

West Plains Schools Board of Education
Regular Session Meeting
5:00 P.M. December 19, 2017
Administration Building

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. OPEN SESSION – for a motion to go into closed session**
- IV. CLOSED (EXECUTIVE) SESSION**
 - A. Adjournment to Closed Executive Session**
 - 1. Pursuant to Section 610.021.3 Personnel Matters
 - 2. Pursuant to Section 610.021.6 Student Matters
 - B. Adjournment from Closed Executive Session**
- V. CALL TO ORDER – The regular Session of the School Board meeting will be called to order at 6:00 P.M.**
- VI. PLEDGE OF ALLEGIANCE - West Plains High School Military Science Class**
- VII. ROLL CALL AND ESTABLISHMENT OF QUORUM**
- VIII. APPROVAL OF AGENDA**
- IX. CONSENT AGENDA - Items considered routine in nature to be voted on in one motion to conserve time. If discussion is desired, that item will be removed from the Consent Agenda and will become the first item under the Regular Agenda**
 - A. Approval of Minutes From Meetings Nov. 21, 2017, and Nov. 28, 2017**
 - B. Payment of Bills**
 - C. Monthly Finance Report**
 - D. Program Evaluations:** 1) A+ Program 2) Activities/Athletics 3) Instructional Effectiveness/Curriculum/Assessment
 - E. Approval Request for resignations:**
 - F. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools: Substitutes list, Teacher, Custodian**
- X. REGULAR AGENDA**
 - A. Previous Business for Approval, Discussion or Information Only**
 - 1. Academic Update (*Goal 1, Obj. 2*)
 - 2. Board Candidate Filing Dates – Dec. 12, 2017 – Jan. 16, 2018 (*Goal 5, Obj. 2*)
 - 3. MSBA Policy Updates, 2nd Read & Approval (*Goal 3, Obj. 1*)
 - B. New Business for Approval, Discussion or Information Only**
 - 1. Annual Liability Insurance Renewal (*Goal 6, Obj. 2*)
 - 2. 2018-19 High School Course Offerings – 1st Read (*Goal 1, Obj. 1*)
 - 3. 2018-19 School Calendar – 1st Read (*Goal 6, Obj. 2*)
 - 4. Capital Improvements Update (*Goal 6, Obj. 2*)
 - 5. Superintendent’s Report (*Goal 3, Obj. 2*)
- XI. ADJOURNMENT**
- XII. ADJOURN TO ADDITIONAL CLOSED (EXECUTIVE) SESSION – this session is reserved to complete any unfinished business from the closed (executive) session from the beginning of the meeting.**
- XIII. ADJOURNMENT - Next Board Meeting Scheduled for January 16, 2017, at 5:00 P.M., Central Administration Office**

**West Plains R-7 Board of Education
Regular Session Meeting
5:00 P.M. November 21, 2017
Board of Education Building
Minutes**

- I. **CALL TO ORDER:** Jim Thompson called the meeting to order at 5:07 p.m.
- II. **ROLL CALL:** Board members present: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, Lee Freeman and Christena Coleman. Absent: None. Also in attendance: Superintendent Dr. John Mulford, Assistant Superintendents Dr. Scott Smith, Dr. Luke Boyer and Board Secretary Linda Y. Collins.
- III. **MOVE TO CLOSED (EXECUTIVE) SESSION.** Mrs. Beykirch made a motion to move into Closed Session to discuss Personnel Matters Pursuant to Section 610.021.3 and Student Matters Pursuant to Section 610.021.6. The motion was seconded by Mr. Freeman and voted as follows: AYE: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, Lee Freeman and Christena Coleman. NAY: None.
- IV. **RETURN TO OPEN SESSION.** Jim Thompson called the meeting to order at 5:40 p.m.
- V. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led the boys and girls cross country teams with head coaches Joe Bill Dixon and Alicia Gunter. Both cross country teams competed in the Class 4 State Championship in Jefferson City on November 4th. The boy's team placed second and the girl's team placed seventh. This is the 40th consecutive year the boy's team has traveled to state and the 33rd year for the girls.
- VI. **ROLL CALL:** Board members present: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, Lee Freeman and Christena Coleman. Absent: None. Also in attendance: Superintendent Dr. John Mulford, Assistant Superintendents Dr. Scott Smith, Dr. Luke Boyer, and Board Secretary Linda Y. Collins.
- VII. **APPROVAL OF AGENDA.** Mrs. Tyree made a motion to approve the agenda as published. The motion was seconded by Mr. Riggs and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Coleman. NAY: None. ABSTAIN: None.
- VIII. **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 October 17, 2017 Meeting and Special Meetings October 31, 2017 and November 7, 2017
 - B. Payment of Bills
 - C. Monthly Finance Report
 - D. Program Evaluations
 - Food Service
 - Technology
 - E. Approval Request for Resignations (Requiring Board Action)
 - Heather Mulford HS Techbrarian
 - Korrie Jo Vance Paraprofessional (EL)

Approval Request for Retirements Effective End of School Year (Board Action Required)

- | | |
|-------------------|------------------------------|
| • Susan Bowles | ECSE Itinerant |
| • Karol Brown | EL PE Teacher |
| • Nancy Brown | ECSE Process Coordinator |
| • Mark Jett | SCCC Carpentry Teacher |
| • Barbara Nix | SF Teacher |
| • Karen Sartin | LPN Director |
| • Susan York | HS Special Education Teacher |
| • Pamela Schutjer | Paraprofessional |
| • Larry Jewel | Bus Driver |

Approval Request for Resignations (No Board Action Required – Informational Only)

- | | |
|-------------------|-------------------|
| • Joel Barrentine | Custodian |
| • Robert Garfield | Custodian |
| • Randall Smith | MS Head Custodian |

Approval Request for Transfers (No Board Action Required – Informational Only)

- Kelsey Ragsdale from 6th Grade to (ZIA) Zizzers in Action
- Nichole Riggs from 5th Grade to (ZIA) Zizzers in Action

F. Approval Request for the employment of individuals as recommended by the Superintendent of Schools for 2017-18 School Year.

- | | |
|---------------------|---------------------|
| • Amy Marshall | Head Softball Coach |
| • John Hipplehauser | MS Lead Custodian |

Substitute Teachers:

Kayla Frank
Mikayla King
Sherry McAfee

Substitute Drivers:

None

Substitute Custodian:

None

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

IX. REGULAR AGENDA

A. Previous Business for Approval , Discussion or Information Only

1. **Academic Update (Goal 1, Obj. 2)**
2. **Early Degree Program MOU, 2nd Read and Approval (Goal 5, Obj. 1)**

Mrs. Beykirch made a motion to approve the Memorandum of Understanding between the Board of Governors of Missouri State University (MSU-WP) and the West Plains R-VII High School for an Full-time dual enrollment Associate of Applied Science (AAS) in Technology-General Technology Option and Associate of Applied

Science in Culinary and Hospitality Management degree program for eligible juniors and seniors that will simultaneously fulfill School District and MSU-WP graduation requirements. The agreement begins January 1, 2018. The motion was seconded by Mrs. Tyree and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Coleman. NAY: None. ABSTAIN: None.

B. New Business for Approval, Discussion or Information Only

1. Board Candidate Filing Dates, Dec. 12, 2017-Jan 16, 2018 (Goal 5, Obj. 2)

The district has 2 seats open – Jim Thompson and Brian Mitchell.

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

Bill Wood with Schultz, Wood and Rapp, P.C. presented the audit report for the year ended June 30, 2017 with an unqualified opinion. Mrs. Tyree made a motion to approve the audit for the year ended June 30, 2017. The motion was seconded by Mr. Freeman and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Coleman. NAY: None. ABSTAIN: None.

3. MSBA Policy Updates, 1st Read (Goal 3, Obj. 1)

This is the first read with approval at the December meeting.

4. Budget Amendment.

Dr. Boyer presented a budget amendment with the following increases in revenues and expenses:

Revenue increase	\$650,313.00
Expense increase	(\$934,107.00)
Budget Adjustment Net	(\$283,794.00)

Mrs. Beykirch made a motion to approve the budget amendment for the 2017-18 school year. The motion was seconded by Mr. Riggs and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Coleman. NAY: None. ABSTAIN: None.

5. Approve/Reject Tennis Court Bids (Goal 6, Obj. 2)

Mrs. Tyree made a motion to reject the bid presented and to rebid for 4 courts on the site of the current courts. The motion was seconded by Mr. Riggs and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Coleman. NAY: None. ABSTAIN: None.

6. Capital Improvements Update (Goal 3, Obj. 2)

Dr. Boyer reported the following:

- Adams Construction ready to begin on SF FEMA building
- Sidewalks to EL trailers complete
- Bid on awnings over the sidewalk – Accepted bid from Pruetts (not in budget)
- Gravel is going down in parking lot area behind the new soccer fields.
- Lights on soccer field are still needed
- Greenhouse needs electrical work completed
- Roof replaced on Administration building

- Shop area of Maintenance building still needs to be completed
 - Most items relating to flood damage from spring is complete
7. **The Superintendent Report (Goal 3, Obj. 2)** provides an opportunity for the Board of Education to be updated on various educational topics and items of interest to the District from the building principals.
- X. **ADJOURNMENT TO ADDITIONAL CLOSED SESSION.** At 7:10 p.m. Mr. Freeman made a motion to adjourn to an additional Closed Session to discuss Matters Pursuant to Section 610.021.3 Personnel Matters.. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mrs. Beykirch, Mr. Freeman and Mrs. Coleman. NAY: None. ABSTAIN: None.
- XI. **ADJOURNMENT.** At 8:00 p.m. Mrs. Tyree made a motion to adjourn Open Session. The motion was seconded by Mr. Riggs and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mrs. Beykirch, Mr. Freeman and Mrs. Coleman. NAY: None. ABSTAIN: None.

Jimmy E. Thompson, President

Linda Y. Collins, Secretary

Next Board Meeting Scheduled December 19, 2017 at 5:00 P.M, Board of Education Building

**West Plains R-7 Board of Education
Special Session Meeting
7:00 P.M. November 28, 2017
High School Conference Room
Minutes**

- I. **CALL TO ORDER:** Jim Thompson called the meeting to order at 6:20 p.m.
- II. **ROLL CALL:** Board members present: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell, Courtney Beykirch, Lee Freeman and Christena Coleman. Absent: None. Also in attendance: Board Secretary Linda Y. Collins.
- III. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Board President Jim Thompson.
- IV. **APPROVAL OF AGENDA.** Mrs. Beykirch made a motion to approve the agenda as published. The motion was seconded by Mr. Freeman and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Coleman. NAY: None. ABSTAIN: None.
- V. **ADJOURNMENT TO CLOSED SESSION.** At 6:21 p.m. Mrs. Tyree made a motion to adjourn to Closed Session to discuss matters Pursuant to Section 610.021.3 Personnel Matters. The motion was seconded by Mrs. Coleman and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Coleman. NAY: None. ABSTAIN: None.
- VI. **ADJOURNMENT.**
Mrs. Beykirch made a motion to adjourn Open Session at 7:00 p.m. The motion was seconded by Mr. Riggs and voted as follows: AYE: Mr. Thompson, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mrs. Beykirch, Mr. Freeman and Mrs. Coleman. NAY: None. ABSTAIN: None.

Jimmy E. Thompson, President

Linda Y. Collins, Secretary

Next Board Meeting Scheduled December 19, 2017 at 5:00 P.M, Board of Education Building

CHK CD.	CHK.NUM	CHK DATE.	VENDOR NAME.....	AMOUNT.....
CC	8072	12/13/17	005189 ALDI INC.	116.85
CC	8073	12/13/17	000008 GE MONEY BANK/AMAZON	944.16
CC	8074	12/13/17	000008 AMAZON.COM, INC.	3,483.32
CC	8075	12/13/17	000008 AMAZON MARKETPLACE	25.00
CC	8076	12/13/17	003506 AMERICAN AIRLINES	25.00
CC	8077	12/13/17	000169 AMERICAN RED CROSS	437.47
CC	8078	12/13/17	006002 APPLIED CONCEPTS, INC.	499.00
CC	8079	12/13/17	005081 ARRIS PIZZA & PUB	14.15
CC	8080	12/13/17	006032 ASHBURN DULLES CABS	29.83
CC	8081	12/13/17	004221 AUTOZONE	191.98
CC	8082	12/13/17	000209 AWS	600.00
CC	8083	12/13/17	004275 BAYMONT INN-JEFFERSON CITY	349.90
CC	8084	12/13/17	004874 BEDFORD CAMERA & VIDEO, INC.	7,998.35
CC	8085	12/13/17	006012 BEST WESTERN PLUS	1,005.48
CC	8086	12/13/17	006033 BONSAI GRILL	144.05
CC	8087	12/13/17	003604 BREAK TIME STORE 3162	22.00
CC	8088	12/13/17	003838 BRODER BROTHERS	2,328.09
CC	8089	12/13/17	005375 CANVA.COM	119.40
CC	8090	12/13/17	003101 CASEY'S GENERAL STORE #2855	23.66
CC	8091	12/13/17	003101 CASEY'S GENERAL STORE #2838	92.18
CC	8092	12/13/17	004393 CASH SAVER	1,550.37
CC	8093	12/13/17	005987 CENTRAL PROGRAMS INC	1,380.82
CC	8094	12/13/17	006010 CHARLEY'S STEAKERY	6.41
CC	8095	12/13/17	006014 CHIEF ARCHITECT SOFTWARE	419.95
CC	8096	12/13/17	000332 CITY OF WEST PLAINS	235.75
CC	8097	12/13/17	001603 CONSTANT CONTACT, INC.	100.00
CC	8098	12/13/17	005401 CONVOY OF HOPE	1,000.00
CC	8099	12/13/17	004031 COUNTRY MEATS.COM	623.00
CC	8100	12/13/17	006035 CRYSTAL CITY METRO	90.00
CC	8101	12/13/17	005044 CURRENT RIVER XPRESS	42.00
CC	8102	12/13/17	003125 DENNIS' SPECIALTY CUTS	45.54
CC	8103	12/13/17	006024 DISCOUNT MUGS	820.64
CC	8104	12/13/17	000437 DOLLAR GENERAL #18296	56.54
CC	8105	12/13/17	003861 DOLLAR TREE STORES, INC	110.00
CC	8106	12/13/17	000438 DOMINOS PIZZA	52.26
CC	8107	12/13/17	002620 DRAMATIC PUBLISHING CO.	18.65
CC	8108	12/13/17	005683 DYSLEXIA TRAINING INSTITUTE	200.00
CC	8109	12/13/17	005934 EASY WEBCONTENT, INC	15.00
CC	8110	12/13/17	003014 EL CHARRO WEST PLAINS	60.13
CC	8111	12/13/17	005514 EMBASSY SUITES NW ARKANSAS	2,148.02
CC	8112	12/13/17	005068 EMBASSY SUITES ST CHARLES	143.66
CC	8113	12/13/17	003980 ETC	46.00
CC	8114	12/13/17	004998 FACEBOOK	8.83
CC	8115	12/13/17	006009 FAME'S DINER	7.99
CC	8116	12/13/17	002308 FAMILY CAREER & COMMUNITY LEADERS OF AME	117.00
CC	8117	12/13/17	000505 FAMILY DOLLAR STORE	41.28
CC	8118	12/13/17	005150 FISH SHACK	8.07
CC	8119	12/13/17	000530 FOLLETT SCHOOL SOLUTIONS, INC.	772.60
CC	8120	12/13/17	000530 FOLLETT LIBRARY RESOURCES	1,699.40
CC	8121	12/13/17	006008 FUZZY'S TACO SHOP	21.65
CC	8122	12/13/17	006020 GAZELLE	855.91
CC	8123	12/13/17	000583 GOLDEN CORRAL	29.99
CC	8124	12/13/17	005628 GRAMMARLY, INC.	139.95

CK CD.	CHK.NUM	CK DATE.	VENDOR NAME.....	AMOUNT.....
CC	8125	12/13/17	000638 HAWTHORNE EDUCATIONAL	381.00
CC	8126	12/13/17	000664 HIRSCH FEED & FARM SUPPLY	25.73
CC	8127	12/13/17	005028 HISET	343.00
CC	8128	12/13/17	003592 HOBBY LOBBY	32.17
CC	8129	12/13/17	004321 HOLIDAY INN EXPRESS OSAGE BEACH	143.17
CC	8130	12/13/17	002275 HOMEWOOD SUITES	411.08
CC	8131	12/13/17	003291 OZARK AWARDS	153.00
CC	8132	12/13/17	000719 HOWELL OREGON ELECTRIC	1,428.04
CC	8133	12/13/17	004603 HYVEE	54.65
CC	8134	12/13/17	004363 IHOP EXPRESS	5.39
CC	8135	12/13/17	002961 INTUIT	269.99
CC	8136	12/13/17	000754 J.W. PEPPER & SON INC.	262.49
CC	8137	12/13/17	005496 JCPENNEY #2356	491.80
CC	8138	12/13/17	006016 JIFFYSHIRTS.COM	260.71
CC	8139	12/13/17	003442 JIMMY JOHNS #1359	11.16
CC	8140	12/13/17	006025 JOHNNY MORRIS' WONDERS OF WILDLIFE	1,104.00
CC	8141	12/13/17	005625 JOHNSON PLASTICS PLUS	126.24
CC	8142	12/13/17	003352 KUM & GO	83.58
CC	8143	12/13/17	003352 KUM & GO	21.12
CC	8144	12/13/17	000851 L & R SPECIALTIES	120.00
CC	8145	12/13/17	004887 LAMINATION DEPOT INC.	161.83
CC	8146	12/13/17	006006 LEXXMART	54.00
CC	8147	12/13/17	002450 LITTLE CAESAR'S PIZZA	233.00
CC	8148	12/13/17	000894 LODGE OF FOUR SEASONS	260.90
CC	8149	12/13/17	005996 LOS CABOS INDEPENDENCE	60.00
CC	8150	12/13/17	005498 LOVE'S STORE #607	33.40
CC	8151	12/13/17	004309 LOVES #688	56.25
CC	8152	12/13/17	004190 MADISON'S CAFE	45.08
CC	8153	12/13/17	005495 MAURICES	287.74
CC	8154	12/13/17	003204 MCALISTERS DELI	57.19
CC	8155	12/13/17	003032 MCDONALD'S	9.98
CC	8156	12/13/17	005493 PARADIES AIRPORT SHOPS-MEMPHIS	41.96
CC	8157	12/13/17	003517 MF ATHLETIC, MFAC LLC	185.00
CC	8158	12/13/17	001797 MHSBCA	360.00
CC	8159	12/13/17	004093 MIDWEST CLINIC	225.00
CC	8160	12/13/17	005932 MIDWEST SYMPOSIUM	720.00
CC	8161	12/13/17	000986 MISSOURI DEPT OF REVENUE	26.00
CC	8162	12/13/17	001009 MISSOURI STATE HIGHWAY PATROL	14.25
CC	8163	12/13/17	000016 MO FOOTBALL COACHES ASSN	100.00
CC	8164	12/13/17	004543 MOABA	185.00
CC	8165	12/13/17	004508 MOBYMAX, LLC	44.00
CC	8166	12/13/17	003819 MONTY'S OUTDOORS	54.60
CC	8167	12/13/17	002467 MTCCCA	100.00
CC	8168	12/13/17	003660 MURPHY USA	5.01
CC	8169	12/13/17	001083 NATIONAL BETA CLUB	1,660.00
CC	8170	12/13/17	004206 NATIONAL SOFTWARE, INC.	189.95
CC	8171	12/13/17	006037 NATL MUSEUM OF AMERICAN HISTORY	40.00
CC	8172	12/13/17	006038 NATL MUSEUM OF NATURAL HISTORY	22.95
CC	8173	12/13/17	005131 ONE STOP	158.47
CC	8174	12/13/17	001132 ORIENTAL TRADING CO.	129.68
CC	8175	12/13/17	001694 OZARK CAFE	109.04
CC	8176	12/13/17	003008 PANERA BREAD	53.85
CC	8177	12/13/17	002965 PAYPAL/MOSFRA	10.00

