical

Adopted: 03/15/2005

Revised: 01/18/2011; 05/15/2012; 05/19/2015; 01/15/2019;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
~~FC, School Closings, Consolidations and Reorganizations~~
HPA, Employee Walkouts, Strikes and Other Disruptions
ILA, Test Integrity and Security
JFCF, Bullying
JFCG, Hazing
JFG, Interrogations, Interviews and Searches
JHG, Reporting and Investigating Child Abuse/ and Neglect

Legal Refs: §§ 105.669, 162.068, 168.071, .101, .114, .116, .118, .120, .126, RSMo.
U.S. Const. amend. XIV

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

REFERENCE COPY

FILE: GCPF
Critical

EXPLANATION: RENEWAL OF PROFESSIONAL STAFF MEMBERS

MSBA has revised the "Employment Contracts" section for clarity.

House Bill 604 (2019) has modified the district's obligations to provide information to potential employers regarding former employees who leave the district due to various allegations of sexual misconduct. These obligations are described in detail in policy GBLB. Disclosing these types of allegations may be stigmatizing, so the district may be required by the Due Process Clause of the U.S. Constitution to first offer a departing employee a hearing before the Board prior to disclosing the information to another party.

MSBA has revised this policy to clearly indicate that due process may be required by law. MSBA has also revised this policy to include a reference to policy GBLB to direct the reader to the policy with the most detail regarding the district's obligations to disclose information regarding a former employee.

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	Transportation		Public Info/Communications		Technology

REFERENCE COPY

FILE: GCPF
Critical

RENEWAL OF PROFESSIONAL STAFF MEMBERS

The West Plains R-VII School District will consider professional staff performance and the district's future staffing needs at least annually and make decisions regarding the continued employment of professional staff members for the next school year.

Employment Contracts

Certificated employees whose employment has been renewed will receive contracts no later than May 15.

~~When the district issues an employment contract to an employee, the district may notify the employee of the date the signed contract must be returned to the district.~~ Professional employees subject to contract renewal by law shall have 15 calendar days from receipt of a contract to sign and return the contract to the designated person in the district, or the district, in its discretion, may consider the employment offer revoked. The district may also set a date for the return of contracts that are not regulated by law. Failure to return the contract by that date will be considered a rejection of the district's offer of employment. ~~Unless notified otherwise, a re-employed, certificated staff member (other than the superintendent) has 15 calendar days to sign and return a contract to the designated person in the district, or the district, in its discretion, may consider the employment offer revoked.~~

In accordance with law, if an certificated employee has a multi-year contract in which the employee's salary is set in the contract for the next fiscal year, the Board cannot take action to increase the salary in the existing contract unless the employee's duties are increased.

Tenured Teachers

By law tenured teachers have an indefinite contract with the district and are therefore automatically considered employed for the next school year without Board action. In accordance with law, the district will notify these teachers on or before May 15 of their compensation for the next school year in accordance with the salary schedule and the school calendar.

Probationary Teachers

On or before April 15 of each school year, the Board of Education shall notify in writing a provide written notification of contract nonrenewal to probationary teachers who the district will not be retained by the school district of the nonrenewal of his or her contract.

If the teacher's contract was nonrenewed due to a decrease in student enrollment, school district reorganization or the financial condition of the school district, the written notice will include the

reason for nonrenewal. Otherwise, upon request, the district will provide a concise written statement of the reason or reasons the contract was not renewed.

Certificated Administrative Staff Ineligible for Tenure

The following rules apply to the employment renewal of all certificated administrative staff; other than the superintendent. On or before April 15 of the year in which a contract expires, the Board of Education shall notify the administrators in writing concerning his or her their re-employment. Any motion regarding re-employment of such certificated employees shall include only one person and shall be made in the positive. A majority of the elected members voting in the affirmative shall constitute re-employment.

Nonrenewed administrators who have tenure as a teacher in the district will be offered a teaching position in accordance with law and must provide written notice to the district by June 1 if they do not intend to accept the position.

If an administrator is nonrenewed or demoted, and if the employee has been re-employed five times by the district, the employee may, within ten days following receipt of the notice, request a written statement of reasons. The statement shall be provided within ten days of receipt of the request. The employee shall be granted a hearing; if requested in writing within ten days after receipt of the statement of reasons. The hearing shall be held within ten days of the receipt of the request; and shall be open at the employee's request. The employee may have counsel, testify, offer evidence and cross-examine witnesses. After the hearing, no further action by the Board shall be required.

Noncertificated Professional Staff

In general, the district does not enter into employment contracts with noncertificated professional staff. Noncertificated professional staff employees are considered at-will employees and will continue to be employed with the district from year to year unless notified otherwise. When applicable, the district will provide reasonable assurance of continued employment status to employees prior to the summer break.

Due Process and Allegations of Sexual Misconduct with a Student

If a former district employee whose job involved contact with children was terminated, nonrenewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the Children's Division (CD) of the Department of Social Services' child abuse and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school or charter school employer who contacts the district regarding the former employee. In addition, if the CD substantiates a complaint of sexual misconduct with a student against a former employee of the

REFERENCE COPY

FILE: GCPF
Critical

district, the law requires the district to release the results of the CD investigation to any potential public school or charter school employer who contacts the district.

~~When employment ends as a result of an allegation of sexual misconduct with a student, the district will provide appropriate due process prior to the release of information regarding the sexual misconduct to a potential public school or charter school employer, if feasible. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process to provide.~~

For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts nonrenewed, or been notified that their contracts with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed. If a district employee's contract is not renewed as a result of an allegation of criminal sexual misconduct involving a child, as defined by § 566.083, RSMo., or sexual misconduct as defined in Board policy or as determined by the Children's Division of the Department of Social Services, the district may be legally required to release, or may choose to release, information regarding the allegation to potential employers as detailed in policy GBLB. In these circumstances, the district will provide the employee or former employee a due process hearing when required by law if such a hearing was not already provided. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process, if any, to provide.

* * * * *

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: 03/15/2005

Revised: 05/15/2012; 05/19/2015;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
BDDF, Voting Method
CBC, Superintendent's Contract/Compensation and Benefits
JHG, Reporting and Investigating Child Abuse/ and Neglect

FILE: GCPF
Critical

REFERENCE COPY

Legal Refs: Mo. Const. art. III, §§ 38(a), 39(3)
§§ 162.068, 168.101, .126, RSMo.
U.S. Const. amend. XIV

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

REFERENCE COPY

FILE: GDC
Critical

EXPLANATION: SUPPORT STAFF RECRUITING AND HIRING

MSBA has updated this policy to clarify that employee transfers and reassignments that change the compensation, benefits or contract of an employee must be approved by the Board. This change is not a result of a new law but is based on concerns shared with MSBA that reassignments and transfers may be used to bypass the Board's legal role in hiring.