CK CD.	CHK.NUM	CK DATE.	VENDOR NAME.....	AMOUNT.....
CC	8178	12/13/17	006017 PLAY WITH A PURPOSE	267.93
CC	8179	12/13/17	001743 POSTMASTER	1,111.91
CC	8180	12/13/17	003991 POTBELLY SANDWICH SHOP	19.03
CC	8181	12/13/17	003540 RAMEY	294.34
CC	8182	12/13/17	001197 PRO-ED	171.60
CC	8183	12/13/17	004841 PROJECT LEAD THE WAY, INC.	287.50
CC	8184	12/13/17	005974 PROMO VIDEOS PLUS PLAN	99.00
CC	8185	12/13/17	004403 QUIK TRIP #00210	29.00
CC	8186	12/13/17	004020 R.P.LUMBER CO., INC.	4.05
CC	8187	12/13/17	001227 RAMEYS SUPERMARKET	84.90
CC	8188	12/13/17	003707 REALITYWORKS, INC.	190.00
CC	8189	12/13/17	006011 RED ROOF PLUS	935.94
CC	8190	12/13/17	006023 RENAISSANCE OKLAHOMA HOTEL	1,284.58
CC	8191	12/13/17	006019 RESIDENCE INN BY MARRIOTT	0.81
CC	8192	12/13/17	000736 RICOH USA, INC.	4,069.07
CC	8193	12/13/17	000737 RICOH USA, INC.	2,709.14
CC	8194	12/13/17	002452 SAM'S CLUB	515.76
CC	8195	12/13/17	005997 SAWADDEE THAI CUISINE	43.66
CC	8196	12/13/17	001309 SCHWEGMAN OFFICE SUPPLY	104.62
CC	8197	12/13/17	005056 SETTLE INN & SUITES	1,010.25
CC	8198	12/13/17	006026 SHAPE AMERICA	500.00
CC	8199	12/13/17	004542 SHERATON WESTPORT CHALET HOTEL ST LOUIS	381.89
CC	8200	12/13/17	002896 SHOE SENSATION	230.36
CC	8201	12/13/17	006007 SIAM RESTAURANT	10.16
CC	8202	12/13/17	001337 SILVER DOLLAR CITY INC.	2,362.14
CC	8203	12/13/17	001556 SKILLETS CAFE	263.87
CC	8204	12/13/17	000089 SKILLSUSA	1,504.00
CC	8205	12/13/17	003504 SONIC	100.00
CC	8206	12/13/17	005800 SPEEDWAY	67.25
CC	8207	12/13/17	004267 STARBUCKS #29765	64.34
CC	8208	12/13/17	000155 TAN TAR A RESORT	390.80
CC	8209	12/13/17	000155 MR. D'S	8.43
CC	8210	12/13/17	005355 STONEY CREEK HOTEL & CONF CTR	464.36
CC	8211	12/13/17	000129 SUBWAY	106.91
CC	8212	12/13/17	003080 SURVEYMONKEY.COM, LLC	252.00
CC	8213	12/13/17	005980 SWIMOUTLET.COM	864.34
CC	8214	12/13/17	003495 TACO BELL	53.85
CC	8215	12/13/17	004080 TEACHERSPAYTEACHERS.COM	39.19
CC	8216	12/13/17	006013 TEXAS ROADHOUSE	32.00
CC	8217	12/13/17	003681 THE DONUT PALACE	257.17
CC	8218	12/13/17	001458 TWIN PONDS SCREENPRINT	450.00
CC	8219	12/13/17	005878 UBER.COM	30.99
CC	8220	12/13/17	005469 UBERPRINTS	144.83
CC	8221	12/13/17	002845 VERIZON WIRELESS	2,049.99
CC	8222	12/13/17	003010 VISTA GRANDE MEXICAN RESTAURANT	16.05
CC	8223	12/13/17	001502 WALMART COMMUNITY	5,080.87
CC	8224	12/13/17	003177 WENDY'S	80.00
CC	8225	12/13/17	004944 WEST PLAINS DAILY QUILL	82.40
CC	8226	12/13/17	001520 WEST PLAINS MUSIC STORE	23.42
CC	8227	12/13/17	001534 WESTERN PSYCHOLOGICAL	51.25
CC	8228	12/13/17	004069 WESTLAKE ACE HARDWARE	6.99
CC	8229	12/13/17	002196 TED WILKENING	500.00
CC	8230	12/13/17	001540 WILLIAM V MACGILL & CO	154.80

CK CD.	CHK.NUM	CK DATE.	VENDOR NAME.....	AMOUNT.....
CC	8231	12/13/17	004604 WOK N ROLL	13.50
CC	8232	12/13/17	003009 YANKEE PEDDLER TEA ROOM	9.62
CC	8233	12/13/17	004433 ZANE WILLIAMS, INC.	3,087.50
***** GRAND TOTAL ALL CHECKS FOR CODE CC *****				75,708.09*

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

***** CHECKS ISSUED FOR BOARD APPROVAL *****

10	68144	11/22/17	5263	ACCESS ELEVATOR & LIFTS	\$504.00
10	68145	11/22/17	3777	ATIS ELEVATOR INSPECTIONS LLC	\$125.00
10	68146	11/22/17	4	BRAINPOP LLC	\$2,395.00
10	68147	11/22/17	309	CAWVEYS ELECTRIC MOTOR	\$28.73
10	68148	11/22/17	314	CENTRAL STATES BUS	\$332.39
10	68149	11/22/17	2607	CINTAS #569	\$133.30
10	68150	11/22/17	1602	COMMERCIAL KITCHEN SERVICES, I	\$40.66
10	68151	11/22/17	438	DOMINOS PIZZA	\$353.49
10	68152	11/22/17	530	FOLLETT SCHOOL SOLUTIONS,INC.	\$340.03
10	68153	11/22/17	98	GREAT AMERICAN	\$1,189.20
10	68154	11/22/17	602	GRENNAN COMMUNICATIONS	\$327.95
10	68155	11/22/17	4185	WAYMAN L. KING	\$223.30
10	68156	11/22/17	952	MEEKS	\$306.34
10	68157	11/22/17	5975	MIDWEST BUS SALES,INC.	\$124.27
10	68158	11/22/17	1048	MSBA	\$5,280.00
10	68159	11/22/17	2384	NEWBERRY AUTO SALES	\$219.55
10	68160	11/22/17	1104	NORMAN ORR OFFICE SUPPLY	\$383.47
10	68161	11/22/17	5951	RACHAEL O'TOOLE	\$25.00
10	68162	11/22/17	4841	PROJECT LEAD THE WAY,INC.	\$33,921.09
10	68163	11/22/17	5286	RENTAL SUPPLY-WEST PLAINS	\$2,171.46
10	68164	11/22/17	1327	SHERWIN WILLIAMS	\$494.04
10	68165	11/22/17	1343	SKEETER KELL SPORTING	\$190.00
10	68166	11/22/17	1412	STEWART-MORRISON REDIMIX	\$57.50
10	68167	11/22/17	4774	TERRY'S EXPRESS	\$20.00
10	68168	11/22/17	6005	TOTH AND ASSOCIATES,INC	\$4,050.00
10	68169	11/22/17	1499	W. SCHILLER & CO., INC.	\$1,173.91
10	68170	11/22/17	4944	WEST PLAINS DAILY QUILL	\$421.00
10	68171	11/22/17	1533	WEST PLAINS WINSUPPLY	\$836.23
10	68172	11/22/17	933	MASL	\$26.55
10	68173	11/29/17	4841	PROJECT LEAD THE WAY,INC.	\$1,750.00
10	68174	11/29/17	4701	QUANNA HAFFER	\$115.02
10	68175	11/29/17	5665	RANDA FRANKS	\$74.18
10	68176	11/29/17	2702	SPRINGFIELD CATHOLIC SCHOOLS	\$203.00
10	68177	11/29/17	1723	T&T GLASS, LLC	\$3,253.07
10	68178	11/29/17	6015	TIFFANY BRYCE	\$29.57
AD	68183	12/05/17	264	BRANSON R-IV SCHOOLS	\$200.00
AD	68184	12/05/17	4489	DANNY DURKEE	\$60.00
AD	68185	12/05/17	598	GREG ALFORD	\$275.00
AD	68186	12/05/17	1032	MONETT HIGH SCHOOL	\$120.00
10	68187	12/05/17	5790	CHAD RUBERT SMITH	\$14,500.00

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

10	68188	12/05/17	4150	EDUCATIONPLUS	\$201.25
10	68189	12/05/17	6021	RAYTOWN HIGH SCHOOL	\$105.00
10	68190	12/05/17	6021	RAYTOWN SOUTH HIGH SCHOOL	\$126.00
10	68191	12/11/17	259	BRAD GUFFEY CHEV-OLD	\$21,354.80
10	68192	12/11/17	1121	OMC CANCER FOUNDATION	\$9,400.00
AD	68193	12/13/17	5361	JACK STECK	\$97.50
AD	68194	12/13/17	5538	KENDRA ROLLINS	\$121.40
AD	68195	12/13/17	6029	MARK FULLER	\$121.40
AD	68196	12/13/17	2421	RODNEY NOEL	\$115.00
AD	68197	12/13/17	1389	SPRINGFIELD PUBLIC SCHOOLS	\$150.00
10	68199	12/19/17	3757	5 STAR CLEANERS	\$383.25
10	68200	12/19/17	6027	5D SCREENPRINTING LLC	\$495.00
10	68201	12/19/17	1861	ASHLEA ADAMS	\$52.45
10	68202	12/19/17	119	AIRGAS USA,LLC	\$249.65
10	68203	12/19/17	4556	STEPHANIE F BARKER	\$21.60
10	68204	12/19/17	770	JERRY C. BEAN	\$100.00
10	68205	12/19/17	4690	BEST WESTERN HOTELS	\$1,014.36
10	68206	12/19/17	1877	ABBEY R BONHAM	\$45.38
10	68207	12/19/17	5074	BOOTLEGGERS BBQ	\$945.00
10	68208	12/19/17	2214	SUSAN M BOWLES	\$62.00
10	68209	12/19/17	1607	LUKE A BOYER	\$121.60
10	68210	12/19/17	5388	BRENNA WILLIAMS	\$29.12
10	68211	12/19/17	273	BROCAW BEARING & DRIVE	\$20.38
10	68212	12/19/17	1854	NANCY BROWN	\$76.00
10	68213	12/19/17	6045	BRITTANY BRYANT	\$187.62
10	68214	12/19/17	2700	BUCKEYE CLEANING CENTER	\$123.37
10	68215	12/19/17	302	C.C.K.S.	\$218.49
10	68216	12/19/17	299	CAPE ELECTRICAL SUPPLY LLC	\$293.95
10	68217	12/19/17	1849	SUSAN CARTER	\$63.17
10	68218	12/19/17	6000	CASEY ROSA	\$27.36
10	68219	12/19/17	4393	CASH SAVER	\$320.49
10	68220	12/19/17	309	CAWVEYS ELECTRIC MOTOR	\$1,498.51
10	68221	12/19/17	5277	CENTERPOINT ENERGY SERVICES RETAIL,LLC	\$2,949.03
10	68222	12/19/17	314	CENTRAL STATES BUS SALES,INC	\$396.70
10	68223	12/19/17	316	CENTURYLINK	\$4,564.85
10	68224	12/19/17	1213	CENTURYLINK	\$7.73
10	68225	12/19/17	1213	CENTURYLINK	\$106.28
10	68226	12/19/17	2671	CHERRYDALE FARMS	\$2,304.00
10	68227	12/19/17	2607	CINTAS #569	\$799.80
10	68228	12/19/17	332	CITY OF WEST PLAINS	\$390.00
10	68229	12/19/17	332	WEST PLAINS CIVIC CENTER	\$2,090.00
10	68230	12/19/17	333	CITY UTILITIES	\$31,714.65
10	68231	12/19/17	2454	SARAH L COBB	\$38.88

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

10	68232	12/19/17	2591	MICHAEL L COCHRAN	\$5,153.00
10	68233	12/19/17	347	COLORVISION CORPORATION	\$1,065.57
10	68234	12/19/17	355	COMFORT INN	\$1,664.60
10	68235	12/19/17	5337	THOMAS COOPER	\$236.95
10	68236	12/19/17	4178	CORLEY PRITCHARD OSBORNE TECH SOLUTIONS	\$19,527.50
10	68237	12/19/17	1617	JOSHUA C COTTER	\$955.00
10	68238	12/19/17	4983	CREDIT BUREAU ASSOCIATES	\$193.53
10	68239	12/19/17	412	DECORATIONS FOR CELEBRA.	\$74.81
10	68240	12/19/17	5700	DIGITAL ALLY INC	\$48.74
10	68241	12/19/17	438	DOMINOS PIZZA	\$332.70
10	68242	12/19/17	5389	EMILY EDWARDS-LONG	\$93.20
10	68243	12/19/17	78	F. A. DAVIS COMPANY	\$760.46
10	68244	12/19/17	4248	FAST N FRIENDLY	\$3.46
10	68245	12/19/17	509	FASTENAL COMPANY	\$171.51
10	68246	12/19/17	1622	LISA J FOX	\$179.20
10	68247	12/19/17	1623	PENNY RAE FOX-JONES	\$48.00
10	68248	12/19/17	535	FRANCE FIRE EXTINGUISHER	\$173.00
10	68249	12/19/17	5073	GOLDEN PEANUT COMPANY,LLC	\$1,290.00
10	68250	12/19/17	5628	GRAMMARLY,INC.	\$700.00
10	68251	12/19/17	602	GRENNAN COMMUNICATIONS	\$899.00
10	68252	12/19/17	631	HARMONY HILL TREES	\$690.00
10	68253	12/19/17	5535	NICOLE L HARRIS	\$24.00
10	68254	12/19/17	2853	MISTY J HATHCOCK	\$176.00
10	68255	12/19/17	5400	HEATHER SMITH	\$77.76
10	68256	12/19/17	643	HEAVY DUTY BUS PARTS INC	\$145.58
10	68257	12/19/17	2994	HERALD PUBLISHING CO	\$18.00
10	68258	12/19/17	660	HILLYARD/SPRINGFIELD	\$2,193.48
10	68259	12/19/17	664	HIRSCH FEED & FARM SUPPLY	\$24.30
10	68260	12/19/17	706	HORN PLUMBING	\$1,130.70
10	68261	12/19/17	5377	HOUNDSTOOTH AND POLKA DOTS, LLC	\$494.50
10	68262	12/19/17	2474	HOWELL COUNTY HEALTH DEPT	\$280.00
10	68263	12/19/17	3291	OZARK AWARDS	\$653.90
10	68264	12/19/17	1626	SETH A HUDDLESTON	\$160.00
10	68265	12/19/17	3642	REBECCA J HUTCHINSON	\$79.20
10	68266	12/19/17	757	JACKSON TERMITE CO INC	\$180.00
10	68267	12/19/17	1780	TONYA M JEDLICKA	\$165.00
10	68268	12/19/17	2791	JIM'S ALL PUMP & SEPTICS, LLC	\$300.00
10	68269	12/19/17	5557	JOHN T.KIRK POST 1828 VFW	\$4,000.00
10	68270	12/19/17	803	JOSTENS	\$5,510.03
10	68271	12/19/17	4893	OFFICE PRODUCTS ALLIANCE	\$958.00
10	68272	12/19/17	2062	KATHY MILLER	\$334.40
10	68273	12/19/17	938	KENT YARBER CANDY CO	\$1,427.30
10	68274	12/19/17	833	KEY SPORT SHOP INC.	\$379.00

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

10	68275	12/19/17	5773	PATRICIA KING	\$45.60
10	68276	12/19/17	1716	KIWANIS CLUB OF WEST PLAINS	\$93.00
10	68277	12/19/17	5447	KRISTEN RAMEY	\$115.20
10	68278	12/19/17	859	LAKELAND REGIONAL HOSP.	\$150.00
10	68279	12/19/17	2518	LC FUNDRAISER	\$11,803.85
10	68280	12/19/17	4772	LISA WOOD	\$122.06
10	68281	12/19/17	893	LOCKEROOM SPORTING GOODS	\$1,330.00
10	68282	12/19/17	5753	LACEY LORING	\$38.40
10	68283	12/19/17	1047	M-S MUSIC, INC.	\$615.95
10	68284	12/19/17	5766	STORMY MAHURIN	\$39.32
10	68285	12/19/17	5110	TONYA WARREN	\$30.24
10	68286	12/19/17	952	MEEKS	\$1,738.66
10	68287	12/19/17	1796	METALWELD, INC.	\$1,447.04
10	68288	12/19/17	967	MFA OIL COMPANY	\$1,521.36
10	68289	12/19/17	4296	MIDWEST TRANSIT EQUIPMENT INC	\$584.36
10	68290	12/19/17	4052	HEATHER N MILLER	\$95.20
10	68291	12/19/17	2746	MISSOURI DEPARTMENT OF PUBLIC SAFETY	\$180.00
10	68292	12/19/17	990	MISSOURI FFA ASSOCIATION	\$200.00
10	68293	12/19/17	990	MISSOURI FFA ASSOCIATION	\$169.00
10	68294	12/19/17	1000	MISSOURI S&T AR	\$2,250.00
10	68295	12/19/17	3819	MONTY'S OUTDOORS	\$1,540.50
10	68296	12/19/17	1044	MOUNTAIN VIEW STANDARD NEWS	\$62.00
10	68297	12/19/17	1048	MSBA	\$1,403.89
10	68298	12/19/17	1587	JONATHAN D MULFORD	\$400.00
10	68299	12/19/17	1069	MISSOURI UNITED SCHOOL INSURANCE COUNCIL	\$279,494.00
10	68300	12/19/17	1087	NATIONAL FORENSIC LEAGUE	\$460.00
10	68301	12/19/17	1635	ANITA M NELSON	\$57.20
10	68302	12/19/17	2073	LARRY NOLLER	\$157.50
10	68303	12/19/17	1104	NORMAN ORR OFFICE SUPPLY	\$53.67
10	68304	12/19/17	1111	NURSING EDUCATION CONSORTIUM	\$75.00
10	68305	12/19/17	5379	OLSON CONSTRUCTION	\$2,040.00
10	68306	12/19/17	4811	OMNI CHEER	\$234.17
10	68307	12/19/17	1580	OPAA FOOD MANAGEMENT INC.	\$88,887.68
10	68308	12/19/17	1128	OREILLY AUTO	\$126.70
10	68309	12/19/17	1129	OREILLY AUTOMOTIVE	\$691.74
10	68310	12/19/17	1130	OREILLY AUTOMOTIVE	\$613.18
10	68311	12/19/17	1131	OREILLY AUTOMOTIVE	\$366.84
10	68312	12/19/17	1694	OZARK CAFE	\$500.00
10	68313	12/19/17	1139	MISSOURI READING INITIATIVE	\$1,100.00
10	68314	12/19/17	847	OZARK RADIO NETWORK	\$680.00
10	68315	12/19/17	1141	OMC-EDUCATION SERVICES	\$49,936.25
10	68316	12/19/17	1146	PALEN MUSIC CENTER	\$105.00
10	68317	12/19/17	2090	PATRICIA POINTER	\$50.40

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

10	68318	12/19/17	5710	PATTY INGALLS	\$286.00
10	68319	12/19/17	1168	PEPSI MIDAMERICA	\$1,774.83
10	68320	12/19/17	1179	EASYPERMIT POSTAGE	\$3,000.00
10	68321	12/19/17	4020	R.P.LUMBER CO.,INC.	\$100.20
10	68322	12/19/17	5985	RESTORE CLEANING	\$995.00
10	68323	12/19/17	1254	RICHARDS BROTHERS	\$76.00
10	68324	12/19/17	3916	RIGGS & ASSOCIATES, INC.	\$440.00
10	68325	12/19/17	5742	ROBIN T VELKER	\$123.00
10	68326	12/19/17	5736	REBECCA ROMINE	\$412.00
10	68327	12/19/17	5490	RONALD D. DAWSON	\$100.00
10	68328	12/19/17	3938	ROSETTA STONE LTD	\$22,944.00
10	68329	12/19/17	3233	AMY M ROSS	\$114.40
10	68330	12/19/17	2109	DENISE ROWLAND	\$57.60
10	68331	12/19/17	2566	SAPP DESIGN ASSOCIATES, P.C.	\$8,188.27
10	68332	12/19/17	2566	SAPP DESIGN ASSOCIATES, P.C.	\$4,216.83
10	68333	12/19/17	2566	SAPP DESIGN ASSOCIATES, P.C.	\$10,419.50
10	68334	12/19/17	1308	SCHULTZ WOOD & RAPP, P.C.	\$7,600.00
10	68335	12/19/17	1309	SCHWEGMAN OFFICE SUPPLY	\$210.73
10	68336	12/19/17	652	SCREENSHOTS PRINTING & DESIGN	\$195.50
10	68337	12/19/17	5670	SECTION 8 EXTERMINATE	\$400.00
10	68338	12/19/17	2524	SEITZ FUNDRAISING	\$208.00
10	68339	12/19/17	1327	SHERWIN WILLIAMS	\$46.02
10	68340	12/19/17	5844	JENNIFER SHIPLEY	\$46.32
10	68341	12/19/17	1343	SKEETER KELL SPORTING	\$851.54
10	68342	12/19/17	2124	JENNIFER SKEETERS	\$37.60
10	68343	12/19/17	3413	SMC SPRINGFIELD	\$6,753.81
10	68344	12/19/17	1833	SPRINGFIELD GROCER COMPANY	\$1,162.70
10	68345	12/19/17	1385	SPRINGFIELD NEWS-LEADER #1042	\$220.50
10	68346	12/19/17	1399	ST. MICHAEL'S NURSERY	\$240.00
10	68347	12/19/17	1412	STEWART-MORRISON REDIMIX	\$3,730.99
10	68348	12/19/17	4122	SYSCO KANSAS CITY	\$544.88
10	68349	12/19/17	1723	T&T GLASS, LLC	\$1,215.00
10	68350	12/19/17	1425	THE BATTERY STATION LLC	\$25.00
10	68351	12/19/17	1405	THE STEEL YARD INC	\$646.16
10	68352	12/19/17	2154	CYNTHIA J THOMPSON	\$70.00
10	68353	12/19/17	5042	ELDON L TINSLEY	\$46.80
10	68354	12/19/17	1450	TRASHWAGON EXPRESS	\$362.00
10	68355	12/19/17	1458	TWIN PONDS SCREENPRINT	\$126.00
10	68356	12/19/17	1957	ASHLEY TYREE	\$171.92
10	68357	12/19/17	5520	UNBOUND MEDICINE,INC.	\$4,320.00
10	68358	12/19/17	1648	KAREN L VAUGHN	\$39.68
10	68359	12/19/17	5058	KIMBERLY WADE	\$38.80
10	68360	12/19/17	5474	ZEBADIAH WALLACE	\$92.00

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

10	68361	12/19/17	4627	WEST PLAINS TERMITE AND PEST CONTROL, LLC	\$202.00
10	68362	12/19/17	1506	WEST PLAINS CHAMBER OF COMMERCE	\$95.00
10	68363	12/19/17	4944	WEST PLAINS DAILY QUILL	\$2,945.00
10	68364	12/19/17	1511	WEST PLAINS DOOR & BLDG.	\$72.00
10	68365	12/19/17	1512	WEST PLAINS ELECTRIC SUPPLY, INC	\$132.01
10	68366	12/19/17	1516	WEST PLAINS FLORAL	\$60.00
10	68367	12/19/17	1519	WEST PLAINS MONUMENT CO	\$4,765.00
10	68368	12/19/17	1520	WEST PLAINS MUSIC STORE	\$533.00
10	68369	12/19/17	1825	WEST PLAINS OCCUPATIONAL & INSURANCE	\$960.00
10	68370	12/19/17	1524	WEST PLAINS PROPANE INC.	\$15,671.54
10	68371	12/19/17	1528	WEST PLAINS RENTAL & SUPPLY, INC.	\$2,259.00
10	68372	12/19/17	1529	WEST PLAINS ROOFING INC.	\$550.00
10	68373	12/19/17	1533	WEST PLAINS WINSUPPLY	\$55.76
10	68374	12/19/17	4069	WESTLAKE ACE HARDWARE	\$75.55
10	68375	12/19/17	6030	WHITE RIVER DESIGNS LLC	\$399.00
10	68376	12/19/17	5912	WHITNEY STEIN	\$46.08
10	68377	12/19/17	1538	WILEY FENCE COMPANY	\$1,200.00
10	68378	12/19/17	1646	JULIE R WILLIAMS	\$400.00
10	68379	12/19/17	2480	WOLTERS KLUWER HEALTH	\$10,519.90
10	68381	12/19/17	1545	WOOD MECHANICAL INC.	\$20,892.00
10	68382	12/19/17	1551	XEROX CORPORATION	\$449.78
10	68383	12/19/17	5930	YOLANDA STURROCK	\$605.00

Total Amount Reported For Board Approval:

\$809,889.86

2017-2018

WEST PLAINS SCHOOL DISTRICT
MONTHLY
FINANCE REPORTS

*THROUGH THE MONTH OF NOVEMBER
SCHOOL YEAR 2017-2018*

PRINTED ON: DECEMBER 14, 2017

REVENUES & EXPENDITURES

PAGE 1

This report includes the month of November.

Printed On: December 14, 2017

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

Total Revenue

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018	885,574	2,035,854	3,402,146	4,930,855	7,273,615							
2017	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
2016	799,672	1,739,816	3,078,361	4,671,065	6,040,635	8,765,498	15,597,049	17,477,994	19,236,147	21,375,181	23,200,818	25,804,867
2015	908,184	1,871,777	2,797,124	4,661,150	6,429,165	8,841,482	14,843,645	16,739,005	18,547,966	20,360,108	22,682,150	24,894,243

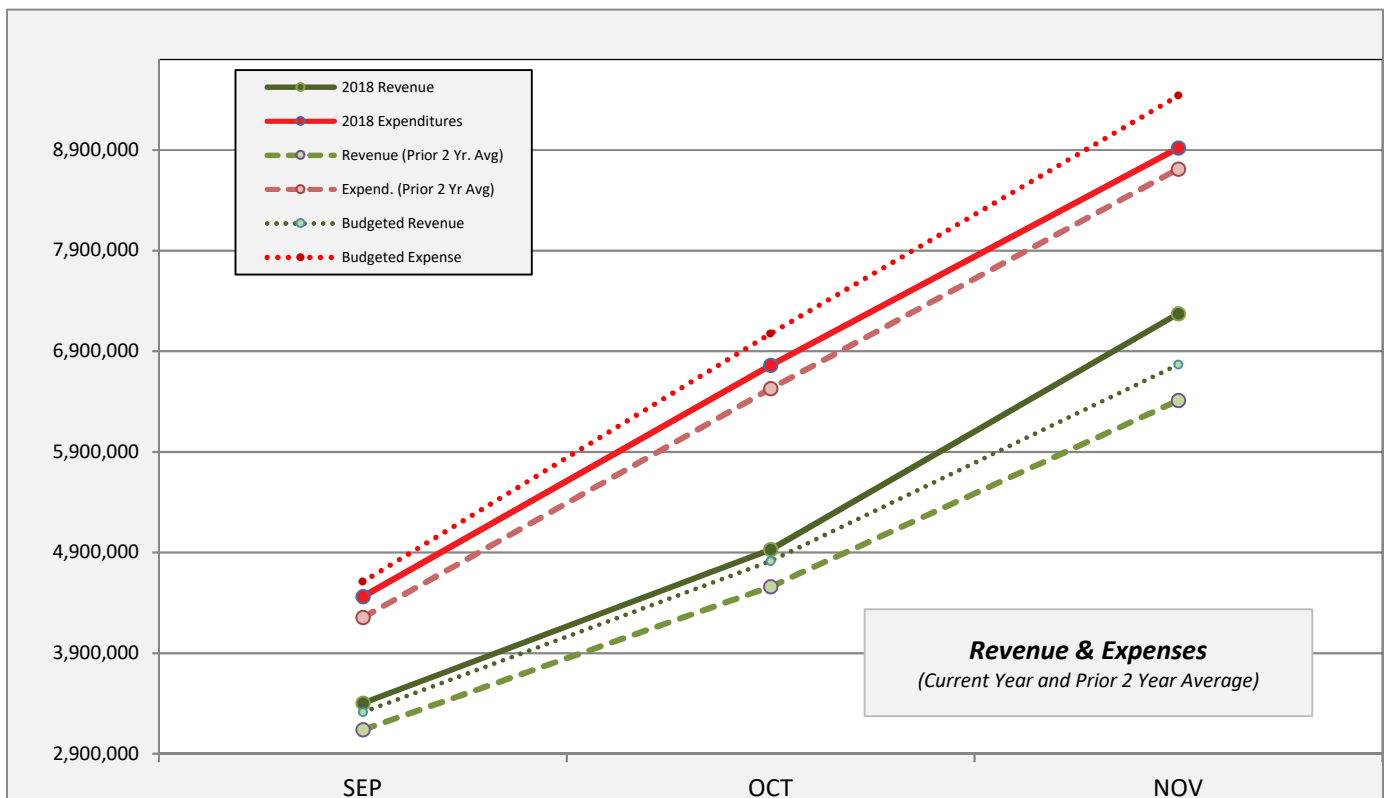
Total Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018	1,017,559	2,212,967	4,461,434	6,762,530	8,919,250							
2017	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	27,291,448
2016	1,005,374	1,834,941	4,016,990	6,198,503	8,446,589	10,400,661	13,819,658	16,156,864	17,962,515	20,064,367	22,086,103	26,707,773
2015	990,323	1,735,525	3,928,438	5,952,853	7,913,229	10,277,617	12,895,540	14,855,596	16,671,513	18,615,452	20,526,074	25,183,121

Revenues less Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2018	-131,985	-177,113	-1,059,288	-1,831,676	-1,645,635							
2017	-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	399,901
2016	-205,703	-95,125	-938,630	-1,527,438	-2,405,954	-1,635,163	1,777,391	1,321,130	1,273,632	1,310,813	1,114,715	-902,906
2015	-82,139	136,252	-1,131,314	-1,291,703	-1,484,064	-1,436,135	1,948,105	1,883,409	1,876,453	1,744,656	2,156,076	-288,878

	Revenue Budget	Through NOV	Total	% of Actual Through NOV	Estimate based on Prior Year %	Expense Budget	Through NOV	Total	% of Actual Through NOV	Estimate based on Prior Year %
2018	28,235,618	7,273,615	28,235,618		29,597,190	29,254,619	8,919,250			27,889,816
2017	27,003,469	6,781,961	27,691,348	24.49		28,094,803	8,976,765	27,291,448	32.89	
2016	24,891,141	6,040,635	25,804,867	23.41		26,682,433	8,446,589	26,707,773	31.63	
2015	24,565,546	6,429,165	24,894,243	25.83		25,854,694	7,913,229	25,183,121	31.42	



GRAPHICAL FINANCIAL DATA

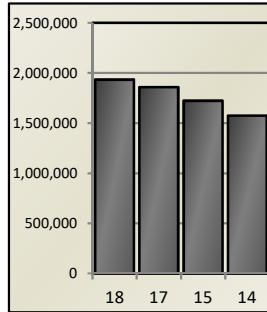
PAGE 1

This report includes the month of November.

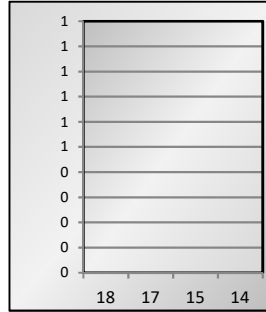
Printed On: December 14, 2017

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

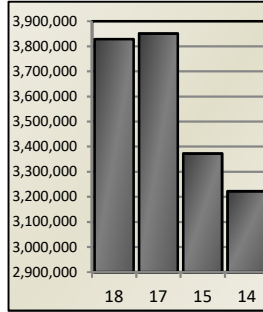
4 YEAR REVENUE COMPARISON THROUGH THE MONTH OF NOVEMBER



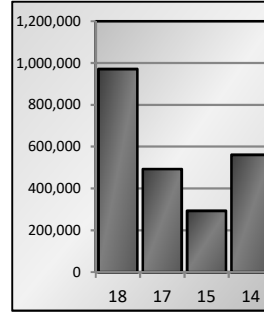
Local Revenue



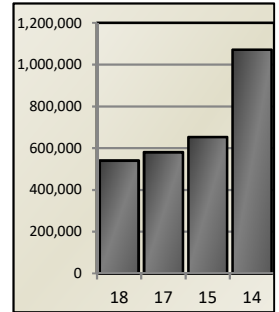
County Revenue



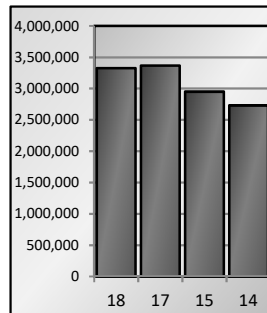
State Revenue



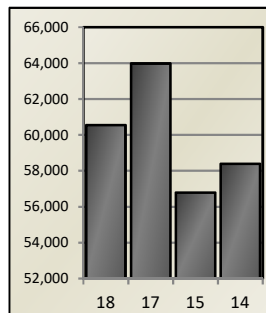
Federal Revenue



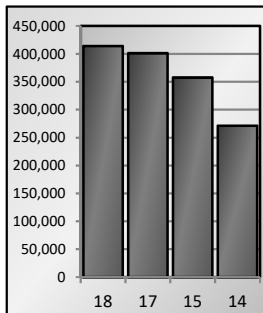
Tuition Revenue



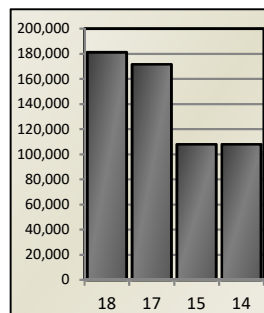
Basic Formula



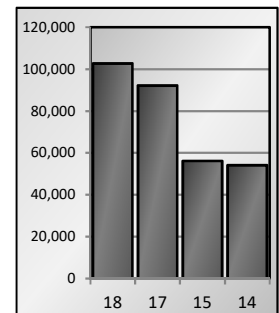
State Transportation



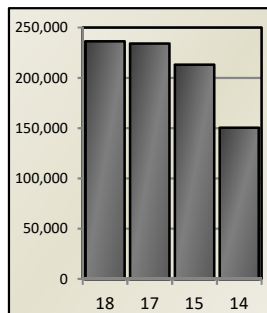
Student Activities (Fund 60)



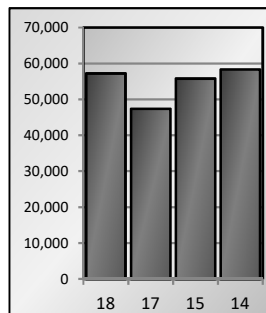
Fed. School Lunch (5445)



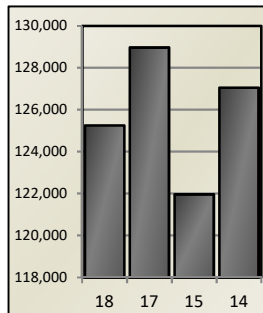
Fed. School Breakfast (5446)



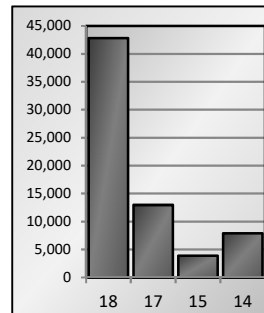
Adult Tuition (5123)



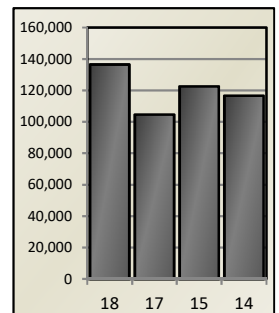
Interest Earned (5141)



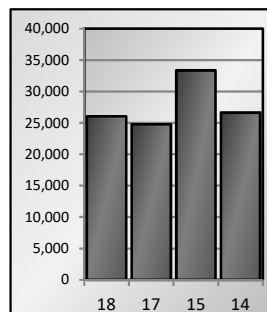
Local Food Service



Miscellaneous Local Rev. (5198)



Current & Delinquent Taxes



Admissions & Gate (5171)

REVENUE BY SOURCE

PAGE 1

This report includes the month of November.

Printed On: December 14, 2017

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

4 YEAR REVENUE COMPARISON THROUGH THE MONTH OF

Revenues By Source (2018)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	216,401	687,401	1,096,302	1,533,235	1,934,229							
County	0	0	0	0	0							
State	675,989	1,479,698	2,227,060	3,016,966	3,827,899							
Federal	-6,816	-133,242	7,871	234,196	970,728							
Tuition	0	1,998	70,913	146,458	540,759							
Other	0	0	0	0	0							
Total	885,574	2,035,854	3,402,146	4,930,855	7,273,615							

Revenues By Source (2017)

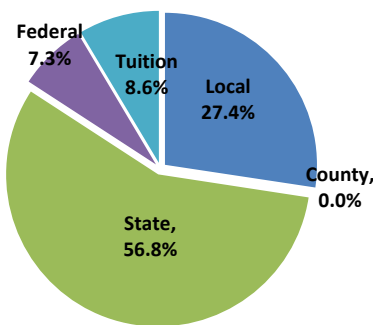
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	220,318	660,470	1,037,097	1,435,983	1,858,253	2,908,913	7,969,149	8,594,075	9,060,277	9,420,349	9,833,972	10,292,833
County	0	0	0	0	0	0	118,549	118,549	359,084	359,084	359,084	359,084
State	675,486	1,370,813	2,052,535	2,736,020	3,850,656	4,734,833	5,587,073	6,369,735	7,173,747	8,182,789	9,113,556	10,116,759
Federal	7,301	7,618	87,842	273,144	492,574	643,006	761,535	1,519,789	1,703,535	2,053,433	2,309,854	3,083,844
Tuition	0	0	0	3,289	580,484	1,055,002	1,791,904	2,437,110	2,912,436	3,111,098	3,785,558	3,838,828
Other	0	0	20,000	-7	-7	-7	-7	-7	-7	-7	-7	0
Total	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

Revenues By Source (2016)

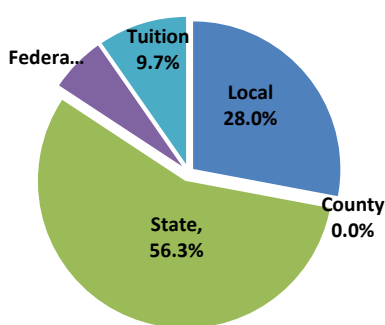
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	219,432	574,931	977,977	1,327,036	1,723,056	2,853,181	7,700,417	8,213,511	8,570,180	8,924,011	9,394,201	9,901,902
County	0	0	0	0	0	0	0	319,612	319,612	319,612	313,084	313,084
State	571,564	1,155,358	1,912,562	2,651,124	3,372,190	4,224,606	4,922,619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

2018 Revenues By Fund

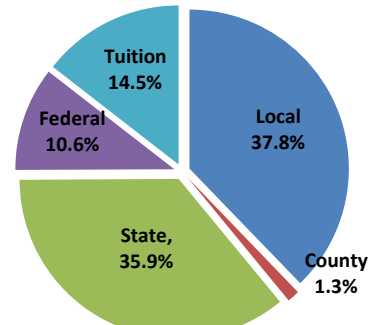
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
10	288,309	792,745	1,294,872	1,872,828	2,757,682							
20	519,506	1,021,223	1,642,484	2,368,437	3,672,981							
30	0	0	0	0	0							
40	55,938	123,937	228,565	316,944	385,181							
60	15,822	80,900	217,358	349,501	414,180							
65	6,000	17,050	18,868	23,144	43,591							
70	0	0	0	0	0							
Other	0	0	0	0	0							
Total	885,574	2,035,854	3,402,146	4,930,855	7,273,615	0	0	0	0	0	0	0



Through November, 2018



Through November, Prior 2 Year Avg.



2 Year Average, End of Year Totals

ITEMIZED REVENUES

PAGE 1

This report includes the month of November.

Printed On: December 14, 2017

4 YEAR REVENUE COMPARISON OF MAJOR REVENUE SOURCES

Each month represents total for that month plus prior months.