MSBA has also removed the language specific to hiring retirees under the critical shortage exception and replaced it with more general language about hiring retirees who continue to draw retirement. The critical shortage exception is not the only option for teachers to work after retirement, but it is not feasible to list all the rules regarding working after retirement in Board policy. The Board simply needs to make it clear that the district will follow the law when hiring retirees. Excellent guidance on the various applicable laws is available on the Public School and Education Employee Retirement Systems of Missouri's website: <https://www.psr-s-peers.org/>.

Other changes were made for brevity and clarity.

<i>MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.</i>					
X	Board Secretary		Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources	X	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 **is responsible for determining** the **district's** support staff personnel needs of the school district and to locate **locating** suitable support staff candidates. The superintendent will make **employment** recommendations for **employment** of support staff members for **to** the Board's approval. **T** **and** 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 **affirmatively** to employ any person or enter into an employment contract.

Recruiting and Advertising

Efforts **The district** will be made to recruit the best-qualified candidates **for the open positions**. 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 the number of days 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 vacancy**. A position is not considered vacant if the superintendent or designee transfers or **reassigns an existing employee to the position, subject to Board approval. Board approval is required when a transfer or reassignment results in a change to the employee's compensation, benefits or contract.**

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~~ Applicants must complete a formal application and provide all ~~necessary~~ required 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.

The superintendent or designee will verify that applicants currently possess the appropriate certification or license before the Board votes to employ them in a position that requires a certificate or other professional license. The superintendent or designee will also reverify licenses and certifications once they are renewed. When the district determines that employing someone without the appropriate certificate or license is necessary or unavoidable, the employee will be required to obtain the appropriate certificate or license by a district-specified deadline.

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.~~

~~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.~~ The Board will fill a vacancy after receiving a recommendation from 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.

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

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FILE: GDC
Critical

Board Members

The district will not accept an **employment** 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 **only** 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 **meeting** 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.~~

Retirees

The district may employ persons who are retired and currently receiving a retirement allowance from a public retirement system as permitted by law.

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; 01/17/2017;

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

MSIP Refs: 8.4R-10

Legal Refs: §§ 105.255, .1445, 161.855, 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)
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: GDI
Basic

EXPLANATION: SUPPORT STAFF REASSIGNMENTS AND TRANSFERS

MSBA has updated this policy to clarify that a transfer or reassignment of an employee that changes the compensation, benefits or contract of the employee must be approved by the Board. This change is not a result of a new law but is based on concerns shared with MSBA that reassignments and transfers may be used to bypass the Board's legal role in hiring. MSBA has also revised the terminology in this policy to better reflect current usage.

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

REFERENCE COPY

FILE: GDI
Basic

SUPPORT STAFF REASSIGNMENTS AND TRANSFERS

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent educational program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students. ~~The district will accept requests for transfer from employees, but will only honor those requests when it is in the best interest of the district and the educational program to do so.~~

Definitions

Assignment – Placement in a particular position or building by the district.

Reassignment – District-initiated movement of an employee from one position or building to another.

Transfer – ~~Reassignment by the district~~ Movement of an employee from one position or building to another at the request of the employee.

Reassignments

The Board directs the superintendent to annually assess the staffing needs of the district annually and to reassign support staff as necessary to meet those needs. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. The superintendent may reassign support staff members to different positions or buildings at any time, including in the middle of during the school year. Board approval is required when a reassignment results in a change to the employee's compensation, benefits or contract.

Transfers

Support staff may request a transfer to a different position or building by submitting the appropriate form to the superintendent or designee. The district will grant employee transfer requests only when they are in the best interest of the district. Board approval is required when a transfer results in a change to the employee's compensation, benefits or contract.

Transfer requests for the following school year must be submitted on or before March 1.

Transfers in the middle of during the school year are discouraged and will be considered only in extraordinary circumstances. Support staff requesting a transfer in the middle of during the school year must submit the appropriate form and discuss the request with both the employee's immediate supervisor and the superintendent or designee. ~~Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs.~~

FILE: GDI
Basic

REFERENCE COPY

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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: 07/1985

Revised: 07/19/2005;

Cross Refs: FC, School Closings, Consolidations and Reorganizations

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

REFERENCE COPY

FILE: GDPB
Critical

EXPLANATION: RESIGNATION OF SUPPORT STAFF MEMBERS (*Employees Not under Contract*)

This version of GDPB is for districts that do not contract with any support staff.

House Bill 604 (2019) has modified the district's obligations to provide information to potential employers regarding former employees who leave the district due to various allegations of sexual misconduct. These obligations are described in detail in policy GBLB. Disclosing these types of allegations may be stigmatizing, so the district may be required by the Due Process Clause of the U.S. Constitution to first offer a departing employee a hearing before the Board prior to disclosing the information to another party.

Districts do not routinely provide due process to employees who resign their positions regardless of the reasons for the resignation, so MSBA has added language to this policy to clearly indicate that due process may be required by law. MSBA has also referenced policy GBLB to direct the reader to the policy with the most detail regarding the district's obligations to disclose information regarding a former employee.

This policy was also revised to clarify that resignations become final when received by the supervisor.

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
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	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

REFERENCE COPY

FILE: GDPB
Critical

RESIGNATION OF SUPPORT STAFF MEMBERS (Employees Not ~~Under~~ Contract)

Any support staff members who desires to resign must submit ~~may resign by submitting~~ a written letter of resignation to ~~his or her~~ their immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two weeks prior to the effective date. A resignation is final upon ~~submission~~ receipt by the supervisor and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

Due Process and Allegations of Sexual Misconduct with a Student

If a former district employee whose job involved contact with children was terminated, nonrenewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the Children's Division (CD) of the Department of Social Services' child abuse and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school employer who contacts the district regarding the former employee. In addition, if the CD substantiates a complaint of sexual misconduct with a student against a former employee of the district, the law requires the district to release the results of the CD investigation to any potential public school employer who contacts the district.

When employment ends as a result of an allegation of sexual misconduct with a student, the district will provide appropriate due process prior to the release of information regarding the sexual misconduct to a potential public school employer, if feasible. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process to provide.

For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts nonrenewed, or been notified that their contracts with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed. In general, the district does not provide a Board hearing to employees who resign regardless of the reason for the resignation. However, if a district employee is allowed to resign as a result of an allegation of criminal sexual misconduct involving a child, as defined by § 566.083, RSMo., or sexual misconduct as defined in Board policy or as determined by the Children's Division of the Department of Social Services, the district may be legally required to release, or may choose to release, information regarding the allegation to potential employers as detailed in policy GBLB. In these circumstances, the district will provide the employee or former employee a due process hearing when required by law. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process, if any, to provide.