Current Taxes (5111)

	SEP	OCT	NOV	DEC	JAN
2018	30,367	30,367	30,367		
2017	28,732	28,732	28,732	726,548	5,189,035
2016	0	0	0	736,274	4,971,409
2015	0	0	0	768,524	4,890,182

Prop C (5113)

	SEP	OCT	NOV	DEC	JAN
2018	531,067	703,445	878,395		
2017	518,660	680,018	874,231	1,031,384	1,172,306
2016	486,095	622,566	777,847	929,597	1,096,786
2015	480,612	599,260	776,875	917,327	1,064,882

Interest Revenue (5141)

	SEP	OCT	NOV	DEC	JAN
2018	41,662	49,302	57,241		
2017	33,223	40,190	47,408	53,871	69,432
2016	40,247	47,319	55,817	63,431	75,936
2015	40,223	49,956	58,331	66,900	79,507

Fines & Escheats (5211)

	SEP	OCT	NOV	DEC	JAN
2018	0	0	0		
2017	0	0	0	0	118,549
2016	0	0	0	0	0
2015	0	0	0	0	102,193

State Basic Formula (5311)

	SEP	OCT	NOV	DEC	JAN
2018	1,984,345	2,660,699	3,326,029		
2017	1,801,292	2,402,255	3,365,715	3,965,545	4,580,211
2016	1,695,619	2,361,903	2,949,972	3,540,778	4,091,487
2015	1,622,952	2,178,442	2,730,389	3,258,112	3,807,905

ECSE (5314)

	SEP	OCT	NOV	DEC	JAN
2018	0	0	65,216		
2017	0	0	70,207	140,414	269,596
2016	0	0	57,963	120,525	183,086
2015	0	37,499	74,998	112,497	149,997

Career Education (5332)

	SEP	OCT	NOV	DEC	JAN
2018	0	0	0		
2017	0	0	0	123,192	123,192
2016	0	0	0	122,315	122,315
2015	0	0	0	0	0

Medicaid (5412)

	SEP	OCT	NOV	DEC	JAN
2018	27,925	28,946	42,985		
2017	35,387	41,465	46,766	56,181	83,657
2016	19,104	19,389	19,389	22,566	44,722
2015	18,904	19,498	40,220	44,942	70,634

IDEA (5441)

	SEP	OCT	NOV	DEC	JAN
2018	0	0	70,272		
2017	0	48,778	95,494	123,012	123,012
2016	0	0	0	0	133,113
2015	0	58,029	58,029	58,029	58,029

Fed Breakfast (5446)

	SEP	OCT	NOV	DEC	JAN
2018	22,099	61,292	102,722		
2017	17,892	54,826	92,152	125,458	154,760
2016	0	19,793	56,172	91,471	117,133
2015	0	20,995	54,090	90,667	116,368

Delinquent Taxes (5112)

	SEP	OCT	NOV	DEC	JAN
2018	75,371	87,681	106,132		
2017	51,028	60,583	75,896	83,489	110,834
2016	96,596	105,606	122,606	135,018	157,647
2015	89,245	105,671	116,587	127,772	145,423

M&M Surcharge (5115)

	SEP	OCT	NOV	DEC	JAN
2018	4,641	4,989	4,989		
2017	1,512	1,530	1,862	31,216	303,689
2016	3,246	3,246	3,442	33,242	306,461
2015	2,742	2,936	3,017	26,885	289,768

Pupil Food Service (5151)

	SEP	OCT	NOV	DEC	JAN
2018	33,207		63,585		
2017	34,778	54,865	77,878	97,667	124,542
2016	31,915	49,162	61,055	72,996	90,129
2015	27,592	49,126	63,310	70,378	86,053

RR & Utility Tax (5221)

	SEP	OCT	NOV	DEC	JAN
2018	0	0	0		
2017	0	0	0	0	0
2016	0	0	0	0	0
2015	0	0	0	0	0

State Transportation (5312)

	SEP	OCT	NOV	DEC	JAN
2018	37,911	48,503	60,550		
2017	39,302	48,488	63,981	77,670	90,478
2016	35,947	45,642	56,791	68,196	79,992
2015	35,303	46,630	58,391	69,665	81,361

Classroom Trust Fund (5319)

	SEP	OCT	NOV	DEC	JAN
2018	184,668	273,048	341,284		
2017	193,164	257,536	318,603	385,566	449,433
2016	173,400	231,366	289,052	344,162	404,410
2015	216,994	283,819	342,395	392,265	459,533

High Need Fund (5381)

	SEP	OCT	NOV	DEC	JAN
2018	0	0	0		
2017	0	0	0	0	0
2016	0	0	0	0	0
2015	0	0	0	0	0

Perkins (5427)

	SEP	OCT	NOV	DEC	JAN
2018	-17,417	-17,135	25,399		
2017	0	10,603	64,372	81,019	85,547
2016	61,289	61,289	92,760	106,758	144,957
2015	25,747	42,847	65,921	65,921	85,742

Fed Lunch (5445)

	SEP	OCT	NOV	DEC	JAN
2018	38,343	106,616	181,143		
2017	33,744	100,788	171,569	234,714	290,669
2016	0	38,149	107,935	178,402	228,945
2015	0	40,900	107,895	183,197	234,925

Title I (5451)

	SEP	OCT	NOV	DEC	JAN
2018	-85,742	0	444,093		
2017	0	0	0	0	0
2016	0	0	0	0	243,413
2015	0	187,264	187,264	422,239	422,239

EXPENSE BY FUND

PAGE 1

This report includes the month of November.

Printed On: December 14, 2017

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

Expense By Source (2018)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	496,468	1,201,992	2,015,034	2,854,084	3,652,785							
Fund 20	244,222	483,887	1,753,680	2,999,106	4,243,501							
Fund 40	273,094	475,099	562,659	704,568	714,051							
Fund 60	3,775	50,972	127,320	201,403	302,221							
Fund 65	0	1,016	2,741	3,369	6,693							
Fund 70	0	0	0	0	0							
Total	1,017,559	2,212,967	4,461,434	6,762,530	8,919,250							

Expense By Source (2017)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	643,617	1,207,327	2,153,246	3,053,421	3,818,540	4,849,174	5,713,425	6,368,489	7,123,602	7,892,527	8,637,336	10,023,161
Fund 20	378,127	630,991	1,802,895	2,987,661	4,175,738	5,362,819	6,559,849	7,735,296	8,910,650	10,091,890	11,270,958	14,396,727
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	4,813	37,742	141,332	224,331	267,527	347,630	461,069	533,610	585,783	663,479	758,982	817,175
Fund 65	0	1,700	16,659	18,683	26,261	41,664	45,224	46,244	58,671	63,727	67,966	119,328
Fund 70	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	27,291,448

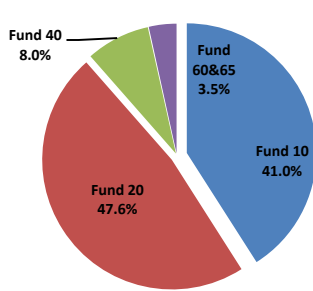
Expense By Source (2016)

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

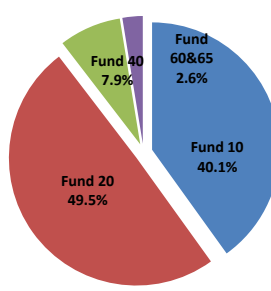
Expense By Source (2015)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	430,580	842,033	1,794,443	2,525,846	3,218,465	4,282,844	4,846,596	5,543,168	6,147,605	6,831,733	7,511,822	8,995,328
Fund 20	344,154	571,042	1,733,704	2,925,870	4,095,327	5,291,574	6,443,472	7,603,776	8,772,373	9,962,509	11,133,271	14,300,061
Fund 40	214,364	305,687	348,374	385,915	422,685	446,205	1,308,848	1,336,210	1,345,526	1,354,910	1,366,367	1,292,476
Fund 60	1,225	11,101	45,598	104,067	163,886	242,625	266,622	318,852	351,499	405,452	448,951	521,457
Fund 65	0	5,663	6,320	11,155	12,866	13,879	25,370	41,510	42,431	48,177	49,408	53,027
Fund 70	0	0	0	0	0	489	4,632	12,079	12,079	12,671	16,256	20,773
Total	990,323	1,735,525	3,928,438	5,952,853	7,913,229	10,277,617	12,895,540	14,855,596	16,671,513	18,615,452	20,526,074	25,183,121

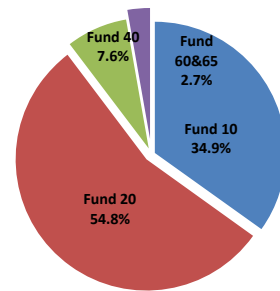
EXPENSE BY FUND



Through November, 2018



Through November, Prior 2 Year Avg.



2 Year Average, End of Year Totals

	2018 Budget	2017 Budget	Thru NOV 2018	Thru NOV 2017	Thru NOV 2016	2017 Total	2016 Total	2017 Date %	2016 Date %	2018 Projected	Compared to Prior 2 Years
Fund 10	10,087,137	9,400,749	3,652,785	3,341,203	3,218,465	9,117,114	8,995,328	36.6%	35.8%	10,086,820	
Fund 20	14,906,240	14,110,761	4,243,501	4,000,345	4,095,327	14,132,157	14,300,061	28.3%	28.6%	14,903,802	
Fund 40	3,361,242	2,680,923	714,051	862,030	422,685	2,629,416	1,292,476	32.8%	32.7%	2,180,721	
Fund 60	850,000	450,000	302,221	215,651	163,886	669,938	521,457	32.2%	31.4%	950,108	
Fund 65	50,000	40,000	6,693	27,360	12,866	159,147	53,027	17.2%	24.3%	32,290	
Fund 70	0	0	0	0	0	0	20,773	0.0%	0.0%	#DIV/0!	
Other											
Total	29,254,619	26,682,433	8,919,250	8,446,589	7,913,229	26,707,773	25,183,121			#DIV/0!	0

EXPENSE BY OBJECT CODE

PAGE 1

This report includes the month of November.

Printed On: December 14, 2017

Expenditures By Object Code (2018)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	344,946	677,125	1,960,403	3,232,053	4,515,237							
Benefits (62)	86,663	172,243	533,762	886,211	1,248,766							
Services (63)	110,151	261,290	534,280	835,230	1,097,463							
Supplies (64)	202,705	627,210	870,330	1,104,468	1,343,734							
Facilities (65)	208,894	410,899	496,869	638,778	648,261							
Debt (66)	64,200	64,200	65,790	65,790	65,790							
Other	0	0	0	0	0							
Total	1,017,559	2,212,967	4,461,434	6,762,530	8,919,250							

Expenditures By Object Code (2017)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	455,945	788,702	2,016,437	3,258,233	4,512,934	5,756,941	7,002,313	8,230,660	9,462,336	10,693,955	11,918,464	15,066,998
Benefits (62)	104,171	198,576	560,230	910,928	1,264,865	1,687,138	2,038,352	2,392,026	2,743,900	3,092,151	3,438,646	4,314,616
Services (63)	85,182	205,933	409,626	703,148	956,002	1,401,804	1,683,910	1,867,053	2,115,609	2,371,638	2,637,191	2,929,485
Supplies (64)	381,259	684,549	1,127,838	1,411,788	1,554,265	1,755,405	2,054,992	2,193,899	2,356,861	2,553,879	2,740,942	3,045,293
Facilities (65)	95,280	167,489	303,535	502,905	615,944	779,894	1,638,381	1,673,902	1,698,957	1,722,683	1,754,547	1,788,184
Debt (66)	71,165	71,165	72,755	72,755	72,755	77,375	143,692	143,692	143,692	145,282	145,282	146,872
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	27,291,448

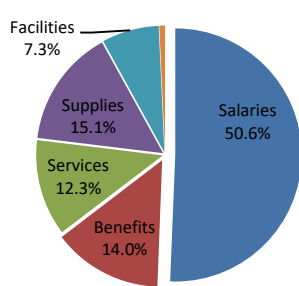
Expenditures By Object Code (2016)

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

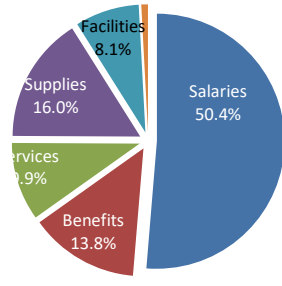
Expenditures By Object Code (2015)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Salaries (61)	427,848	766,646	2,003,249	3,274,358	4,548,334	5,807,357	7,009,374	8,244,917	9,443,344	10,688,640	11,925,252	15,076,516
Benefits (62)	82,779	169,335	501,252	826,736	1,161,765	1,598,939	1,923,289	2,255,578	2,578,681	2,907,642	3,235,644	4,061,263
Services (63)	32,120	117,740	369,120	547,343	718,380	1,174,128	1,299,779	1,481,438	1,611,076	1,830,118	2,021,574	2,361,904
Supplies (64)	233,212	376,118	706,442	918,501	1,062,066	1,250,987	1,354,250	1,537,453	1,692,886	1,834,142	1,977,237	2,390,962
Facilities (65)	156,659	247,982	290,669	328,210	364,979	388,500	1,184,488	1,211,850	1,221,166	1,230,549	1,242,006	1,168,115
Debt (66)	57,705	57,705	57,705	57,705	57,705	57,705	124,360	124,360	124,360	124,360	124,360	124,360
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	990,323	1,735,525	3,928,438	5,952,853	7,913,229	10,277,617	12,895,540	14,855,596	16,671,513	18,615,452	20,526,074	25,183,121

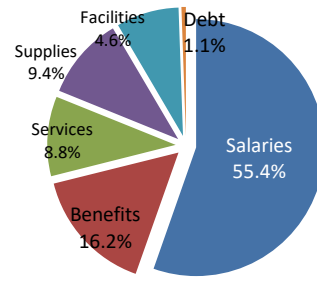
EXPENSE BY OBJECT SOURCE



Through November, 2018



Through November, Prior 2 Year Avg.



2 Year Average, End of Year Totals

	2018 Budget	2017 Budget	2016 Budget	Thru NOV 2018	Thru NOV 2017	Thru NOV 2016	2017 Total	2016 Total	2017 Date %	2016 Date %	2018 Projected
Salaries (61)	15,110,958	15,024,142	14,794,257	4,515,237	4,512,934	4,425,061	15,066,998	14,839,484	30.0%	29.8%	15,108,212
Benefits (62)	4,386,049	4,289,589	4,135,803	1,248,766	1,264,865	1,147,004	4,314,616	4,179,101	29.3%	27.4%	4,400,006
Services (63)	3,409,263	3,125,419	2,603,502	1,097,463	956,002	775,939	2,929,485	2,482,882	32.6%	31.3%	
Supplies (64)	2,987,107	3,326,089	2,405,398	1,343,734	1,554,265	1,236,556	3,045,293	2,576,889	51.0%	48.0%	
Facilities (65)	3,225,703	2,178,670	2,518,714	648,261	615,944	793,053	1,788,184	2,472,326	34.4%	32.1%	
Debt (66)	135,539	150,894	224,759	65,790	72,755	68,977	146,872	157,091	49.5%	43.9%	
Other	0	0	0	0	0	0	0	0			
Total	29,254,619	28,094,803	26,682,433	8,919,250	8,976,765	8,446,589	27,291,448	26,707,773			

ITEMIZED REVENUE REPORT

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This report includes the month of November.

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Local	2018 Budget	2017 Budget	Thru NOV 2018	Thru NOV 2017	Thru NOV 2016	2017 Total	2016 Total	2017 Date %	2016 Date %	2018 Projected	Compared to Prior 2 Years
Current Taxes	5,590,000	5,429,000	30,367	28,732	0	5,491,903	5,159,714	0.5%	0.0%	11,608,879	
Delinquent Taxes	366,000	320,000	106,132	75,896	122,606	327,312	351,827	23.2%	34.8%	365,744	
Prop C (STF)	2,133,000	1,998,068	878,395	874,231	777,847	2,037,974	1,847,196	42.9%	42.1%	2,066,650	
Interest	50,000	50,000	0	0	0	12,793	52,939	0.0%	0.0%		
M & M Surcharge Tax	310,000	310,000	4,989	1,862	3,442	318,800	315,133	0.6%	1.1%	595,146	
In Lieu of Tax	0	0	0	0	0	15,427	0	0.0%	0.0%		
Presch & BASE Tuition	0	0	0	0	0	0	0	0.0%	0.0%		
Adult Ed Tuition	648,076	554,300	236,342	234,254	213,081	447,528	553,678	52.3%	38.5%	520,414	
Interest Earned	142,850	142,850	57,241	47,408	55,817	157,429	157,566	30.1%	35.4%	174,681	
Food Service	181,500	181,500	68,004	81,559	66,146	181,000	162,232	45.1%	40.8%	158,458	
Food Service-Non Program	60,000	60,000	26,148	1,698	24,011	58,718	58,440	2.9%	41.1%	118,911	
Admission	35,000	45,000	26,043	24,774	33,357	35,933	49,378	68.9%	67.6%	38,159	
SA & Boosters	900,000	900,000	457,771	446,993	392,036	951,608	819,958	47.0%	47.8%	965,924	
Local PK Tuition	0	38,000	0	350	23,116	350	48,707	100.0%	47.5%		
Rental of Property	1,000	1,000	0	0	225	7,700	4,625	0.0%	4.9%		
Prior Period Adjustment	40,000	40,000	0	27,542	7,478	27,542	64,339	100.0%	11.6%		
Misc Local Rev.	70,650	125,650	42,796	12,954	3,895	79,297	256,169	16.3%	1.5%	479,344	
Other	5,800	0	0	0	0	0	0	0.0%	0.0%		
Total	10,533,876	10,195,368	1,934,229	1,858,253	1,723,056	10,151,317	9,901,902	18.3%	17.4%	10,833,951	

County	2018 Budget	2017 Budget	Thru NOV 2018	Thru NOV 2017	Thru NOV 2016	2017 Total	2016 Total	2017 Date %	2016 Date %	2018 Projected	Compared to Prior 2 Years
Fines, Escheats, Forfeit	95,000	95,000	0	0	0	118,549	94,105	0.0%	0.0%		
State RxR Utility	215,000	215,000	0	0	0	240,535	218,980	0.0%	0.0%		
Other	0	0	0	0	0	0	0	0.0%	0.0%		
Total	310,000	310,000	0	0	0	359,084	313,084	0.0%	0.0%		

State	2018 Budget	2017 Budget	Thru NOV 2018	Thru NOV 2017	Thru NOV 2016	2017 Total	2016 Total	2017 Date %	2016 Date %	2018 Projected	Compared to Prior 2 Years
Basic Formula	8,056,000	7,530,000	3,326,029	3,365,715	2,949,972	7,713,558	7,018,536	43.6%	42.0%	7,765,207	
Transportation	165,000	165,000	60,550	63,981	56,791	139,729	158,363	45.8%	35.9%	148,315	
ECSE - State	511,294	500,000	65,216	70,207	57,963	497,671	402,671	14.1%	14.4%	457,629	
Basic Formula CTF	819,000	772,590	341,284	318,603	289,052	771,158	721,557	41.3%	40.1%	838,800	
Vocational/At-Risk	20,000	20,000	0	0	0	20,000	20,000	0.0%	0.0%		
Early Childhood (PAT)	0	0	0	0	0	0	0	0.0%	0.0%		
Vocational Tech Aid	349,630	403,630	0	0	0	574,433	521,182	0.0%	0.0%		
Food Service	8,000	8,000	0	0	0	8,032	7,203	0.0%	0.0%		
Adult Basic Ed	0	0	0	0	0	0	0	0.0%	0.0%		
Enhancement Grant	144,584	135,568	0	0	0	106,844	109,095	0.0%	0.0%		
A+ Schools Grant	16,202	13,858	22,094	12,950	10,280	85,960	38,626	15.1%	26.6%	106,023	
Residential Place/Excess Cost	0	0	0	0	0	30,622	12,345	0.0%	0.0%		
Spec Ed High Need Fund	45,000	45,000	0	0	0	94,917	43,868	0.0%	0.0%		
Mo PreSch Project	0	0	0	0	0	0	28,800	0.0%	0.0%		
Misc. State Rev.	8,101	6,929	12,726	19,201	8,132	73,837	14,292	26.0%	56.9%	30,700	
Other	0	0	0	0	0	0	0	0.0%	0.0%		
Total	10,142,811	9,600,575	3,827,899	3,850,656	3,372,190	10,116,759	9,096,537	38.1%	37.1%	10,189,622	