FILE: GDPB
Critical

REFERENCE COPY

* * * * *

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: 05/15/2012;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
JHG, Reporting and Investigating Child Abuse and Neglect

Legal Refs: § 162.068, RSMo.
U.S. Const. amend. XIV

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

REFERENCE COPY

FILE: GDPE
Critical

EXPLANATION: NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS

House Bill 604 (2019) has modified the district's obligations to provide information to potential employers regarding former employees who leave the district due to various allegations of sexual misconduct. These obligations are described in detail in policy GBLB. Disclosing these types of allegations may be stigmatizing, so the district may be required by the Due Process Clause of the U.S. Constitution to first offer a departing employee a hearing before the Board prior to disclosing the information to another party. Further, if the employee violated a Board policy and the violation was related to sexual misconduct, the district may be required by law to conduct a formal Board hearing prior to disclosing the information.

MSBA has revised this policy to clearly indicate that due process may be required by law. MSBA has also added a reference to policy GBLB to direct the reader to the policy with the most detail regarding the district's obligations to disclose information regarding a former employee.

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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	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

REFERENCE COPY

FILE: GDPE
Critical

NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS

Employees without Contracts

The superintendent may terminate support staff members who are not under contract. The superintendent shall report any such termination to the Board of Education. The superintendent's decision will stand approved unless reversed by the Board.

Although support staff employees ~~not employed under~~ **without** contracts **s** have no contractual right to continued employment from one academic term or year to the next, such employees may reasonably expect continued employment until notified otherwise by the superintendent or designee.

Notification to Retirement Systems

In accordance with law, the district will notify the Public School Retirement System (PSRS), the Public Education Employee Retirement System (PEERS) or any other relevant state retirement system when an employee or former employee is charged with or convicted of any of the following crimes committed in direct connection with or directly related to the employee's or former employee's duties as an employee with the district, when the charge or conviction is a felony:

1. Stealing under § 570.030, RSMo., when the offense involved money, property or services valued at \$5,000 or more;
2. Receiving stolen property under § 570.080, RSMo., as it existed before January 1, 2017, when such offense involved money, property or services valued at \$5,000 or more;
3. Forgery under § 570.090, RSMo.;
4. Counterfeiting under § 570.103, RSMo.;
5. Bribery of a public servant under § 576.010, RSMo.;
6. Acceding to corruption under § 576.020, RSMo.; or
7. Any substantially similar offense under federal law.

~~Special Circumstances~~

~~If a former district employee whose job involved contact with children was terminated, nonrenewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the State of Missouri's child abuse~~

~~and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school or charter school employer who contacts the district regarding the former employee. In addition, if the Children's Division (CD) of the Missouri Department of Social Services substantiates a complaint of sexual misconduct with a student against a former employee of the district, the law requires the district to release the results of the CD investigation to any potential public school or charter school employer who contacts the district.~~

~~When employment ends as a result of an allegation of sexual misconduct with a student, the district will provide appropriate due process prior to the release of information regarding the sexual misconduct to a potential public school or charter school employer, if feasible. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process to provide.~~

~~For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts nonrenewed, or been notified that their contracts with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.~~

Due Process and Allegations of Sexual Misconduct with a Student

If a district employee's contract is not renewed or the employee is terminated as a result of an allegation of criminal sexual misconduct involving a child, as defined by § 566.083, RSMo., or sexual misconduct as defined in Board policy or as determined by the Children's Division of the Department of Social Services, the district may be legally required to release, or may choose to release, information regarding the allegation to potential employers as detailed in policy GBLB. In these circumstances, the district will provide the employee or former employee a due process hearing when required by law if such a hearing was not already provided. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process, if any, to provide.

* * * * *

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

Adopted: 05/16/2017

Revised: 01/15/2019;

REFERENCE COPY

FILE: GDPE
Critical

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation

FC, ~~School Closings, Consolidations and Reorganizations~~
HPA, Employee Walkouts, Strikes and Other Disruptions
ILA, Test Integrity and Security
JFCF, Bullying
JFCG, Hazing
JFG, Interrogations, Interviews and Searches
JHG, Reporting and Investigating Child Abuse/and Neglect

Legal Refs: §§ 105.669, 162.068, 167.166, 168.071, RSMo.
U.S. Const. amend. XIV

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

REFERENCE COPY

FILE: IC
Critical

EXPLANATION: ACADEMIC CALENDAR

MSBA has updated this policy to reflect changes made as a result of House Bill 604 (2019). A school district may no longer set its start date earlier than 14 calendar days prior to the first Monday in September. There are no exceptions to this rule.

This policy has also been updated to reflect new language added by House Bill 604 that allows districts to create a plan to provide alternative methods of instruction in lieu of having a make-up day when school is canceled due to exceptional or extraordinary circumstances. These circumstances include, but are not limited to, inclement weather, a utility outage or an outbreak of a contagious disease. The plan must not negatively impact teaching and learning in the district. A district with such a plan does not have to make up missed days if instruction is provided. The Department of Elementary and Secondary Education (DESE) must first approve the plan using criteria detailed in the statute. Districts may make up only 36 hours using alternative instruction methods.

Districts are not required to submit a plan, and districts may remove the "Alternative Methods for Making Up Days" section from this policy. If the district decides to adopt this change, please note that MSBA has added a directive that any plan the district submits for approval must provide for rigorous instruction that is equivalent to the instruction missed.

If the district has an approved alternative methods of instruction plan in place, the district must notify students and parents/guardians on each day of closure whether the plan will be used for that day. For each day of closure under the plan, the district must ensure that each student receives assignments in hard copy form or receives instruction through virtual learning or another method of instruction.

MSBA has also revised the title of this policy to remove references to "Year" and "Day" since those terms are no longer relevant. This policy was also rewritten for clarity.

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

REFERENCE COPY

FILE: IC
Critical

ACADEMIC CALENDAR/YEAR/DAY

The Board recognizes the relationship between attendance and student achievement and directs the superintendent or designee to develop and present to the Board for approval an academic calendar designed to maximize student attendance that is aligned with the district's student achievement goals. In addition, the academic calendar will include sufficient time for high-quality professional development for staff. The academic calendar recommended to the Board may exceed the minimum legal requirements if necessary to achieve these goals.

The district will also create a calendar that details the days district staff are expected to work and days when district schools or offices will be closed.

Requirements

In accordance with Missouri law, the first day of school for students shall be set no earlier than 14 calendar days prior to the first Monday in September. ~~State law requires the district to set a district start date and establish an academic calendar that provides~~ The calendar will provide for a minimum of 1,044 hours of actual student attendance (522 hours for kindergarten students) during a school term, excluding summer school. The school year runs from July 1 to June 30.

Attendance hours will be counted only if the students are under the guidance and direction of teachers engaged in the teaching process. ~~A school term may be within a school year or may consist of parts of two consecutive school years, but a school term does not include summer school. In addition, t~~ The district may choose to offer two or more terms ~~different academic calendars~~ for different groups of students. The specific daily opening and closing time for individual schools ~~or grade levels~~ may vary.

~~The Board recognizes the relationship between attendance and student achievement and directs the superintendent to develop an academic calendar designed to improve student achievement, exceeding the minimum requirements if necessary. The academic calendar will include sufficient time for high-quality professional development. The superintendent will present the proposed academic calendar for the next year to the Board no later than March. The presentation will include an explanation of how the calendar relates to improving student achievement and how the proposed calendar assists the district in meeting its Comprehensive School Improvement Plan (CSIP) goals. The presentation will also include the budget recommendations necessary to support the proposed calendar.~~

~~In accordance with Missouri law, if the proposed date for beginning the school term is earlier than ten calendar days prior to the first Monday in September, the Board must adopt the calendar at a posted open meeting by an affirmative vote of a majority of the Board. The posted agenda for the meeting will include a specific notice explaining that the Board will be considering the adoption of an academic calendar with a start date that is more than ten calendar days prior to the first Monday~~

~~in September. The Board will adopt an academic calendar not later than May 1. Upon Board approval of the academic calendar, the superintendent will distribute copies to the staff and appropriately notify parents/guardians and students.~~

Canceled School and Make-Up Days

The academic calendar will include 36 make-up hours for possible loss of attendance due to inclement weather as defined in state law. If the district uses these 36 make-up hours and still does not meet the minimum attendance requirements, it will make up half the number of hours lost or canceled in excess of 36 hours as necessary to meet the required 1,044 hours. However, the district is not required to make up more than a total of 60 hours.

Days that the district's schools are closed for reasons other than inclement weather will be made up in accordance with state law; **and** as recommended by the superintendent and approved by the Board.

The ~~district~~**Board** strongly recommends that parents/guardians and employees refrain from making vacation and other travel plans without considering the possibility that the school term will end later than anticipated due to required make-up hours.

Alternative Methods of Instruction when School Is Canceled

The superintendent or designee may seek approval of alternative methods of instruction from the Department of Elementary and Secondary Education, in accordance with law. If approved, these methods may be used to avoid lost hours of instruction and make-up days. Any alternatives proposed will ensure rigorous instruction of students that is equivalent to the instruction missed due to canceled school.

* * * * *

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

Adopted: 12/21/1993

Revised: 03/16/2004; 05/21/2008; 04/20/2010; 05/15/2012; 04/16/2019;

Cross Refs: BDDA, Notification of Board Meetings
BDDB, Agendas
EBC, Emergency Drills

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FILE: IC
Critical

GCBDA, Professional Staff Short-Term Leaves
GDBDA, Support Staff Leaves
JED, Student Attendance

Legal Refs: §§ 160.011, .041, 163.021, 171.~~029~~, .031 - .033, RSMo.

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

REFERENCE COPY

FILE: IGAEB
Critical

EXPLANATION: SEXUAL HEALTH INSTRUCTION

House Bill 604 (2019) requires school districts to provide "trauma-informed, developmentally appropriate sexual abuse training to students in all grades not lower than sixth grade" beginning in the 2020–2021 school year. MSBA has added this requirement to this policy. This instruction—unlike human sexuality instruction—is not optional, but it is up to the district to determine how to incorporate it into the curriculum.

Parents/Guardians must be notified of the content of the instruction and given an opportunity to opt their student out of the instruction upon written request. Because similar notice is required for human sexuality instruction, MSBA has combined the district's obligations under the subheading "Notice and Opt-Out."

The Department of Elementary and Secondary Education is required to provide districts with guidance and training materials that can be used to comply with this new law.

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

REFERENCE COPY

FILE: IGAEB
Critical

~~TEACHING ABOUT HUMAN SEXUALITY~~ **SEXUAL HEALTH INSTRUCTION**

The Board of Education recognizes that parents/guardians ~~are~~ **should be** the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out

~~Therefore, in accordance with law, the district will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student.~~ **The district will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality and sexual abuse instruction that will be provided to their student.** The district will also notify parents/guardians of their right to remove their student from any part of the district's ~~human sexuality instruction~~ **on these topics upon written request.** The district will make all curriculum materials used in the district's human sexuality **and sexual abuse** instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

~~Instruction in human sexuality must be appropriate to the age of the students receiving such instruction. Students may be separated by gender for human sexuality instruction.~~

Human Sexuality and Sexually Transmitted Diseases

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious; possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.

3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:

A) *Consent* is a freely given agreement to the conduct at issue by a competent person, and that:

- ▶ An expression of lack of consent through words or conduct does not constitute consent.
- ▶ Lack of verbal or physical resistance does not constitute consent.
- ▶ Submission resulting from the use of force, threat of force or fear does not constitute consent.
- ▶ A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
- ▶ The manner of dress chosen by a person does not constitute consent.

B) *Sexual harassment* is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.

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FILE: IGAEB
Critical

C) *Sexual violence* is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.

7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
8. Teach students about the characteristics of and ways to identify sexual predators.
9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

Sexual Abuse

In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on:

1. How to recognize sexual abuse;
2. How to report an incident of sexual abuse;
3. How to obtain assistance and intervention; and
4. Resources for students affected by sexual abuse.

* * * * *

FILE: IGAEB
Critical

REFERENCE COPY

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

Adopted: 12/21/1999

Revised: 05/21/2008; 05/10/2016; 04/16/2019;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
EHB, Technology Usage
JHG, Reporting and Investigating Child Abuse and Neglect
KB, Public Information Program

Legal Refs: §§ 167.171, 170.015, .045, 566.032; -.034, .062 - .064, RSMo.
42 U.S.C. § 710

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

REFERENCE COPY

FILE: IICC
BasicCritical

EXPLANATION: SCHOOL VOLUNTEERS

MSBA has revised this policy as a result of House Bill 604 (2019), which amended § 168.133, RSMo., to mandate that screened volunteers undergo a criminal background check by a school district before they can be left alone with a student. "Screened volunteer" is defined as any person who assists a school by providing uncompensated service and who may be periodically left alone with students. Screened volunteers can access student education records only when it is necessary to assist the district and while supervised by staff members. A volunteer who is not screened cannot be left alone with a student or have access to student records. MSBA assumes that a "volunteer who is not screened" means that the volunteer has not undergone a background check.

Please note that the background check required by § 168.133, RSMo., is the same level of screening required for district employees. MSBA recommends that districts immediately review how volunteers are used in the district, identify which volunteers are required to receive a thorough background check, and determine who will pay for the background check.