ITEMIZED REVENUE REPORT

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Federal	2018 Budget	2017 Budget	Thru NOV 2018	Thru NOV 2017	Thru NOV 2016	2017 Total	2016 Total	2017 Date %	2016 Date %	2018 Projected	Compared to Prior 2 Years
Medicaid	100,000	100,000	42,985	46,766	19,389	179,649	111,256	26.0%	17.4%	197,816	
Vocational Ed	193,195	186,238	25,399	64,372	92,760	171,973	221,331	37.4%	41.9%	64,024	
Spec Ed High Need Fund	5,000	5,000	0	0	0	6,982	0	0.0%	0.0%		
IDEA (Part B)	409,262	400,522	70,272	95,494	0	407,861	441,785	23.4%	0.0%	600,270	
ECSE	55,000	96,000	0	0	4,598	63,987	97,821	0.0%	4.7%		
School Lunch Prog	567,000	550,000	181,143	171,569	107,935	572,767	517,949	30.0%	20.8%	713,254	
School Breakfast P.	266,700	250,000	102,722	92,152	56,172	313,386	265,258	29.4%	21.2%	406,165	
Title I	991,404	1,078,000	444,093	0	0	1,044,259	695,793	0.0%	0.0%		
Title IIA	114,232	124,821	42,625	0	0	130,042	120,717	0.0%	0.0%	27,039,416,842	
Child Care Devl. Grant	0	0	0	0	0	3,898	3,723	0.0%	0.0%		
Voc Rehab	72,909	11,058	8,093	3,286	0	30,709	1,832	10.7%	0.0%	151,245	
Dept Health Food Svc Prog	40,000	40,000	0	0	0	39,786	42,144	0.0%	0.0%		
JTPA - WIA	48,606	41,573	9,500	7,184	11,848	41,253	36,285	17.4%	32.7%	37,947	
Voc - Pell Grants	0	0	0	0	0	0	0	0.0%	0.0%		
TRA	16,202	13,858	0	11,750	0	11,750	0	100.0%	0.0%		
Title VI B	0	30,000	0	0	0	60,544	26,077	0.0%	0.0%		
Misc. Fed. Funds	0	0	0	0	0	5,000	1,400	0.0%	0.0%		
Other	442,512	0	43,897	0	0	0	0			#DIV/0!	
Total	3,322,021	2,927,069	970,728	492,574	292,702	3,083,844	2,583,370	16.0%	11.3%	7,110,792	

Non Revenue Funds	2018 Budget	2017 Budget	Thru NOV 2018	Thru NOV 2017	Thru NOV 2016	2017 Total	2016 Total	2017 Date %	2016 Date %	2018 Projected	Compared to Prior 2 Years
Sale of Bonds	0	0	0	0	0	0	0	0.0%	0.0%		
Insurance Recovery	0	0	0	0	0	0	0	0.0%	0.0%		
School Bus Sale	0	0	0	0	0	0	0	0.0%	0.0%		
Property Sales	0	0	0	-7	0	0	325		0.0%		
Other	0	0	0	0	0	0	0	0.0%	0.0%		
Total	0	0	0	-7	0	0	325		0.0%		

Tuition	2018 Budget	2017 Budget	Thru NOV 2018	Thru NOV 2017	Thru NOV 2016	2017 Total	2016 Total	2017 Date %	2016 Date %	2018 Projected	Compared to Prior 2 Years
Rural Tuition	3,625,000	3,668,548	475,158	555,865	641,765	3,681,387	3,780,348	15.1%	17.0%	2,962,729	
Area VoTech Tuition	296,910	296,910	63,604	21,330	0	123,778	103,045	17.2%	0.0%	738,182	
SpecEd Tuition	0	0	0	0	0	0	0	0.0%	0.0%		
Local Tax Effort	5,000	5,000	1,998	3,289	10,922	33,663	26,256	9.8%	41.6%	7,778	
Transportation Other LEAs	0	0	0	0	0	0	0	0.0%	0.0%		
Other	0	0	0	0	0	0	0	0.0%	0.0%		
Total	3,926,910	3,970,458	540,759	580,484	652,687	3,838,828	3,909,648	15.1%	16.7%	3,399,328	

MULTI-YEAR FINANCIAL HISTORY

Manual Entry								Through November			
	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2017-18	2016-17	2015-15	2014-14
Revenues	28,235,618	27,691,348	25,804,867	24,894,243	25,447,148	24,998,562	25,179,868	7,273,615	6,781,961	6,040,635	6,040,635
Expenditures	29,254,619	27,291,448	26,707,773	25,183,121	24,996,098	25,227,463	24,485,598	8,919,250	8,976,765	8,446,589	8,446,589
Difference	-1,019,001	399,901	-902,906	-288,878	451,050	-228,901	694,270	-1,645,635	-2,194,805	-2,405,954	-2,405,954
Ending Balance		5,610,766	6,513,672	6,802,549	7,080,293	6,629,234	6,858,134				
Operating		4,310,766	4,803,080	5,199,092	5,629,912	5,719,265	5,455,224				
Capital		1,300,000	1,710,592	1,603,457	1,450,381	909,969	1,402,910				
ASBR Fund Balance		17.90%	25.87%	27.20%	28.33%	26.28%	28.01%				
Operating Fund Balance		20.56%	24.39%	21.92%	22.89%	24.74%	23.82%				
Revenue	28,235,618	27,691,348	24,894,243	25,004,774	25,449,715	24,998,561	25,179,868	7,273,615	6,781,961	6,040,635	6,040,635
Local	10,533,876	10,292,833	9,240,770	9,425,653	9,293,209	8,632,907	8,237,250	1,934,229	1,858,253	1,723,056	1,723,056
County	310,000	359,084	322,369	350,780	289,248	281,258	275,805	0	0	0	0
State	10,142,811	10,116,759	8,614,458	8,801,998	8,554,691	7,857,045	7,835,648	3,827,899	3,850,656	3,372,190	3,372,190
Federal	3,322,021	3,083,844	2,852,326	2,540,576	3,358,201	4,374,666	4,812,049	970,728	492,574	292,702	292,702
Tuition (K-8)	3,625,000	3,681,387	3,748,174	3,808,811	3,885,080	3,686,474	3,626,593	475,158	555,865	641,765	3,681,387
Tuition (Vocational)	301,910	157,441	73,592	76,956	66,720	86,211	371,692	65,601	24,619	10,922	157,441
Other	0	0	42,554	0	2,566	80,000	20,831	0	-7	0	-3,186,141
Expenditures	29,254,619	27,291,448	41,671,617	25,282,520	25,228,836	24,195,892	24,485,599	8,919,250	8,976,765	8,446,589	8,446,589
Certified Salaries	11,130,065	15,066,998	14,839,484	11,452,196	11,461,787	11,092,997	10,710,903	4,515,237	4,512,934	4,425,061	4,425,061
Non-Certified	3,980,894	4,157,738	14,839,484	3,676,352	3,735,836	3,723,523	3,866,106	1,248,766	1,264,865	1,147,004	1,147,004
Employee Benefits	4,386,049	4,314,616	4,179,101	4,131,093	4,229,385	4,056,091	3,979,297	1,097,463	956,002	775,939	775,939
Purchased Services	3,409,263	2,929,485	2,482,882	2,093,007	2,123,355	1,832,905	1,623,512	1,343,734	1,554,265	1,236,556	1,236,556
Supplies	2,987,107	3,045,293	2,576,889	2,369,196	2,374,869	2,061,690	2,361,067	648,261	615,944	793,053	793,053
Capial Outlay	3,225,703	1,788,184	2,472,326	1,153,030	657,586	1,199,696	1,741,298	65,790	72,755	68,977	68,977
Debt	135,539	146,872	157,091					0	0	0	0
Other	0		124,360	407,646	646,018	228,990	203,416	0	0	0	0
Beginning Debt	6,489,400	5,033,168	5,798,168	3,583,168	4,083,168	3,518,168	5,815,000				
New Debt		14 Bus & Fclty 1,456,232		12-13 Field 3,030,100		2010 B 1,555,000					
Principal			765,000	815,100	500,000	990,000	2,296,832				
Interest Payment			124,360	155,908	142,883	170,726	203,416				
End of Year Debt		6,489,400	5,033,168	5,798,168	3,583,168	4,083,168	3,518,168				

GRAPHICAL EXPENDITURE DATA

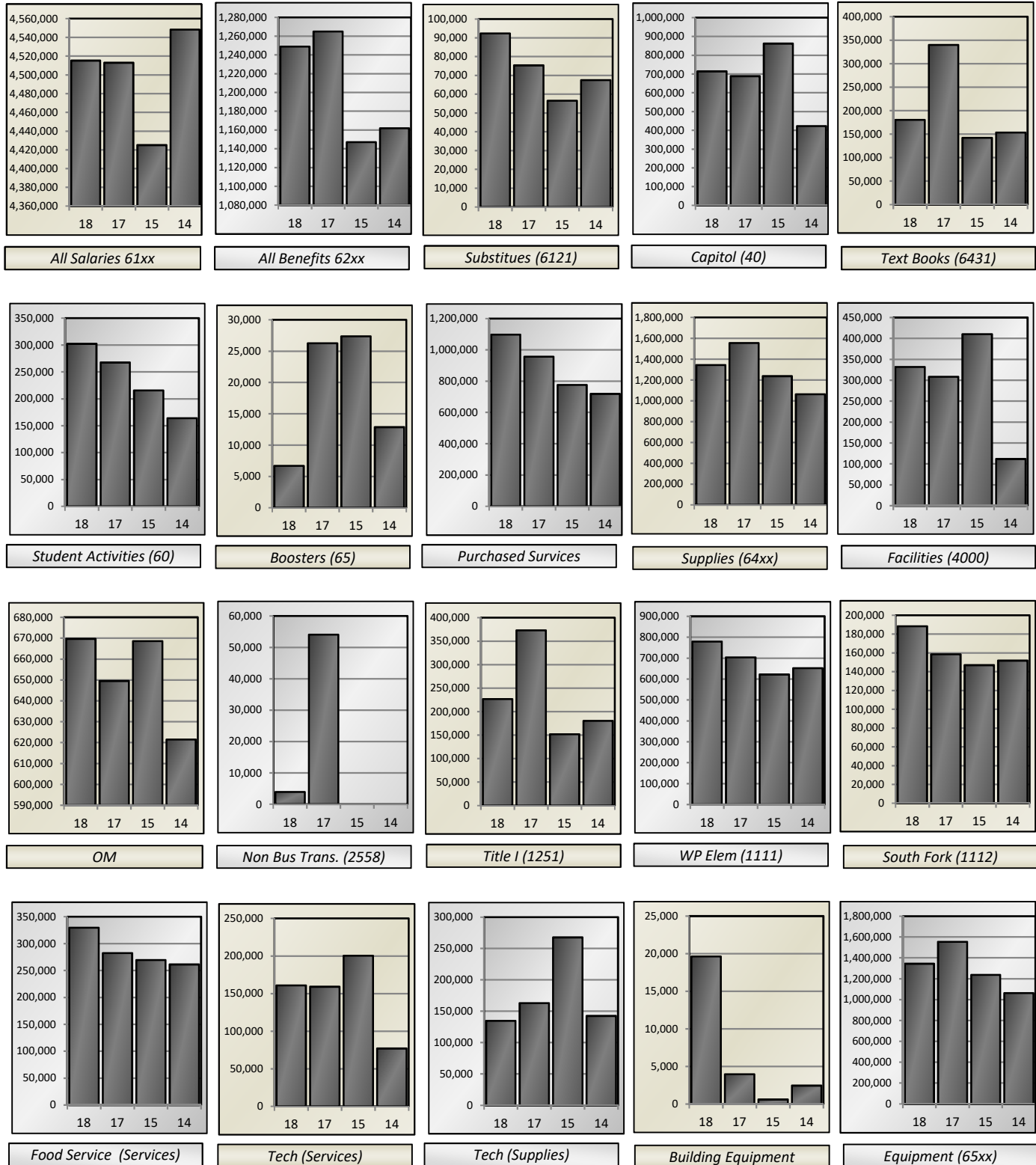
PAGE 1

This report includes the month of November.

Printed On: December 14, 2017

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

4 YEAR EXPENSE COMPARISON THROUGH THE MONTH OF NOVEMBER



SALARY REPORT

This report includes the month of November.

Printed On: December 14, 2017

		2017-18 Budget	2016-17 Budget	2017-18 Through NOV	2016-17 Through NOV	2015-15 Through NOV	2014-14 Through NOV	2016-17 Actual	2015-15 Actual	2014-14 Actual
6111	Certified Salaries	10,877,964	10,645,834	3,085,080	3,048,169	3,023,879	3,006,633	10,666,894	10,586,419	10,682,377
6121	Substitute Salaries	252,101	323,081	92,301	75,321	56,549	67,508	242,365	195,816	181,675
6122	Part-Time Salaries	0	0	0	0	0	2,560	0	0	2,560
6131	Cert/Sick Severance	0	0	2,803	275	0	20,000	17,850	21,722	93,734
6141	Supplemental Pay	440,173	491,622	147,272	138,069	122,816	112,986	483,419	413,121	419,764
6142	Early Separation Incentive	0	78,560	0	78,560	12,090	111,656	78,560	38,605	129,975
6151	Support Staff Salaries	2,761,355	2,692,386	888,658	884,395	906,922	919,766	2,793,563	2,810,039	2,785,384
6152	Office Support Staff	684,916	644,528	265,562	257,400	258,228	275,462	685,178	655,586	695,597
6154	Bus Trip Activity	94,450	148,131	32,610	30,745	44,577	31,763	92,488	117,926	85,451
6171	Classified Unused Sick/Vac.	0	0	950	0	0	0	6,681	250	0
	Other	0	0	0	0	0	0	0	0	0
Salaries		15,110,958	15,024,142	4,515,237	4,512,934	4,425,061	4,548,334	15,066,998	14,839,484	15,076,516

		2017-18 Budget	2016-17 Budget	2017-18 Through NOV	2016-17 Through NOV	2015-15 Through NOV	2014-14 Through NOV	2016-17 Actual	2015-15 Actual	2014-14 Actual
6221	PSRS	267,423	266,337	90,007	88,188	84,013	88,401	269,675	255,294	261,844
6211	PEERS	1,770,350	1,742,385	498,912	495,695	485,395	477,962	1,756,003	1,731,155	1,717,990
6231	OASDI	241,036	240,618	80,794	83,102	79,004	92,386	244,189	238,237	247,782
6232	Medicare	206,958	205,556	60,884	61,562	59,848	62,117	205,976	202,487	205,026
6241	Health Insurance	1,759,464	1,708,593	497,226	527,571	431,217	424,647	1,736,122	1,630,276	1,490,798
6242	Life Insurance	23,574	22,951	6,538	6,822	4,551	4,728	23,183	15,760	16,150
6261	Workers Comp	117,244	103,150	0	0	0	0	72,089	99,057	105,646
6271	Unemployment	0	0	14,404	1,925	2,975	11,524	7,380	6,834	16,028
	Other	0	0	0	0	0	0	0	0	0
Benefits		4,386,049	4,289,589	1,248,766	1,264,865	1,147,004	1,161,765	4,314,616	4,179,101	4,061,263

		2017-18 Budget	2016-17 Budget	2017-18 Through NOV	2016-17 Through NOV	2015-15 Through NOV	2014-14 Through NOV	2016-17 Actual	2015-15 Actual	2014-14 Actual
Salaries		15,110,958	15,024,142	4,515,237	4,512,934	4,425,061	4,548,334	15,066,998	14,839,484	15,076,516
Benefits		4,386,049	4,289,589	1,248,766	1,264,865	1,147,004	1,161,765	4,314,616	4,179,101	4,061,263
Total		19,497,007	19,313,730	5,764,003	5,777,799	5,572,065	5,710,099	19,381,613	19,018,585	19,137,779

SUBSTITUTE REPORT: OBJECT CODE 6121

This report includes the month of November.

Printed On: December 14, 2017

		2018 Budget	2017 Budget	2018 Through NOV	2017 Through NOV	2016 Through NOV	2015 Through NOV	2017 Actual	2016 Actual	2015 Actual
6121-4030	Elementary Subs	69,035	64,877	21,490	15,158	16,453	20,303	64,073	60,220	47,880
6121-5000	South Fork Subs	18,676	15,590	5,710	6,191	4,585	4,235	21,082	16,050	9,905
6121-3000	Middle School Subs	46,272	49,774	8,825	13,227	12,195	12,950	41,772	47,165	34,300
6121-1050	High School Subs	78,118	75,498	16,808	17,170	16,904	29,950	61,168	65,898	74,303
6121-1100	Career Center Subs	0	0	4,633	2,340	440	0	14,945	440	0
6121-8000	Spec. Ed. Subs	0	0	0	770	0	0	3,010	70	0
6121-8500	Operation & Maint Subs	40,000	117,342	34,836	20,465	5,973	0	36,315	5,973	15,007
6121-9000	Admin. Subs	0	0	0	0	0	70	0	0	280
	All other 6121	0	0	0	0	0	70	0	0	280
		252,101	323,081	92,301	75,321	56,549	67,508	242,365	195,816	181,675
		% of Budgeted -->		36.61	31.08	28.88	37.16	<--- % of Actual		

Notice: This report only includes codes with data. Empty codes are listed at the end of the report.

TEXTBOOK REPORT

This report includes the month of November.

Printed On: December 14, 2017

		2018 Budget	2017 Budget	2018 Through NOV	2017 Through NOV	2016 Through NOV	2015 Through NOV	2017 Actual	2016 Actual	2015 Actual
10-1111-6421-4030-000-0000	EL Textbooks	0	0	0	0	0	64,462	0	0	-2,912
10-1111-6431-4030-000-0000	EL Textbooks	110,760	95,132	104,189	96,811	27,604	10,001	91,533	23,815	62,095
10-1111-6431-4030-720-0000	EL Textbooks - Bldg Discretion	5,000	5	0	0			5,278		
10-1221-6431-4030-001-0000	SE EL L\$ Textbooks	2,000	2,000	0	2,000	0		2,000	1,030	
10-1112-6421-5000-000-0000	SF Textbooks	0	0	0	0	318	20,995	0	318	-6,105
10-1112-6431-5000-000-0000	SF Textbooks	16,000	29,705	16,000	20,618	5,206	0	19,721	4,602	22,127
10-1112-6431-5000-720-0000	SF Textbooks - Bldg Discretion	1,500	5	1,500	0			1,216		
10-1131-6431-3000-000-0000	MS Textbooks	4,950	66,200	0	65,618	10,021	33,773	65,859	6,289	22,709
10-1131-6431-3000-720-0000	MS Textbooks - Bldg Discretion	750	5	455	0			417		
10-1221-6431-3000-000-0000	SE MS Textbooks	0	0	0	0	427	3,397	0	0	3,397
10-1221-6431-3000-001-0000	SE MS L\$ Textbooks	15,000	15,000	0	17,494	0		17,494	427	
10-1151-6431-1050-000-0000	HS Textbooks	20,168	125,409	22,432	134,777	76,638	87,386	129,735	76,883	108,935
10-1151-6431-1050-720-0000	HS Textbooks - Bldg Discretion	5,000	4,862	7,625	0			4,862		
10-1221-6431-1050-000-0000	SE HS Textbooks	0	0	0	0	17	9,099	0	0	9,022
10-1221-6431-1050-001-0000	SE HS L\$ Textbooks	0	0	777	0	0		0	17	
10-1331-6431-1100-145-0000	FACS Textbooks-Home Ec	2,000	2,000	0	0	0	0	1,995	0	0
10-1661-6431-1100-101-0000	LPN Textbooks	32,000	32,000	22,158	0	10,531	2,232	31,325	46,496	25,888
10-1662-6431-1100-102-0000	AH Surge Tech Textbooks	11,000	11,000	1,139	0	0	1,541	10,842	8,139	7,642
10-1662-6431-1100-103-0000	AH CNA Textbooks	450	450	0	0	0	0	0	0	116
10-1663-6431-1100-105-0000	CE Textbooks	1,500	1,500	0	114	0	0	539	0	240
10-1681-6431-1100-113-0000	AT Textbooks	250	250	0	0	0	0	0	0	0
10-2415-6431-1100-000-0000	PRIN VO Textbooks	9,000	9,000	4,232	2,416	6,336	2,841	2,416	6,336	2,841
10-3512-6431-4030-000-0000	PS Textbooks	6,150	4,100	0	0			0		
10-1221-6431-5000-000-0000	SE SF Textbooks	0	0	0	0	0	0	0	0	0
6431	All other 6431	0	0	0	0	5,223	-82,181	0	4,193	12,363
Total		243,478	398,623	180,508	339,849	142,320	153,547	385,232	178,544	268,359

OPERATION & MAINTENANCE

This report includes the month of November.

Printed On: December 14, 2017

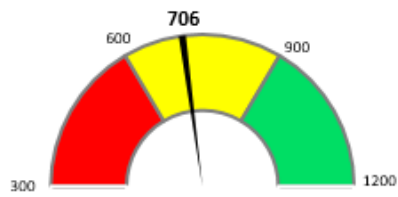
		2018 Budget	2017 Budget	2018 Through NOV	2017 Through NOV	2016 Through NOV	2015 Through NOV	2017 Actual	2016 Actual	2015 Actual
254x-61	Salaries	783,713	803,269	340,971	308,393	292,387	285,110	728,913	687,351	655,757
254x-62	Benefits	252,477	233,299	97,105	96,881	80,613	80,720	232,486	205,831	192,878
254x-63	Purchas Services	312,974	302,974	98,004	62,542	96,665	79,881	291,818	279,918	285,816
254x-64	Supplies	715,371	643,019	256,014	196,757	222,430	186,575	558,555	623,650	579,497
254x-65	Equipment	90,200	95,200	27,569	32,957	1,349	3,950	84,935	46,420	13,553
254x-66	Debt	0	0	0	0	0	0	0	0	0
254x-xx	Other	0	0	0	0	0	0	0	0	0
Total		2,154,735	2,077,761	819,662	697,531	693,445	636,235	1,896,707	1,843,170	1,727,502

A+ PROGRAM

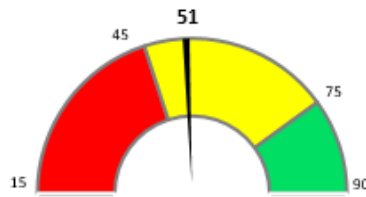
PROGRAM EVALUATION

Program Goals:

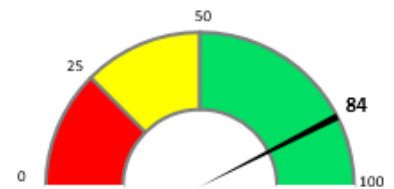
1. Promote access to higher education for all high school students
 2. Provide students with affordable access to post-secondary education
 3. Promote service to others through program requirements
-



Number of current students participating in the A+



Percentage of prior year graduates that were A+



Average number of hours spent tutoring per student

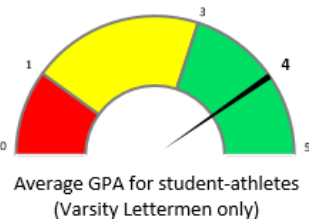
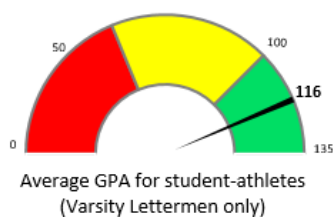
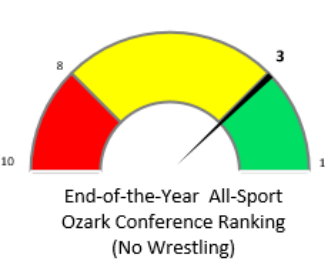
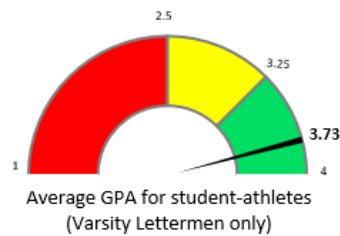
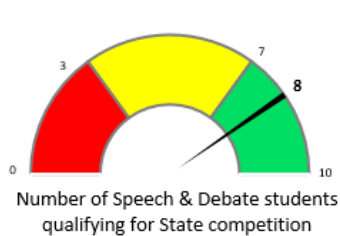
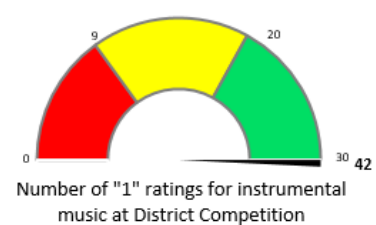
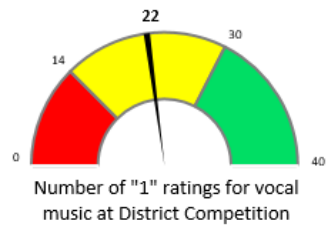
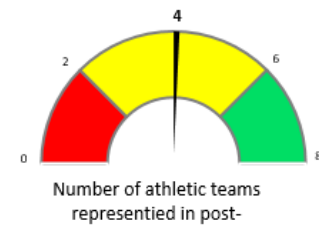
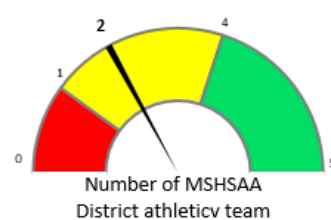
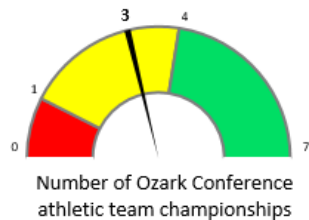
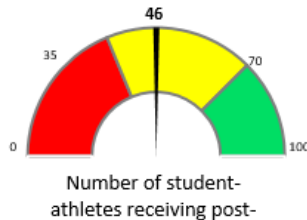
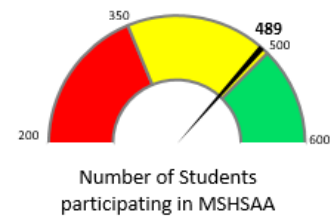
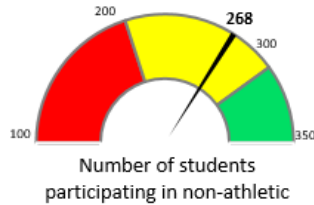
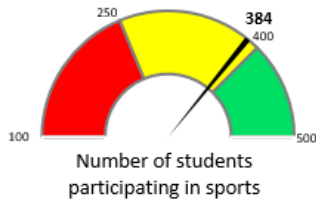
#

ATHLETICS & ACTIVITIES

PROGRAM EVALUATION

Program Goals:

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

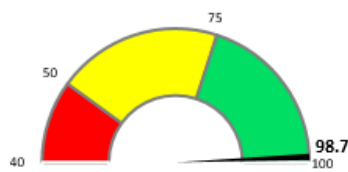


INSTRUCTIONAL EFFECTIVENESS

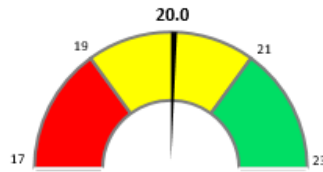
PROGRAM EVALUATION

Program Goals:

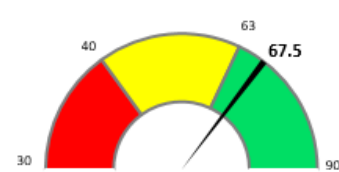
1. Improve academic achievement for each student on an annual basis
2. The district will improve and monitor academic rigor in district-wide curriculum to ensure proficiency in college and career readiness.
3. The district will provide resources (training, assessment tools, instructional support, etc.)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



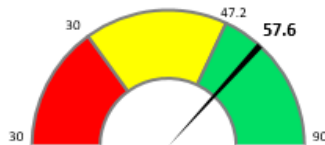
Annual Performance Report percentage



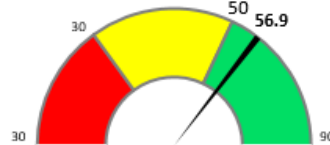
Average ACT Score



District-wide ELA Proficiency



District-wide Math Proficiency



District-wide Science Proficiency



Graduation Rate



Post-secondary Placement rate (College, Military,



Dropout Rate Percentage



Percentage of Students participating in advanced courses

2017 Fall Policy Updates

BBBA	Board Member Qualifications
DGA	Authorized Signatures
DJF	Purchasing
EHB	Technology Usage
EHBC	Data Governance and Security
FED	Selection of a Construction Manager At Risk
FEE	Selection of a Design-Build Contractor
FEF	Construction Contracts Bidding and Awards
IGBE	Students in Forster Care (K-12 Districts)
IL	Assessment Program
KBA	Public's Right to Know
KG	Community Use of District Facilities
KL	Public Concerns and Complaints
KLA	Concerns and Complaints Regarding Federal Programs

REFERENCE COPY

FILE: BBBA
Critical

EXPLANATION: BOARD MEMBER QUALIFICATIONS

Senate Bill 111 (2017) revised state statute to allow those who have been found guilty of or pled guilty to a federal misdemeanor to run for elected office. Please note that candidate qualifications are set by state statute, and the local school board cannot add additional qualifications or remove qualifications set by law.

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

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

REFERENCE COPY

FILE: BBBA
Critical

BOARD MEMBER QUALIFICATIONS

All Board members should have an interest in the welfare and education opportunities of students, a desire to honestly represent the public and the commitment to be a good steward of taxpayer resources. All persons interested in serving on the West Plains R-VII School District Board of Education, whether elected or appointed, will meet all legal requirements for candidates in School Board elections, including the following:

1. Be citizens of the United States of America. Mo. Const. art. VII, § 8; § 162.291, RSMo.
2. Be resident taxpayers of the West Plains R-VII School District. A "taxpayer" is an individual who has paid taxes to the state or any subdivision thereof within the immediately preceding 12-month period, or the spouse of such individual. § 162.291, RSMo.
3. Have resided in Missouri for a minimum of one year immediately preceding their election or appointment. Mo. Const. art. VII, § 8; § 162.291, RSMo.
4. Be at least 24 years of age. § 162.291, RSMo.
5. Not be delinquent in the payment of any state income taxes, personal property taxes, municipal taxes or real property taxes on their place of residence. If an applicant is a past or present corporate officer of any fee office, that office cannot be delinquent in the payment of any taxes owed the state. § 115.306, RSMo.
6. Have not been found guilty of nor pled guilty to a felony ~~or misdemeanor~~ under the federal laws of the United States of America or to a felony under Missouri law or an offense committed in another state that would be considered a felony in Missouri. § 115.306, RSMo.
7. Not be registered or required to be registered as a sex offender pursuant to § 162.014, RSMo.
8. Have filed, or the treasurer of an existing candidate committee has filed, all required campaign disclosure reports with the Missouri Ethics Commission, when applicable, for all previous elections in which they were candidates. § 130.071, RSMo.

Oath of Office

Newly elected or appointed members of the Board officially qualify as Board members when they take the oath of office and sign the oath, as required by law.

* * * * *

FILE: BBBA
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: 06/20/2000

Revised: 10/15/2013; 11/17/2015;

Cross Refs: AA, School District Legal Status

Legal Refs: Mo. Const. art. VII, §§ 8, 11
§§ 115.306, 130.071, 160.011, 162.014, .025, .203, .291, .301, 561.021, RSMo.

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

REFERENCE COPY

FILE: DGA
Critical

EXPLANATION: AUTHORIZED SIGNATURES

MSBA has updated this policy to include necessary signatures for the sale of property per § 177.091, RSMo.

<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: DGA
Critical

AUTHORIZED SIGNATURES

The West Plains R-VII School District Board of Education takes its legal and financial responsibilities seriously. The superintendent or designee is directed to create internal controls to ensure that contracts, checks and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement and district liability.

In general, the superintendent or designee may sign documents on behalf of the district or the Board as long as the document is accurate, has been adequately approved by the Board when necessary and is in the best interest of the district. However, when the law or Board policy requires others to sign documents on behalf of the Board or the district, those persons are the only persons who may sign the document.

Contracts

A contract is a binding, written agreement between the district and an individual or entity. In accordance with law, a contract with the district must be approved by a majority of the whole Board. After the Board has approved the contract, the Board president, Board secretary and superintendent or superintendent's designee have the authority to sign the contract on behalf of the district unless state or federal law requires a specific person to do so.

Employment Contracts

In accordance with law, a contract and the employment of a person must be approved by a majority of the whole Board. In addition, employment contracts for certificated personnel must be signed by the Board president and attested to by the Board secretary.

Checks

In accordance with law, bills must be approved by a majority of the whole Board. Once the bills are approved, the president and treasurer of the Board shall sign all checks issued by the school district. The Board strictly prohibits any person from signing a blank check.

Federal and State Grants, Funds or Programs

Unless otherwise specified in the federal or state grant or contract, the superintendent or designee has the authority to sign necessary assurances and compliance documents on behalf of the Board. Before signing, the superintendent or designee will verify that the assurances and documents are accurate. All documents will be made available to the Board upon the request of any Board member.

Special Education Mediation and Settlement Agreements

The person(s) designated by the Board in policy IGBA may sign and legally bind the district in mediation and settlement agreements regarding services provided to students with disabilities.

Construction Change Orders

The person(s) designated by the Board in policy FEF as the district's personal representative(s) may sign change orders within the limits set in Board policy.

Lease or Sale of Real Estate

Once approved by the Board with the requisite vote, the lease or deed of conveyance for district real estate will be executed by the Board president and attested by the Board secretary. If the district has a seal, it will be affixed to the deed or lease.

Facsimile Signatures

The Board authorizes the use of facsimile signatures, such as those produced with signature stamps or a signature machine, on checks, other instruments of payment, contracts and other documents requiring district authorization by signature. However, before a facsimile signature can be used, the manual signature must be certified under oath and on file with the Missouri Secretary of State, and the person whose facsimile signature is being used must have the authority to sign the document on which the signature is affixed. Prior to using the facsimile signature, the individual who affixes the signature on the document is responsible for verifying the accuracy of the document signed and the authority of the person whose signature is used.

Signature stamps and other facsimile signature devices will be kept locked or otherwise secured from unauthorized use and will only be used on approved documents by persons authorized by the superintendent or the Board. An individual must receive specific approval from the person whose signature is being used prior to affixing it to a particular document unless it is a contract or payment that has received prior approval by the Board.

When an individual uses another person's facsimile signature, the individual must document the date it was used, the document(s) it was used on, the amount of the contract or check, if applicable, and the reason a facsimile signature was used instead of the actual signature. The individual using the signature and one other district employee must sign this documentation, verifying that the facsimile signature was appropriately used. The documentation will be provided to the person whose facsimile signature was used at least monthly so that person may verify that the signature is being used correctly.

REFERENCE COPY

FILE: DGA
Critical

Electronic Signatures

To the extent allowed by law, individuals authorized to sign documents on behalf of the district may sign those documents electronically. Unlike facsimile signatures, which are designed to be used by persons other than the individual whose signature is needed, an electronic signature is intended to be used only by the individual signing the document in situations where the document is electronic or it is inconvenient to sign a document manually. Only the individual whose signature is being used or a person directly supervised by that person who has been given explicit permission to use the signature on that particular document may sign a document with an electronic signature.

Consequences

The Board strictly prohibits any misuse of facsimile signatures or electronic signatures and the use of forged signatures. The Board further prohibits any employee or Board member from knowingly signing an unauthorized or inaccurate document on behalf of the district or the Board. Employees will be disciplined and may be terminated for any violation of this policy or for impropriety involving official documents and signatures. Board members may be removed from any appointed position or committee and reprimanded. The superintendent or designee is directed to contact law enforcement or other legal authorities to report any potential criminal activity.

* * * * *

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: 11/25/1997

Revised: 11/17/2015;

Cross Refs: BCB, Board Officers
BCC, Appointed Board Officials
FED, Selection of a Construction Manager at Risk
FEE, Selection of a Design-Build Contractor
FEF, Construction Contracts Bidding and Awards
GCD, Professional Staff Recruiting and Hiring
IGBA, Programs for Students with Disabilities

FILE: DGA
Critical

REFERENCE COPY

Legal Refs: §§ 105.273 - .276, 162.301, .959, .961, 165.021, .091, 168.101, .108, 177.073, .091, 432.200 - .295, RSMo.

Electronic Signatures in Global and National Commerce Act, 15 U.S.C. §§ 7001 - 7006

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

REFERENCE COPY

FILE: DJF
Critical

EXPLANATION: PURCHASING

MSBA has made changes to this policy for clarification purposes.

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

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

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 that may exceed \$25,000 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.

The district will select the lowest or best bid. 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 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.

Emergency Situations

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

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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 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.

* * * * *

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;

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

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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, 162.301,
170.041, 171.181, 177.082 - .086, 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: EHB
Critical

EXPLANATION: TECHNOLOGY USAGE

MSBA is revising this policy for several reasons.

MSBA has amended the "Content Filtering and Monitoring" section to direct the superintendent or designee to create a process where students, employees and other users may request that a website be unblocked. This is important because content filters are not perfect and occasionally block useful or appropriate content. At least one Missouri school district has been sued for using a filter that blocked websites with a positive viewpoint toward gays and lesbians, which was considered a potential violation of the First Amendment. MSBA has also created sample procedural language in EHB-AP2 to assist districts.

The section regarding "Records Retention" was moved to policy EHBC (see the "Data Retention and Deletion" and "Litigation Hold" sections). MSBA is revising EHBC to cover all data governance in the district, which includes data retention.

MSBA has added the section "Inventory and Disposal" to remind districts that technology resources must be inventoried and that state statute dictates how items like tablets and computers are declared as surplus property and sold. See policy DN and procedure DN-AP1.

References to the No Child Left Behind Act have been removed. That law was revised under the Every Student Succeeds Act, and the new law no longer directly impacts this 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.

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

REFERENCE COPY

FILE: EHB
Critical

TECHNOLOGY USAGE

The West Plains R-VII School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal

counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

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FILE: EHB
Critical

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

~~Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.~~

~~In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including~~

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FILE: EHB
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~~termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.~~

Inventory and Disposal

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

* * * * *

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: 09/18/2001

Revised: 12/16/2003; 05/21/2008; 05/15/2012; 07/06/2012;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
DID, Inventory Management
DN, Surplus Property
GBCC, Staff Use of Communication Devices
GBH, Staff/Student Relations
IGAEB, Teaching about Human Sexuality
IGDB, Student Publications
IGDBA, Distribution of Noncurricular Student Publications
JFCF, ~~Hazing and Bullying~~
JFCG, Hazing
JG-R1, Student Discipline
JO, Student Records
KB, Public Information Program

MSIP Refs: ~~6.4, 6.8~~I-11

Legal Refs: §§ 170.051, 182.827, 431.055, 537.525, 542.402, 569.095 - .099, 610.010 - .028,
RSMo.
Chapter 109, RSMo.
Chapter 573, RSMo.
Electronic Communications Privacy Act, 18 U.S.C. §§ 2510 - 2520
Stored Communications Act, 18 U.S.C. §§ 2701 - 2711
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
~~No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941~~
Children's Internet Protection Act, 47 U.S.C. § 254(h)
47 C.F.R. § 54.520
Federal Rule of Civil Procedure 34
City of Ontario v. Quon, 130 S. Ct. 2619 (2010)
Reno v. ACLU, 521 U.S. 844 (1997)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)

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FILE: EHB
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Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)
FCC v. Pacifica Foundation, 438 U.S. 726 (1978)
Ginsberg v. New York, 390 U.S. 629 (1968)
Biby v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005)
Henerey v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999)
Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)
Beussink v. Woodland R-IV Sch. Dist., 30 F.-Supp. 2d 1175 (E.D. Mo 1998)
Parents, Families, and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp. 2d 888 (W.D. Mo. 2012)

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

REFERENCE COPY

FILE: EHBC
Critical

EXPLANATION: DATA GOVERNANCE AND SECURITY

This policy has been renamed and expanded to address the security of all district data. MSBA has revised this policy and created and amended the accompanying procedures in response to the cybersecurity audits the Missouri state auditor ("auditor") conducted in 2016. Because security of district information is the focus of this policy, MSBA has revised it to address the auditor's expectations.