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

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FILE: IICC
BasicCritical

SCHOOL VOLUNTEERS

The Board of Education recognizes that ~~community and parent~~ volunteers make valuable contributions to the district's schools and ~~encourages volunteer participation in district programs.~~ Further, ~~parent and community involvement are~~ an essential components of high student achievement. The Board endorses a volunteer program, **encourages volunteer participation** and expects its professional **district** staff to encourage and strengthen community, ~~and parent~~ **and family** involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training ~~community and parent~~ volunteers. ~~Volunteering in the district is a privilege, not a right.~~ The district will conduct screening and criminal background checks **on volunteers as required by law and policy GBEC** before any volunteer is placed in a position where he or she will be left alone with a student **or have access to student education records.**—

Volunteering in the district is a privilege, not a right. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will ~~only~~ be used **only** to protect ~~the~~ students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for ~~the professional building~~ **district** staff. Volunteers will work under the direction and supervision of district staff.

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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: 07/19/2005

Revised:

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
GBEC, Criminal Background Checks

Legal Refs: § 168.133, RSMo.

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

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FILE: IKF
Critical

EXPLANATION: GRADUATION REQUIREMENTS

Section 170.018, RSMo., allows a student to fulfill one unit of mathematics, science or practical arts with a computer science course as long as the student has taken or is on track to take all courses that require end-of-course examinations for math and science. MSBA has amended this policy to reflect this option.

Please note that the district is required to notify the student that some institutions of higher education require four units of mathematics credit in order to enroll. The district is also required to have the student's parent, guardian or legal custodian acknowledge in writing that substituting the computer science course for a math course could have an adverse effect on college admission decisions. The Department of Elementary and Secondary Education's sample notice for districts to use can be found in the "Graduation Requirements for Students in Missouri Public Schools" at:

https://dese.mo.gov/sites/default/files/Graduation_Requirements_September_2019.pdf.

MSBA has also included a provision that allows the legal requirement to pass a civics exam to be waived by an individualized education program team for a student with a disability. This change was prompted by a change in the DESE graduation guidance referenced above.

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	X	Counselor		Special Education
	Transportation	X	Public Info/Communications		Technology

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GRADUATION REQUIREMENTS

The Board of Education for the West Plains R-VII School District establishes the following graduation requirements as a condition of receiving a diploma. The superintendent or designee will regularly communicate these requirements to students and parents/guardians and recommend modifications to the Board when necessary.

Requirements

A student must meet the following requirements in order to graduate from the West Plains R-VII School District, unless otherwise exempted. The student must:

1. Complete a total of 25 credits, including credits required by the State Board of Education.
2. Pass examinations on the provisions and principles of American history, American institutions, American civics, and the Missouri and U.S. Constitutions. (§§ 170.011, .345, RSMo.)
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process. (§ 170.011, RSMo.)
4. Have earned credit in the West Plains R-VII School District's educational program between the ninth and twelfth grades.
5. Have taken all required end-of-course (EOC) examinations. (DESE Graduation Guidance)
6. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. (§ 170.310, RSMo.)

Exceptions

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP). Any specific graduation requirement may be waived if recommended by the student's IEP team. (DESE Graduation Guidance)
2. Students transferring from other Missouri school districts or charter schools, private or parochial schools, home schools, unaccredited schools, and schools in other states or

countries will have their credits transferred in accordance with guidance from the Department of Elementary and Secondary Education (DESE) and may have some graduation requirements waived depending on the circumstances. (DESE Graduation Guidance)

3. The district will waive the requirement to pass examinations on the provisions and principles of American history, American institutions and the Missouri and U.S. Constitutions for students who transfer from a school outside Missouri if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve. ~~Students must still complete the state American civics and CPR requirements.~~ **The district will waive the requirement to pass a civics examination when recommended by the student's IEP team.** (§ 170.011, RSMo., DESE Graduation Guidance)
4. Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy IGBE. (§ 160.1990, RSMo.)
5. Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district may have graduation requirements modified or waived in accordance with law. (§ 160.2000, RSMo.)
6. Eligible students who successfully complete the Missouri Option Program will be awarded a high school diploma. (5 C.S.R. 20-500.330)

Earning Credit, Substituting Credit and Alternatives

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to ~~transfer~~ students who transfer from a district that uses a different standard for awarding credit.
2. The West Plains R-VII School District recognizes units of credit obtained through accredited schools and school districts, including credits earned through courses delivered primarily through electronic media, such as online courses. For the purposes of this policy, an "accredited school" is a Missouri public school, a Missouri charter school, the Missouri Course Access Program (MOCAP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri State Board of Education, AdvancED or the Independent Schools Association of the Central States (ISACS). If a school or school district is located in another state, that school or school

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district must be accredited by that state's department of education, AdvancED, ISACS or the equivalent organizations. (§ 161.670, RSMo., DESE Graduation Guidance)

3. The district may waive one unit of academic credit in English language arts, mathematics, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Students must take the end-of-course exam required for any waived course. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (DESE Graduation Guidance)
4. In addition to the waiver of credit above, a student may fulfill one unit of academic credit with a district-approved agriculture or career and technical education course for any English language arts, mathematics, science or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made for courses that require an end-of-course assessment. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of study of at least one semester in length covering the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (§ 170.017, RSMo.)
5. A student may fulfill any district-required mathematics, science or practical arts unit with a district-approved computer science course as long as the student has taken or is on track to take all courses that require end-of-course examinations for math and science. The district will notify all students relying on this provision that some institutions of higher education may require four units of academic credit in mathematics for college admission. The district will require the parent, guardian or legal custodian of each student to acknowledge in writing that taking a computer science course to fulfill a unit of academic credit in mathematics may have an adverse effect on college admission decisions. (§ 170.018, RSMo.)
6. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. Advanced-standing credit may be counted toward meeting all graduation requirements, including state minimum requirements. (DESE Graduation Guidance)

- 67. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE. (DESE Graduation Guidance)
- 78. The superintendent or designee may approve credit earned on a proficiency basis if a student is able to demonstrate mastery of the competencies for a particular course and if state requirements are met for a quality, competency-based credit system. (DESE Graduation Guidance)
- 89. Students may earn credit by other means as approved by the Board and in accordance with law.

Diplomas and Certificates

Students who complete the district's graduation requirements or are otherwise entitled to a diploma in accordance with law and district policy will receive a district diploma.

District Diploma for Coursework Completed in Other Districts

In accordance with law and DESE guidance, the district may be required to issue a diploma to students who did not complete their education in the district but who graduated based on the district's graduation requirements. Such circumstances include, but are not limited to, situations where a foster student transfers from the district to another school or district or a student in the household of an active duty member of the military transfers to another district, in accordance with law. (§§ 160.1990, .2000, 167.019, RSMo.)

Diplomas from Other Districts

Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district at the beginning of or during their senior year and who will not meet the graduation requirements of the district by the end of the senior year may receive a diploma from the school district they are transferring from if they are able to meet the graduation requirements of that district. (§ 160.2000, RSMo.)

Foster care students who enroll in the district at the beginning of or during their senior year who cannot meet the district's graduation requirements by the end of the senior year, even after all alternatives have been considered, may receive a diploma from the previous school attended if they are eligible to receive a diploma from the previous school. (§ 160.1990, RSMo.)

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Certificate of Attendance

Students with disabilities who reach age 21 or otherwise terminate their education and who have met the district's attendance requirements but have not completed the requirements for graduation may receive a certificate of attendance as directed by the student's IEP team. (DESE Graduation Guidance)

Career and Technical Education Certificate

In addition to receiving their graduation diploma, students may earn a career and technical education certificate (CTE) if they meet the standards created by the State Board of Education. (§ 170.029, RSMo.)

Seal of Biliteracy

The district may award a Missouri Seal of Biliteracy to students who have attained proficiency in English and at least one other language before high school graduation in accordance with rules established by DESE.

* * * * *

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: 02/24/1998

Revised: 11/18/2003; 11/20/2007; 05/21/2008; 01/20/2009; 04/20/2010; 04/16/2013;
05/16/2017; 04/17/2018; 04/16/2019;

Cross Refs: JECC, Assignment of Students to Grade Levels/Classes

MSIP Refs: R-3

Legal Refs: §§ 160.1990, .2000, 161.670, 167.019, 170.011, .017, .018, .029, .310, .345,
171.171, RSMo.
5 C.S.R. 20-100.190,
5 C.S.R. 20-100.230,
5 C.S.R. 20-500.330

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

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FILE: JEC
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EXPLANATION: SCHOOL ADMISSIONS (K-12 Districts)

This policy was revised for the following reasons:

1) Senate Bill 306 (2019) requires school districts to provide for remote registration of students whose parents/guardians are moving to Missouri due to relocation under military orders. Neither the parent/guardian nor the student is required to be physically present to enroll in school, and parents/guardians are not required to provide proof of residency until the student has been in attendance in the district for up to ten days.

2) MSBA has rearranged some of the language of the policy to make it easier for districts to find specific information necessary for admittance in the district.

3) MSBA has added a section on proof of age. While proof of age is not a requirement for admission, schools are entitled to verify whether a student meets entrance age requirements. The law does not specify any particular method for proving age, so MSBA has provided some options. One of those is an affidavit sworn by the parent/guardian attesting to the age of the student. See § 167.101, RSMo., and MSBA form JECA-AF2.

4) MSBA has added a statement regarding Social Security numbers. The federal Privacy Act of 1974 prohibits governmental entities from conditioning benefits based on the disclosure of a Social Security number, with some exceptions. This means that the district cannot require parents/guardians to disclose a Social Security number as a condition of enrolling a child in school. Further, if the district requests a Social Security number, the district must explain to the parent/guardian that disclosure is voluntary and how the number may be used.

5) MSBA has also added a statement regarding custody. Unfortunately, some parents/guardians try to involve the school in custody disputes. This language is optional but was added to provide clarification to the public on the district's role in these disputes.

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

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SCHOOL ADMISSIONS

(K-12 Districts)

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. **legal requirements to be enrolled. In addition, the district requests additional information from parents/guardians so that the district may better serve the student.**—

The district encourages parents/guardians to preregister their children in the spring prior to initial enrollment or register their children prior to the beginning of school so that the district can hire the appropriate staff and adequately prepare for the school year. In accordance with law, students enrolling in the district whose parents/guardians are transferring to Missouri under military orders will be allowed to register remotely without the parent/guardian or student being physically present.

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

Immunizations

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.~~

Residency or Eligibility to Enroll

For admission into the district, students must reside in the district or otherwise be entitled to enrollment in accordance with law and policy JECA.

~~Entrance Ages~~ Proof of Age

During the admission process, the district may require the parent/guardian to provide documentation of the student's age for the purpose of determining whether the student satisfies state entrance age requirements. Such documentation may include, but is not limited to, a birth certificate, immunization records, a baptism certificate, any government-issued identification or an affidavit sworn by the parent/guardian in the presence of a district official.

Entrance Ages

In general, students between the ages of 5 and 21 years old who do not have a high school diploma may attend the district's K–12 program. 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.

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 meets one of the entrance age requirements in this subsection and has previously attended a kindergarten program or otherwise demonstrates to the district's 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

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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 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-K 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.

Special Education Entrance Ages

Federal law requires the district to provide special education services to qualifying resident students as well as qualifying nonresident students attending private schools located in the district who are between the ages of 3 and 21.

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 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, 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.

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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 admission restrictions may be admitted to such an alternative education program.

Social Security Numbers

The district will not require the disclosure of a Social Security number as a condition for registration purposes but may request that a parent/guardian provide a student's Social Security number if the district explains in writing how the district will use the information and that such disclosure is voluntary.

Documentation

The district seeks to provide a safe learning environment for students and will work with both parents/guardians to meet the student's educational needs. However, the district will not mediate

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disputes between parents/guardians or enforce or monitor visitation arrangements and parenting plans. The district may request court orders or documentation of custody for the limited purpose of verifying who the legal parents/guardians are and who may have contact with the student.

* * * * *

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

Adopted: 09/17/2002

Revised: 03/15/2005; 05/21/2008; 01/20/2009; 04/20/2010; 04/15/2014; 01/17/2017;

Cross Refs: IGBA, Special Education
IGBCA, Programs for Homeless Students
IGBCB, Programs for Migrant/Migratory Students
IGBE, Students in Foster Care
KDA, Custodial and Noncustodial Parents

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
Privacy Act of 1974, 5 U.S.C. § 552a

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

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EXPLANATION: A+ SCHOOLS PROGRAM

MSBA has updated this policy to reflect changes brought about by House Bill 604 (2019). Specifically, § 160.545 RSMo., was amended to allow students to use A+ funds for college credit courses they take while in high school. Students must have earned the required grade point average the semester prior to enrolling in the dual credit or dual enrollment course. The Department of Higher Education and Workforce Development is responsible for creating the appropriate regulations to administer this program.

Please note:

1) The statute directs the Department of Higher Education and Workforce Development to disburse funds first to high school graduates who are attending community colleges or vocational or technical schools. The remaining funds are disbursed to high school students enrolled in college credit courses.

2) MSBA interprets the Missouri Constitution to require districts to provide all district-sponsored courses to students free of charge.

MSBA has also revised the language in this policy to reflect the changes in 5 C.S.R. 20-100.200.

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

A+ SCHOOLS PROGRAM

The West Plains R-VII School District encourages its students to further their education and training after they graduate from the district. For that reason, the district will participate in the state A+ Scholarship Program to provide students an opportunity to ~~attend~~ **pursue** postsecondary education at a low cost **or earn college credit while in high school**. The district will follow the requirements as established by state law and regulation for the implementation and administration of its A+ Schools Program. The district shall employ an A+ Schools Program coordinator, as required by law.