Many districts have requested that MSBA create "cybersecurity policies" since the audits. This policy and the accompanying administrative procedures were revised or developed to assist districts, but cybersecurity has a number of important and technical components. While many districts will have the resources, staff and expertise to implement sound practices, some districts will have difficulty implementing everything that is recommended in this policy and the accompanying procedures. While security of confidential information is equally important in both large and small school districts, the methods used in securing this information will vary widely.

For this reason, MSBA strongly recommends that districts read this policy and the accompanying procedures carefully. Please do not adopt or approve material that the district will not implement. To do so would actually increase the district's liability. However, MSBA does encourage districts to become educated in these recommendations, think creatively about the purposes for these recommendations, and customize these materials in a manner that best fits the district's abilities. Every single district is capable of implementing some of these recommendations.

MSBA could not have created these materials without the expertise and assistance of the following persons and thanks them for their assistance in helping school districts navigate this technical area:

- ▶ Patti Dudenhoeffer, Security Analyst, MOREnet
- ▶ Melissa Tebbenkamp, Director of Instructional Technology, Raytown C-2 School District
- ▶ David Hopkins, Information Technology Consultant

In addition, MSBA relied on the following publications in creating these documents:

Missouri State Auditor's "Student Data Governance" audits of the Boonville R-I, Waynesville R-VI, Cape Girardeau 63, Park Hill and Orchard Farm R-V School Districts, available at:

FILE: EHBC
Critical

REFERENCE COPY

<https://app.auditor.mo.gov/AuditReports/AudRpt2.aspx?id=34>.

"Protecting Privacy in Connected Learning Toolkit," published by The Consortium for School Networking and available at:

<http://www.cosn.org/focus-areas/leadership-vision/protecting-privacy>.

The Privacy Technical Assistance Center's "Data Governance Checklist," which is available at:

<http://ptac.ed.gov/sites/default/files/Data%20Governance%20Checklist%20%281%29.pdf>.

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

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

REFERENCE COPY

FILE: EHBC
Critical

~~PRIVACY PROTECTION~~ DATA GOVERNANCE AND SECURITY

To accomplish the district's mission and to comply with the law, the district ~~may need to~~ **must** collect, create and store ~~confidential~~ information, ~~including information regarding students, parents/guardians, employees, applicants for employment and others.~~ Accurately maintaining and protecting this data is important for efficient district operations, compliance with laws mandating confidentiality, and maintaining the trust of the district's stakeholders. All persons who have access to district data are required to follow state and federal law, district policies and procedures, and other rules created to protect the information.

Definitions

Confidential Data/Information – Information that the district is prohibited by law, policy or contract from disclosing or that the district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information – Information that is determined to be essential to district operations and that must be accurately and securely maintained to avoid disruption to district operations. Critical data is not necessarily confidential.

Responsibility and Data Stewardship

All district employees, volunteers and agents are responsible for accurately collecting, maintaining and securing district data including, but not limited to, information that is confidential or is critical to district operations.

Information Security Officer

_____ [title] is the district's information security officer (ISO) and reports directly to the superintendent or designee. The district's information security officer is directed to create and review district procedures on collecting and protecting district data including, but not limited to, securely maintaining confidential and critical information. The ISO is responsible for implementing and enforcing the district's security policies and procedures applicable to electronic data and suggesting changes to these policies and procedures to better protect the confidentiality and security of district data. The ISO will work with the district's technology department to advocate for resources and implement best practices to secure the district's data.

_____ [title] is the district's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

Data Managers

All district administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the district's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the district and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing district policies and procedures regarding data management.

Confidential and Critical Information

The district will ~~only do so when necessary and will take measures to keep this information confidential as required by law~~ collect, create or store confidential information only when the superintendent or designee determines it is necessary. The district will provide access to confidential information to appropriately trained

~~D~~istrict employees will only access personally identifiable confidential information if necessary to perform and volunteers only when the district determines that such access is necessary for the performance of their duties. The district will only disclose this confidential information only to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law and authorized by the district.

The superintendent or designee is directed to create and review district procedures on securely maintaining confidential information and to provide adequate training to employees and others with access to the information. All employees and authorized district contractors or agents using personal information will strictly observe protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information in a confidential and secure manner.

District employees, contractors and agents will notify the superintendent **ISO** or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The superintendent **ISO** or designee will investigate immediately and take any action necessary to secure the information, and issue all required legal notices and prevent future incidents. When necessary, the district's superintendent, ISO or designee is authorized to secure resources to assist the district in promptly and appropriately addressing a security breach.

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FILE: EHBC
Critical

Likewise, the district will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All district staff, volunteers, contractors and agents who are granted access to critical and confidential information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of confidential information. All individuals using confidential and critical information will strictly observe protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information in a confidential and secure manner.

~~The district may seek all legal recourse against any person who accesses confidential information without authorization or who fails to maintain the confidentiality of confidential information. District employees who violate district policies or procedures regarding the confidentiality of information may be disciplined and/or terminated. The Board may publicly admonish Board members who violate this policy.~~

Using Online Services and Applications

District staff members are encouraged to research and utilize online services or applications to engage students and further the district's education mission. However, before any online service or application is purchased or used to collect or store confidential or critical information, including confidential information regarding students or employees, the ISO or designee must approve the use of the service or application and verify that it meets the requirements of the law and Board policy and appropriately protects confidential and critical information. This prior approval is also required when the services are obtained without charge.

Training

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. In accordance with law, all school employees will receive annual training in the confidentiality of student records.

Data Retention and Deletion

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

Litigation Hold

In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Consequences

Employees who fail to follow the law or district policies or procedures regarding data governance and security may be disciplined or terminated. Volunteers may be excluded from providing services to the district. The district will end business relationships with any contractor who fails to follow the law, district policies or procedures, or the confidentiality provisions of any contract. In addition, the district reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The district may suspend all access to data or use of district technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The district will cooperate with law enforcement in investigating any unlawful actions. The superintendent or designee has the authority to sign any criminal complaint on behalf of the district.

Any attempted violation of district policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

* * * * *

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

Adopted: 01/18/2011

Revised:

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Cross Refs: BDC, Closed Meetings, Records and Votes

BDDL, Release of Information

DJF, Purchasing

GBEBC, Criminal Background Checks

GBL, Personnel Records

GBLB, References

IGBA, Programs for Students with Disabilities

JHDA, Surveying, Analyzing or Evaluating Students

JO, Student Records

KI, Public Solicitations/Advertising in District Facilities

Legal Refs: §§ 43.540, 109.260, 160.261, 210.150, .865, 407.1500, 576.050, 610.010 - .028,
RSMo.

The Children's Online Privacy Protection Act, 15 U.S.C. 6501 - 6506

Federal Privacy Act of 1974, 5 U.S.C. § 552a

E Sign Act of 2000, 15 U.S.C. § 7001

Fair Credit Reporting Act, 15 U.S.C. § 1681a

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1417

Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

The Elementary and Secondary Education Act of 1965, 20 U.S.C. § 7926

29 C.F.R. § 1630.14

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

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EXPLANATION: SELECTION OF A CONSTRUCTION MANAGER AT RISK

House Bill 2376 (2016) created § 67.5050, RSMo., which authorizes political subdivisions such as school districts to use the construction manager at risk model of construction delivery for construction projects that exceed \$3,000,000. MSBA has created this NEW policy to outline the detailed process required in this new statute for the selection of a construction manager at risk.

A construction manager at risk is defined as a construction manager who not only manages the district's construction project and acts as a consultant to the district, but contractually agrees that the project will be completed within an agreed-upon price. Therefore, the construction manager assumes some of the financial risk for the project and is "at risk." Unlike the traditional construction management model, a construction manager at risk may also perform some of the work on the project.

This new statute applies to "civil works" projects that exceed \$2,000,000, such as roads, streets and bridges commonly designed by engineers. It also applies to "noncivil works" projects in excess of \$3,000,000, such as buildings, site improvements and other structures commonly designed by architects. It is unclear whether school districts can use the construction manager at risk model for projects that cost less than the minimums stated in this statute. However, if the district uses this model for construction projects that exceed these amounts, the statute is clear that the statutory process must be followed.

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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

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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.

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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:

Revised:

Cross Refs: DGA, Authorized Signatures
DJF, Purchasing

FILE: FED
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Legal Refs: §§ 8.675 - .687, 67.5050, RSMo.

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

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FILE: FEE
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EXPLANATION: SELECTION OF A DESIGN-BUILD CONTRACTOR

House Bill 2376 (2016) created § 67.5060, RSMo., which governs the use of the design-build construction model. This NEW policy was created to conform with this new law.

In reality, the requirements of this new statute, including the use of a design criteria consultant in addition to the design-builder, are so onerous that in practice the new law will discourage or even prevent districts from using the design-build model for these projects because the costs of compliance will negate the benefits. MSBA suspects that was the intent of those who advocated for this new law. Nevertheless, MSBA has created this policy to assist districts that might be interested in using this method.

The new law authorizes the use of the design-build model for all civil works projects regardless of cost and noncivil works projects in excess of \$7,000,000. Examples of noncivil works projects include construction of buildings or other structures and site improvements. By far most district projects will be considered noncivil works. It is currently unclear whether a district may use the design-build model for projects under \$7,000,000. MSBA encourages districts considering such projects to obtain an opinion from the district's private attorney before using the design-build model.

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

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FILE: FEE
Critical

SELECTION OF A DESIGN-BUILD CONTRACTOR

The Board may, at its discretion and in accordance with law, use the design-build construction method for civil works projects regardless of cost or noncivil works projects in excess of \$7,000,000.

Definitions

Civil Works Projects – Roads, streets, bridges, utilities, storm drainage and flood control projects.

Design-Builder – Any individual, partnership, joint venture or corporation subject to a qualification-based selection that offers to provide or provides design services and general contracting services through a design-build contract in which services within the scope of the practice of professional architecture or engineering are performed respectively by a licensed architect or licensed engineer and in which services within the scope of general contracting are performed by a general contractor or other legal entity that furnishes architecture or engineering services and construction services either directly or through subcontracts or joint ventures.

Design Criteria Consultant – A person, corporation, partnership or other legal entity duly licensed and authorized to practice architecture or professional engineering in Missouri that is employed by or contracted by the district to assist the district in the development of project design criteria, requests for proposals, evaluation of proposals, the evaluation of the construction under a design-build contract to determine adherence to the design criteria, and any additional services requested by the district to represent its interest in relation to a project. The design criteria consultant may not submit a proposal or furnish design or construction services for the design-build contract for which its services were sought.

Design Criteria Package – The scope and specifications for the design-build project sufficient to permit a design-builder to prepare a response to the district's request for proposals for a design-build project. The package may include capacity; durability; standards; ingress and egress requirements; performance requirements; description of the site; surveys; soil and environmental information concerning the site; interior space requirements; material quality standards; design and construction schedules; site development requirements; provisions for utilities, storm water retention and disposal; parking requirements; applicable governmental code requirements; preliminary designs for the project or portions thereof; and other criteria for the intended use of the project.

Noncivil Works Projects – Buildings, site improvements and other structures in excess of \$7,000,000 commonly designed by architects.

Process

In accordance with law, the district will use the following process when selecting a design-builder:

1. Unless the district employs a design criteria consultant, the district will select and negotiate for the services of a design criteria consultant using the same selection process detailed in policy FEB.
2. At least one week prior to publishing the request for proposals (RFP) for a design-builder, the Board will publicly disclose at a regular meeting its intent to utilize the design-build method and the project design criteria that will be used to select the design-builder.
3. The district will solicit proposals in a three-stage process. Phase I shall be the solicitation of the design-build team. Phase II shall be the solicitation of a technical proposal, including conceptual design for the project. Phase III shall be the proposal of the construction cost. The district will assign points to each proposal in accordance with law and as set out in the instructions of the RFP.
4. Prior to opening the proposals, the district will publish notice of the RFP once a week for two consecutive weeks in a newspaper of general circulation published in the county where the district is located. Alternatively, the district will publish the RFP 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. The notice will include a description of the project, the procedures for submission and the selection criteria to be used. The RFP will include a time, place and other specific instructions for the receipt of proposals. Proposals not submitted in strict accordance with the instructions will be subject to rejection.

The RFP must minimally include the following information about the project and the process:

- ▶ The procedures to be followed for submitting proposals, the criteria for evaluating proposals and their relative weight, and the procedures for making awards;
- ▶ The proposed terms and conditions for the design-build contract, if available;
- ▶ The design criteria package;
- ▶ A description of the drawings, specifications or other information to be submitted with the proposal, with guidance as to the form and level of completeness of the drawings, specifications or other information that will be acceptable;

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- ▶ A schedule for planned commencement and completion of the design-build contract, if any;
 - ▶ Budget limits for the design-build contract, if any;
 - ▶ Requirements, including any available ratings, for performance bonds, payment bonds and insurance, if any;
 - ▶ The amount of the stipend that will be available (at least one-half of one percent of the total project budget); and
 - ▶ Any other information that the district in its discretion chooses to supply including, but not limited to, surveys, soil reports, drawings of existing structures, environmental studies, photographs, references to public records, or affirmative action and minority business enterprise requirements consistent with state and federal law.
5. In Phase I of the RFP, the district will require design-builders to submit a statement of qualification that will include, but is not limited to:
- ▶ Demonstrated ability to perform projects comparable in design, scope and complexity;
 - ▶ References of owners for whom design-build projects, construction projects or design projects have been performed;
 - ▶ Qualifications of personnel who will manage the design and construction aspects of the project; and
 - ▶ Names and qualifications of the primary design consultants and the primary trade contacts with whom the design-builder proposes to subcontract or form a joint venture. The design-builder may not replace an identified contractor, subcontractor, design consultant or subconsultant without the written approval of the district.
6. In Phase I, the superintendent or designee and the design criteria consultant will evaluate the qualifications of all the design-builders who submitted proposals in accordance with the instructions in the RFP. Architectural and engineering services will be evaluated in accordance with policy FEB. The district will have the discretion to disqualify any design-builder that lacks the minimum qualifications, based on the opinion of the district.

Upon recommendation of the superintendent or designee and the design criteria consultant, the Board will select not more than five and not fewer than two design-builders with the appropriate qualifications to proceed to the next step in the process. The district will not consider price or fees when making this decision. The points assigned in Phase I of the evaluation process will not carry forward. The final decision on a design-builder will be made based on points given in Phases II and III.

7. The design-builders selected in Phase I will be invited to participate in Phase II and Phase III. The Phase II and III proposals will be submitted to the district concurrently in separate envelopes or separately submitted using other methods designated by the district. The district will reject any proposal that is not submitted on time.
 - ▶ Phase II requires the design-builder to submit its design for the project to the level of detail required in the RFP. The design-builder also needs to indicate whether the builder is able to deliver the project on time and within the district's budget. However, the Phase II proposal will not contain any reference to the cost of the design-builder's proposal.
 - ▶ Phase III requires the design-builder to submit a firm, fixed cost of design and construction. The Phase III proposal will include bid security and any other information required in the request for proposal.
8. The designs submitted in Phase II will be evaluated, assigned points and ranked in order by the superintendent or designee and the design criteria consultant. The ranking will be presented to the Board for review, revision and final approval. Phase II will account for at least 40 percent of the total point score. Up to 20 percent of the points awarded in Phase II may be based on the design-builder's qualifications and ability to design, contract and deliver the project on time and within the budget. The district will post notice of the points attributed to each design-builder and the design-builder's ranking in the same location the district posts notice of Board meetings.
9. Once the Phase II rankings have been posted, the Phase III cost proposals will be opened and read aloud at the time and place specified in the RFP. Phase III will account for not less than 40 percent of the total point score as specified in the RFP.
10. The lowest responsive bidder will be awarded the total number of points for Phase III. For all other bidders, cost points will be calculated by reducing the maximum points available in Phase III by at least one percent for each percentage point by which the bidder exceeds the lowest bid.

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11. The points assigned in Phase III will be added to the points given in Phase II to each design-builder. The responsive bidder with the highest number of points will be awarded the contract. All design-builders who participate in Phase II and Phase III will receive a reasonable stipend as detailed in the RFP. Upon payment of the stipend to any unsuccessful design-builder, the district will acquire a nonexclusive right to use the design submitted. Design-builders who decide to retain all rights in the design forfeit the stipend.
12. If the Board, superintendent or designee determines that it is not in the best interest of the district to proceed with the project with the design-builder with the highest number of points, the district will reject all proposals. If this occurs, all qualified and responsible design-builders with lower point totals will receive a stipend, and the design-builder with the highest number of points will receive an amount equal to two times the stipend. The district may solicit new proposals using different design criteria, budget constraints or qualifications.

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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:

Revised:

Cross Refs: DGA, Authorized Signatures
DJF, Purchasing

Legal Refs: § 67.5060, RSMo.

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

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FILE: FEF
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EXPLANATION: CONSTRUCTION CONTRACTS BIDDING AND AWARDS

MSBA has revised this policy for clarity, to better align with state statute and for the following reasons:

1) This policy has been revised to reflect the additional contracting options that school districts now have due to changes in state statute. Section 67.5050, RSMo., authorizes political subdivisions such as school districts to use the construction manager at risk model of construction delivery for construction projects that exceed \$3,000,000. That statute and policy FED outline the mandatory, detailed process for selecting a construction manager when using this model. This policy was modified to specifically reference the construction manager at risk model. Section 67.5060, RSMo., details how political subdivisions such as school districts may use a design-build construction model. That statute and policy FEE outline the specific process for selecting a contractor using this model. This policy was modified to specifically reference the design-build construction model.

2) Senate Bill 182 (2017) amended § 34.209, RSMo., to prohibit governmental entities like school districts from entering into project labor agreements. This policy was amended to remove the reference to project labor agreements.

3) The "Change Orders" section has been modified to provide the district's personal representative the authority to enter into change orders in situations where a delay might negatively impact the district. This change is optional. State statute requires school boards to approve all contracts. Change orders are essentially modifications to the contract. For that reason, Board approval of change orders is important. That said, MSBA recognizes that there are extreme situations where decisions need to be made quickly, and the Board cannot be gathered in a timely manner. In those situations, there should be an alternative, and this language provides the alternative. However, this exception should be used rarely.

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	Transportation		Public Info/Communications		Technology

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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 recommended accommodations as well.

Before bidding a project, the district will determine whether engineering, architectural or land surveying services are required and ~~will select those services~~ 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.

~~The district may enter into a union-only project labor agreement if the district 1) is utilizing no more than 50 percent of state funds on the construction project, 2) conducts an impact analysis, 3) publishes the results of that analysis and the reasons for requiring such an agreement, and 4) holds~~

~~a public hearing, as required by law. The district will publish its determination on whether to require a union-only project labor agreement within 30 days of the public hearing.~~

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 shall be advertised in a newspaper of general circulation once a week for two consecutive weeks, in accordance with law, and may 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 prevailing wage requirements.
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 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 Board of Education 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

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officially approved by the Board or published for bidding. Likewise, sealed bids and related documents will be closed until the bids are opened.

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 ~~will~~ **may** retain an amount ~~equal to~~ **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 prevailing wage laws, an Affidavit of Compliance must be filed with the district before payment will be approved. The district will withhold and retain any amounts due as a result of any violation of the prevailing wage 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 ~~and~~ **but must** submit verification **written documentation** of the ~~payment~~ **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.

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 ~~unless there is evidence that doing so would result in increased costs.~~

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 if **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 source of the labor or 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;

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
DGA, Authorized Signatures
DJF, Purchasing
DK, Payment Process

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: IGBE
Critical

EXPLANATION: STUDENTS IN FOSTER CARE (K-12 Districts)

The Every Student Succeeds Act (ESSA) modified several provisions pertaining to foster care students. The most significant changes are the requirement for foster care students to remain in the school of origin unless it is determined that it is not in their best interest to do so and the requirement that the district provide transportation to the school of origin. If there are excess costs associated with the transportation, the law states that the district will provide such transportation, and the cost of the transportation will be paid by the Children's Division (CD) of the Department of Social Services, the district, or shared by the district and the CD.