Program Goals

The West Plains R-VII School District has established the following goals and performance standards:

1. All students graduate from high school.
 - ▶ Encourage all students to graduate from high school.
2. All students complete a selection of high school studies that is challenging and for which there are identified learning expectations.
 - ▶ Ensure that students complete courses of challenging studies for which there are identified learning expectations.
3. All students proceed from high school graduation to a college, postsecondary career-technical school or high-wage job with workplace skill development opportunities.
 - ▶ Ensure that all students proceed from graduation to a college or postsecondary vocational or technical school or a high-wage job.

Citizenship Component

An important component of the A+ Schools Program is the fostering of good citizenship in our district's students. A student demonstrates good citizenship by showing respect for self, law, property and the rights of others. Students have not demonstrated good citizenship if, while in grades nine through twelve, they have:

1. Pled guilty or *nolo contendere* (no contest) to, received a suspended imposition of sentence or suspended execution of sentence for, agreed to a deferred prosecution for, or been convicted or found guilty of a misdemeanor or felony.

2. Unlawfully used or possessed drugs, drug paraphernalia or alcohol on or off school property.
3. Had an out-of-school suspension.
4. Violated the district's rules governing academic dishonesty (plagiarism, cheating, etc.).

Participation Agreement, Discipline and Appeal

All students wishing to participate in the A+ Schools Program must submit a completed A+ Participation Agreement. If the coordinator determines that a student who has submitted a participation agreement has violated the terms of that agreement or district policies or procedures regarding A+ participation, the coordinator will notify the student in writing and may put the student on probation or expel the student from the program. The student or the student's parents/guardians may appeal expulsions from this program, in accordance with written district procedures.

* * * * *

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

Adopted: 11/20/2007

Revised: 01/18/2011; 05/16/2017;

Cross Refs: IGBD, At-Risk Students

Legal Refs: § 160.545, RSMo.
5 C.S.R. 20-100.200
6 C.S.R. 10-2.190

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

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EXPLANATION: REPORTING AND INVESTIGATING CHILD ABUSE AND NEGLECT

This policy was amended to clarify that Board members, as well as school employees, must do everything necessary to address abuse and neglect of students. Occasionally community members or parents/guardians will share information with Board members regarding potential abuse or neglect. It is important for Board members to understand their legal obligations to report child abuse and neglect immediately.

This policy has also been modified to identify those individuals who are mandated reporters.

House Bill 604 (2019) now requires Board members to receive 2.5 hours of training on identifying signs of sexual abuse in children and danger signals of abusive relationships between children and adults. In addition, Board members must receive at least one hour of refresher training on the same topic each year of any term in office. The required training is discussed in detail in policy BHA but is mentioned in the "Training" section of this policy.

House Bill 604 requires school districts to provide trauma-informed, developmentally appropriate training on sexual abuse to students in grades 6–12. This policy was revised to reference the training. The details of the training are included in policy IGAEB, but the training is mentioned in the "Training" section of this policy.

House Bill 604 amended the state child abuse and neglect law to specifically state that school personnel, contractors and volunteers are adults who can be investigated for child abuse if they establish a relationship with a child through the school or through school-related activities even if the actual abuse or neglect occurs outside school hours or off school grounds. The definitions in this policy were amended 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.

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

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REPORTING AND INVESTIGATING CHILD ABUSE AND NEGLECT

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

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution. Board members who fail to follow this policy and applicable law may be subject to adverse action by the Board and criminal prosecution.

Definitions

Abuse – Any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody and control or by any other person, except that discipline including spanking, administered in a reasonable manner, shall not be construed as abuse. Physical injury, sexual abuse and emotional abuse are defined by the Children's Division (CD) of the Department of Social Services in 13 C.S.R. 35-31.010.

Child – Any person under 18 years of age.

Mandated Reporter – Employees, officials, School Board members and others with care, custody and control of children in the district.

Neglect – The failure to provide, by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical or any other care necessary for the child's well-being.

Sexual Misconduct – Engaging in any conduct with a student, on or off district property, that constitutes the crime of sexual misconduct involving a child under § 566.083, RSMo.; illegal sexual harassment as defined in policy AC, as determined by the district; or child abuse involving sexual behavior, as determined by the Children's Division (CD) of the Department of Social Services.

Those Responsible for the Care, Custody and Control of the Child – Includes, but is not limited to, any person exercising supervision over a child for any part of a 24-hour day as well as any adult who has access to the child and school personnel, contractors and volunteers who establish a relationship

with a student through the school or through school-related activities, even if the alleged abuse or neglect occurred outside school hours or off school grounds.

Public School District Liaison

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

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

Training

For Board Members

Board members will participate in training on identifying signs of sexual abuse in children and danger signals of abusive relationships between children and adults as required by law.

For Employees

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

1. Provide current and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults.
2. Emphasize how to establish an atmosphere of trust so that students feel that their school has concerned adults with whom they feel comfortable discussing matters related to abuse.
3. Emphasize that all mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect. These reports must be made even if the person suspected of abusing the child is another mandated reporter, such as another school employee.
4. Emphasize that no supervisor or administrator may impede or inhibit any reporting under state law.

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5. Emphasize that no person making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report.

For Students

In accordance with policy IGAEB, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 on identifying and reporting sexual abuse.

Reporting Child Abuse and Neglect

The Board of Education requires its staff members **mandated reporters** to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee **Mandated reporters** acting in his or her **their** official capacity **ies** who knows or **has have** reasonable cause to suspect that a child has been subjected to abuse or neglect; or **who** observes the child **is** being subjected to conditions or circumstances that would reasonably result in abuse or neglect; **shall must** directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited **by law** if the report involves sexual misconduct by a school employee. –

Employees Mandated reporters who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report. ■

The school principal or designee may also notify law enforcement or the juvenile office when appropriate. **If an employee has Mandated reporters who have** reason to believe that a victim of **such** abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, **then, in addition to notifying the Missouri CD pursuant to this policy, he or she** may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state **in addition to notifying the Missouri CD pursuant to this policy.**

The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. **No employee making Employees who make** a report in accordance with law shall **not** be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that **any** employees **s** mandated by law to make a report **shall have** immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be temporarily relieved of other work duties for **such the** time **as is** required to make **any a** mandated report.

Reporting Allegations of Sexual Misconduct by a School Employee

The district takes all allegations of sexual misconduct seriously, regardless of the source. However, an allegation of sexual misconduct by a school employee is particularly serious. In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall immediately report the allegation to the CD as set forth in law, regardless of whether the employee or superintendent has reasonable cause to suspect abuse. ~~For the purposes of this policy, the term "sexual misconduct" is defined as engaging in any conduct with a student, on or off district property, that constitutes 1) the crime of sexual misconduct; 2) illegal sexual harassment as defined in policy AC, as determined by the district; or 3) child abuse involving sexual behavior, as determined by the CD.~~

The CD will investigate all allegations of sexual misconduct involving district employees. The district may investigate the allegations for the purpose of making employment decisions.

Investigating Child Abuse/ and Neglect

In general, the CD investigates reports of child abuse and neglect. However, state statute requires the district to initially investigate allegations of child abuse by district employees in situations other than sexual misconduct to ensure that the allegations are not made for the purpose of harassing district staff.

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

Harassment, Spanking or Protection of Persons or Property by District Staff

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

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their designees are authorized to contact and utilize the district's attorney to assist in the investigation.

Once the investigation is concluded, the law enforcement officer and the investigating district personnel will issue separate reports of their findings, no later than seven days after the district receives notice of the allegation from the CD. The reports must contain a statement of conclusion as to whether the preponderance of evidence supports a finding that the alleged incident of child abuse is substantiated or unsubstantiated. The Board will consider the separate reports and will issue its findings and conclusions, if any, within seven days after receiving the last of the two reports. The findings and conclusions will be made as required by state law and will be sent to the CD.

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

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

Information from the Children's Division

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

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

Immunity

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

Any person who is not an employee of the district and who in good faith reports to a district employee a case of alleged child abuse by any district employee will be immune from civil or

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criminal liability for making such a report or for participating in any judicial proceedings resulting from the report.

* * * * *

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

Adopted: 09/23/2003

Revised: 09/21/2004; 04/18/2006; 01/18/2011; 05/15/2012; 04/16/2013; 10/15/2013;
05/10/2016;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
BHA, Board Training and Development
GBCBB, Protected Staff Communications
GBH, Staff/Student Relations
GBLB, References
GCPB, Resignation of Professional Staff Members
GCPD, Suspension of Professional Staff Members
GCPE, Termination of Professional Staff Members
GCPF, Renewal of Professional Staff Members
GDPB, Resignation of Support Staff Members
GDPD, Nonrenewal, Suspension and Termination of Support Staff Members
IGAEB, Sexual Health Instruction

Legal Refs: §§ 160.261, 162.069, 203, 167.122 - .123, 170.045, 210.110 - .165, .865, RSMo.
13 C.S.R. 35-31.010
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

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

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EXPLANATION: STUDENT RECORDS (K-12 Districts)

MSBA has modified the definition of "directory information" by removing "place of birth." MSBA has included a statement regarding the confidentiality of addresses and a statement about withholding records in some situations.

Directory information is information that when released does not harm the student or constitute an invasion of privacy. Designating some information as directory information allows schools to release information about identifiable students without prior consent as long as parents have been notified and given an opportunity to opt their children out of the release of directory information. Directory information designation also allows the district to create programs for sporting events, concerts, plays and graduations and allows teachers to share student-created works without written parental consent.

However, information designated as directory information will be provided to a wide array of people, including news media. For that reason, MSBA determined it was not necessary to include place of birth in directory information.

Last year, § 452.375, RSMo., was modified in accordance with the Safe at Home program, which allows victims of abuse, stalking and other crimes to keep their physical address confidential. If a parent is in the Safe at Home program, the court will order that any records shared with the other parent not include the address.

Parents have access to education records under the Family Educational Rights and Privacy Act (FERPA), a federal law that protects access to student records maintained by school districts. However, that federal law does recognize that in some circumstances even a parent should not have access to records. This includes situations where a court order, state statute or legally binding document, such as a divorce decree, prohibits access. This policy was amended to recognize this exception.

MSBA has also updated this policy to reflect changes brought about by House Bill 604 (2019). Districts must conduct criminal background checks on volunteers before volunteers may access student education records. These "screened volunteers" may access student records only under the supervision of staff members and when necessary to assist the district.

The policy has also been amended to make changes to the paragraph on limited directory information, including a prohibition on redisclosing limited directory information to a party not entitled to the information.

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Finally, MSBA has added language stating that the district will follow state and federal law and the Missouri Secretary of State's Public School Records Retention Schedule and General Records Retention Schedule with respect to retaining student records. FERPA does not state how long student records must be kept, but some laws, such as the Individuals with Disabilities Education Act, do provide requirements on destroying some records. The Public School Records Retention Schedule and General Records Retention Schedule provide guidance on retaining a wide range of records, such as transcript records, nontranscript records, health records and surveillance videos. The retention schedules can be found on the Secretary of State's website.

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

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STUDENT RECORDS (K–12 Districts)

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records, and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally binding document prohibits such access. These rights transfer from the parent to the

student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected

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educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course-work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities **for the purposes of encouraging membership or participation in the group or club**; parents of other students enrolled in the same school as the student whose information is released **when the release is for the purpose of facilitating communication between parents**; ~~students enrolled in the same school as the student whose information is released~~; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services **for official governmental purposes**:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district may require a person or entity that requests limited directory information to certify in writing that the information will not be redisclosed without the prior written consent of the parent or eligible student.

Law Enforcement Access

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

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

Volunteer Access

District staff will not allow volunteers to access student records unless the volunteer has completed a criminal background check and the district has determined that the volunteer should have access. A volunteer who has completed a criminal background check may access student education records only under the supervision of staff members and when necessary to assist the district.

Records Retention

The district shall retain all student records in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public School Records Retention Schedule and General Records Retention Schedule.

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

Adopted: 12/19/2000

Revised: 09/21/2004; 07/19/2005; 04/16/2013; 05/16/2017;

REFERENCE COPY

FILE: JO
Critical

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
EFB, Free and Reduced-Price Food Service
EHB, Technology Usage
EHBC, ~~Privacy Protection~~ Data Governance and Security
GBCB, Staff Conduct
GBCBB, Protected Staff Communications
IGAB, Instructional Interventions
IGB, Accommodation of Students with Disabilities
IGBA, ~~Programs for Students with Disabilities~~ Special Education
IGBCB, Programs for Migratory Students
IGBE, Students in Foster Care
IGDB, Student Publications
IIAC, Instructional Media Centers/School Libraries
IL, Assessment Program
KB, Public Information Program

KBA, ~~Public's Right to Know~~
KDA, Custodial and Noncustodial Parents
KI, Public Solicitations/Advertising in District Facilities
KKB, Audio and Visual Recording
KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022, .115, .122 - .123, 168.133, 210.115, .865, 452.375 - .376, 589.664,
610.010 - .028, RSMo.
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417
The Elementary and Secondary Education Act of 1965, 20 U.S.C. § 7908
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
34 C.F.R. Part 99
Oregon County R-VI School District v. LeMon, 739 S.W.2d 533 (Mo.Ct.App. 1987)

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