Recently finalized regulations require the state educational agency (DESE) to ensure that the local educational agency (the district) will "collaborate with state and local child welfare agencies to develop clear written procedures" that describe how transportation to the school of origin will proceed if there is a dispute over who will pay the costs. These procedures must specify which agency will initially pay the costs of transportation "so that transportation is provided promptly during the pendency of the dispute."

Therefore, it is imperative that, if they have not already done so, districts contact local CD representatives to create such a plan. There are a number of transportation options available:

1. An existing bus route of the school of origin or the district of residence.
2. An existing route of the district of residence or the school of origin that can be slightly modified to accommodate the new address.
3. Specialized transportation, such as transportation provided for special education or homeless students or transportation for alternative education.
4. Specialized transportation that has been slightly modified to accommodate the new address.
5. Other transportation options of the district of residence, such as a district-owned vehicle.
6. Transportation arranged through the CD.

Districts may use Title I.A funds to transport students, and the CD has funds available to assist with transportation costs.

The law requires this procedure to be a collaborative document, and districts cannot simply create a procedure without collaboration with the CD.

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

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

REFERENCE COPY

FILE: IGBE
Critical

STUDENTS IN FOSTER CARE

(K-12 Districts)

The West Plains R-VII School District recognizes that students in foster care face unusual educational challenges. The purpose of this policy is to provide foster care students with educational stability and remove barriers to, and provide opportunities for, academic excellence for foster care students. In order to achieve this purpose, the district will work collaboratively with the Missouri Department of Elementary and Secondary Education (DESE) and the Children's Division (CD) of the Missouri Department of Social Services.

Definitions

Foster Care – Twenty-four-hour substitute care for children placed away from their parents/guardians and for whom the CD has placement and care responsibility. This includes, but is not limited to, placement in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions and pre-adoptive homes, regardless of whether the home, shelter, facility or institution is licensed or receives payments from the state.

Foster Care Student – Any pre-K-12 student who is residing in a foster care setting in this state or who is awaiting foster care.

School of Origin – The school or preschool in which the student was enrolled at the time of placement in foster care. If the student's placement changes, the school of origin is the school or preschool in which the student was enrolled at the time of the change.

Liaison

The district designates ~~special education director~~ the following individual as the liaison for foster care students:

[Title]

[Address]

[Phone] / [Fax]

[E-mail]

[TDD/TTY, if available]

The liaison will provide assistance regarding all aspects of the enrollment, placement, transfer, and withdrawal of children in foster care and serve as the point of contact for DESE and the CD. The liaison will also work with DESE and the CD to implement the district's complaint resolution process.

Enrollment and Placement of Foster Care Students

Students in a foster care placement located within the boundaries of the district will be educated in the school of origin unless it is not in the best interest of the student to do so. A student placed in the school of origin will remain in the school of origin for the duration of the time he or she is in foster care. If it is not in the best interest of the student to stay in the school of origin, the West Plains R-VII School District will immediately enroll the student, even if the student is unable to produce records normally required for enrollment, and will contact the school of origin to obtain relevant records.

The district Foster care students who attend school in the district because attending the school of origin was not in their best interest will be initially placed in the same courses and programs the students were in while attending the previous district to the extent this district offers such courses and programs. Such placements may include, but are not limited to: honors classes; vocational, technical and career pathway courses; and International Baccalaureate (IB), Advanced Placement (AP), English Language Learner (ELL), special education and gifted programs. If necessary, the district will waive course or program prerequisites or other preconditions for placement in courses or programs offered at the district. After placement, the district may perform additional evaluations to ensure that the student has been placed appropriately and may change the student's placement after consultation with the student's foster parent.

Best-Interest Determination

Placement

Within three days of the student enrolling, the liaison will organize a meeting or consultation to determine which placement is in the best interest of the student. The meeting or consultation will include a representative of the CD; the foster parents; the parents/guardians and student, if appropriate; and any other person requested by the student, the foster parents or the CD who has a special relationship with the student. These individuals will be considered the best interest determination (BID) team and will determine the best placement for the student. If the BID team cannot reach a consensus as to the best placement, the representative from the CD will make the final determination.

The district of placement may bill the district of residence for local tax effort in accordance with law.

Dispute Resolution

If the parent/guardian, foster parent, student or educational decision maker disputes that the placement assigned by the BID team or CD is in the student's best interest, he or she may contact the liaison in an effort to resolve the dispute. If the liaison is not able to resolve the dispute, the

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parent/guardian, foster parent, student or educational decision maker may request a conference with the superintendent or designee. The superintendent or designee will meet with the parent/guardian, foster parent, student or educational decision maker and the pertinent members of the BID team in an effort to resolve the dispute.

If the superintendent or designee is unable to resolve the dispute, the parent/guardian or educational decision maker may appeal the placement to:

State Foster Care Coordinator
P.O. Box 480
Jefferson City, MO 65102-0480
(573) 751-4192

Transportation

If the BID team determines that the school of origin is the best placement for a foster care student, the student will be transported to the school of origin in accordance with the transportation plan developed in collaboration with the CD. Transportation will be provided in a cost-effective manner and in accordance with law.

Transportation Disputes

Disputes over transportation will be handled in the same manner as disputes over placement.

Access to Records

The district foster care liaison will provide foster parents and other legal guardians access to student records and will respond within three business days to a request for records by another district when the request involves a foster care student. In accordance with law, the district will allow a child placement agency access to a foster care student's records for the purposes of assisting the school transfer or placement of a student and fulfilling educational case management responsibilities required by the juvenile officer or by law.

The liaison will ensure that student records are properly transferred between the West Plains R-VII School District and any other district from or to which foster students transfer. When a request involves a foster care student, the liaison will:

1. Respond within three business days to a request for records by another district, and
2. Request records from other districts within two days of enrolling a student.

Attendance

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and the district will not lower the student's grade as a result of absence under these circumstances.

Programs and Activities

The district will encourage foster care students to participate in extracurricular activities and assist them in joining extracurricular activities. Locally imposed application deadlines for participation in extracurricular activities will be waived for foster care students who are otherwise eligible to participate in the activities. Participation in activities governed by the Missouri State High School Activities Association (MSHSAA) will be permitted in accordance with the rules established by MSHSAA. Foster care students are automatically eligible for participation in the district's free nutrition program.

Graduation

In order to facilitate timely graduation of foster care students, the district will:

1. Waive specific courses required for graduation if similar course work has been satisfactorily completed in another school. If such course work is not waived, the district will provide reasonable justification for the denial.
2. Accept the results of exit exams, end-of-course exams, nationally norm-referenced tests or alternative testing from another school to satisfy district testing requirements related to graduation.
3. Accept for credit full or partial course work completed at the previous school attended in accordance with district policy.

If a foster care student who enrolls in the district at the beginning of or during his or her senior year cannot meet the district's graduation requirements by the end of the senior year, even after all alternatives have been considered, the liaison will contact the student's previous district to determine if the student is eligible to receive a diploma from the previous school.

The West Plains R-VII School District will award a diploma to foster care students who transfer out of the district at the beginning of or during the senior year if, considering all courses, tests and attendance at the school to which the student transferred, the student has met the West Plains R-VII School District graduation requirements.

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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: 04/16/2013

Revised:

Cross Refs: JCB, Intradistrict Transfers
JCC, Interdistrict Transfers
JEC, School Admissions
JECBA, Admission of ~~Nonresident~~ Students
JECC, Assignment of Students to Grade Levels/Classes
JED, Student Absences and Excuses
JO, Student Records

Legal Refs: §§ 160.1990, 167.018 - .019, 210.760, .1050, RSMo.
The Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6311 - 6322
34 C.F.R. § 299.13
45 C.F.R. § 1355.20

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

REFERENCE COPY

FILE: IL
Critical

EXPLANATION: ASSESSMENT PROGRAM

MSBA has updated this policy to reflect the changes brought about by the Every Student Succeeds Act (ESSA). Specifically, the new law requires districts to assess all students, including those with disabilities, with the same type of assessment (providing necessary accommodations when needed).

The new law requires districts to specifically ensure that migrant, homeless, foster care and military family students are provided the same opportunities to be assessed as other students in the district.

Finally, there are new requirements on parental notification, including making any notice available on the district's website and providing notice in a manner that the parent/guardian can easily understand—meaning translated if necessary, or provided in a form accessible to a parent/guardian with a disability.

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		Public Info/Communications		Technology

REFERENCE COPY

FILE: IL
Critical

ASSESSMENT PROGRAM

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

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

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

Participation

In order to achieve the purposes of the student assessment program **and comply with state and federal law**, the district requires all enrolled students to participate in all applicable aspects of the **district** assessment program, **including statewide assessments**.

District Assessment Plan

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

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

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - ▶ a. ———Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.

- ▶ b.——Help the professional staff formulate and recommend instructional policy.
 - ▶ c.——Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
 5. *Accreditation* – To ensure the district obtains and maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

Reading Assessment

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

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

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of district English Learner students with limited English proficiency in kindergarten through grade 12.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards adopted set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migrant or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

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Critical

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

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

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

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

National Assessment of Educational Progress

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

Parental Notice

At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the

assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

When possible, the district will provide parents/guardians information on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

Access to Local Assessments by Students Not Enrolled in the District

In order to foster positive community relationships and to promote the academic progress of all students located within the district, the district may, at its discretion, allow private and home-schooled students who reside within district boundaries but who are not enrolled in the district to participate in grade-level, end-of-course and ACT assessments. These student scores shall not affect district accountability.

* * * * *

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

Adopted: 10/16/2001

Revised: 03/15/2005; 04/20/2010; 04/15/2014;

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

MSIP Refs: 6.2 I-2, I-4

REFERENCE COPY

FILE: IL
Critical

Legal Refs: §§ 160.257, .518, .570, 167.645, RSMo.
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
~~No Child Left Behind Act of 2001~~ The Elementary and Secondary Education Act, 20
U.S.C. §§ ~~6301-7941~~ 6312

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

REFERENCE COPY

FILE: KBA
Critical

EXPLANATION: PUBLIC'S RIGHT TO KNOW

MSBA recommends that districts **RESCIND** this policy. Public access to district records is already covered in detail in policy BDDL.

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

REFERENCE COPY

FILE: KBA
Critical

PUBLIC'S RIGHT TO KNOW

~~The West Plains R-VII School District will make district records available to the public in accordance with law. Any person wishing to access records shall make a request to the custodian of records during regular business hours. Anyone requesting a copy of a public record will be charged fees for search and duplication in accordance with Board policy on the release of public information.~~

~~Not all district records are available to the public. If the opportunity to inspect or copy a record is denied, the custodian of records will provide a written statement explaining why the request was denied in accordance with law if such an explanation is requested.~~

~~*****~~

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: 07/19/2005~~

~~Cross Refs: BDC, Closed Meetings, Records and Votes
BDDG, Minutes
BDDL, Release of Information
GBL, Personnel Records
JO, Student Records~~

~~Legal Refs: §§ 160.261.9, 167.020.7, 610.010 - .028, RSMo:
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
34 C.F.R. Part 99
29 C.F.R. § 1630.14 (Medical Information of Employees)~~

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

REFERENCE COPY

FILE: KG
Critical

EXPLANATION: COMMUNITY USE OF DISTRICT FACILITIES

MSBA has been working with KC Healthy Kids, the Public Health Law Center, the Missouri Association of Councils of Government and the Missouri State Alliance of YMCAs to modify its Community Use of District Facilities policy, procedure and form. The purpose of this collaboration was to create policy that promotes the use of school district facilities by the community for exercise, play and other health-related activities by removing some of the barriers to community access.

In modifying our model policy, KG, and the accompanying procedure and form, MSBA has attempted to increase community access to district facilities for many uses, including health and fitness activities, while still protecting the district from liability and damage to its facilities. Most importantly, these changes will provide districts with more opportunity for community engagement and outreach to those members of the community who may not otherwise have an opportunity to visit district facilities.

These changes are not required by law, but MSBA encourages districts to consider opportunities for increased community use of facilities. MSBA recommends the district consult its liability insurance carrier regarding any issues with expanded use of district facilities.

Major changes include:

1. Allowing tracks, trails, tennis courts and outdoor basketball courts to be used by members of the community, without submitting an application, when the facilities are not being used by the district.
2. Allowing playgrounds and playground structures to be used any time schools are not in session.
3. In cases where an employee must be present, allowing groups to use an employee volunteer.
4. Adding to the list of available facilities.
5. Refunding fees if use is cancelled.

In addition, the policy and procedure suggest that a master calendar of facility availability be maintained on the district's website as a way to complete and submit applications for use.

FILE: KG
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REFERENCE COPY

While online scheduling and applications have been successfully used by some districts, paper applications may be used as well.

For an excellent resource on improving access to community use of district facilities, visit <https://www.kchealthykids.org/community-use-school-property-missouri/>. This resource discusses everything from liability to funding and shares some success stories from Missouri schools of all sizes.

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

REFERENCE COPY

FILE: KG
Critical

COMMUNITY USE OF DISTRICT FACILITIES

As a service to the community and in accordance with law, the Board of Education may allow community groups, as defined in this policy, and individuals to use district facilities for educational, recreational, social, civic, philanthropic and other similar purposes when the facilities are not being used by the district or district-sponsored groups. The superintendent or designee is directed to create and enforce implement procedures addressing facility use and may approve or deny facility use requests in accordance with this policy.

Granting a request to use district facilities does not constitute district endorsement of the activity, organization, organization's mission or any opinion expressed by the individual, groups or members of the groups.

Definitions

Community Groups (Groups) – Governmental entities and nonprofit organizations operating in or located in the district.

District Equipment – Any property owned by the district that is not permanently affixed to the building including, but not limited to, athletic gear, kitchen appliances and utensils, electronic equipment, desks and chairs. District equipment includes property donated to the district or purchased with donated funds.

District Facility – Buildings, rooms, gymnasiums, auditoriums, athletic fields, courtyards or other spaces on district property an individual or group seeks to use.

District-Sponsored Activity – Any activity organized by the district as part of the district's education program or co-sponsored by the district with other organizations. District-sponsored activities may include, but are not limited to: clubs, athletic events and practices, tutoring, dances, musical performances and carnivals. District-sponsored activities include activities sponsored by student-initiated groups at the secondary level organized in accordance with policy and law.

Eligible Users

Use of district facilities is a privilege, not a right. No Except as otherwise permitted in this policy or the accompanying procedure, any community group will receive access without first obtaining the approval of the superintendent or designee. In some cases Board approval may also be required or individual who wishes to use district facilities must complete the application process. The district intends to maintain district facilities as nonpublic forums and reserves the right to exclude individuals or groups from its facilities or cancel or modify any permission granted, to the extent allowed by law.

Community groups may request to use district facilities. The district discourages use by individuals and for-profit entities or other groups not addressed in this policy, and these persons or entities may only use district facilities if approved by the Board. District facilities may not be used by for-profit entities or by any individual or group conducting business for the primary purpose of making a profit for an individual or group. Priority will be given to groups or activities applicants who wish to use district facilities for purposes that directly benefit district students. Use of district facilities will not be granted if the use conflicts or interferes with a district-sponsored activity, and all uses granted are contingent upon the district's needs. An individual or group whose request for the use of facilities has been denied by the superintendent or designee may request to speak to the Board regarding the usage. The Board will make the final decision if any dispute over usage occurs.

Staff use of district property and facilities is subject to this policy and applicable procedures when the use is for personal purposes or reasons other than performing the staff member's duties with the district.

Boy Scout Equal Access Act

In accordance with law, when the district allows youth or community groups not affiliated with the district to use district facilities outside of school hours, the district will provide equal access and related services and benefits to groups officially affiliated with the Boy Scouts of America, Girl Scouts of the United States of America, Big Brothers Big Sisters of America, Boys and Girls Clubs of America, or other groups or organizations listed in Title 36 of the U.S. Code that are intended to serve young people under the age of 21.

~~Staff use of district property and facilities is subject to this policy when the use is for reasons unrelated to the staff member's duties with the district.~~

Use Restrictions

The superintendent or designee will determine which district facilities are available for public use and may determine that some district facilities or equipment are not available for public use. The superintendent or designee may limit the hours or days that district facilities may be used based on the availability of staff and other relevant factors and may prohibit some uses that might be disruptive or damaging to district property. To accommodate ~~all~~ as many groups and individuals as possible, the superintendent or designee may limit the number of times a particular individual or groups may use district facilities in a school year if there are multiple groups requests to access to the same facilities. Only governmental entities or nonprofit community groups (such as the Boy Scouts of America or the Girl Scouts of the United States of America) and individuals directly serving district students are permitted to use school buildings two hours before and two hours after the official academic day.

REFERENCE COPY

FILE: KG
Critical

Because students are frequently on school grounds even when school is not in session, the district expects all individuals and groups to behave in a manner that is appropriate around children, as determined by the district. All individuals and groups using district facilities are ~~required to follow~~ subject to applicable district policies, or procedures and ~~other directives by district staff directives~~.

No Application Required

Unless the district has physically blocked entrance to the area or posted notice that a space is not available for public use, individuals or community groups do not need to go through the application process, pay fees, provide insurance or agree to indemnify the district to use the following spaces:

1. Tracks, walking trails, tennis courts and outdoor basketball courts may be used any time they are not being used by the district.
2. Playgrounds and playground structures may be used any time school is not in session and they are not otherwise being used by the district.

Persons using these spaces do so at their own risk, must use them for the purposes for which they were built and cannot be destructive or disruptive. Persons using these spaces must follow applicable district policies and procedures. The administrator or designee of the school will make the final decision regarding whether the district is using the space at any given time. If another individual or group has reserved the space through the application process, others may use the space only with the permission of the individual or group that reserved it.

Security and Safety

All groups and individuals using district facilities must follow district security rules. Only district employees will unlock district facilities or possess keys or security codes unless otherwise authorized by the superintendent or designee provides authorization to others. District facilities may not be used for any purpose prohibited by law, and use must comply with state and local fire, health and safety regulations.

The district may require a group or individual to pay for and provide additional security for the group's events if additional security is deemed necessary for traffic control, crowd control or the protection of persons or property.

Fees

The district will may charge rental fees for the use of district facilities. The Board will set the fees annually after a recommendation from the superintendent or designee. The district will may also

charge for additional costs associated with the use, such as the cost of custodial services, food services, technician services or security services, as deemed necessary by the superintendent or designee. The superintendent or designee may require a group or individual to provide a security deposit prior to using the district's facilities. The superintendent or designee may waive the fees for individuals and groups created to support the district; nonprofit organizations; and groups with a reciprocal relationship with the district, such as the Parent Teacher Association (PTA) and booster clubs. However, any group created to support or oppose a ballot issue must pay fees for facility use, even if the ballot issue is in support of the district.

Regardless of whether fees have been waived, groups and individuals using district facilities must provide proof of insurance in an amount set by the superintendent or designee and must agree to indemnify and hold the district harmless for any damages and pay for the actual cost of replacing or repairing damaged property. The district may require a group to pay ment of owed fees owed prior to using allowing use of the facility.

~~The superintendent or designee may waive the fees for groups created to support the district; nonprofit organizations with longstanding ties to the district; and groups with a reciprocal relationship with the district, such as the Parent Teacher Association (PTA) and booster clubs. Regardless of whether fees have been waived, representatives from all groups must provide proof of insurance and sign an indemnity and hold harmless agreement.~~

Cancellation

The district reserves the right to cancel a scheduled use of district facilities at any time including, but not limited to, situations where instances when the district needs to use the space in the event of or as a result of inclement weather or an emergency. When a scheduled use must be canceled, the district will provide as much notice as possible.

Use of Equipment

The superintendent or designee may authorize the use of district equipment by community groups and individuals for educational, recreational, social, civic, philanthropic and other similar purposes. Equipment will not be removed from district property without permission from the superintendent or designee. Fees may be charged for equipment usage in accordance with this policy.

Emergency Uses

The superintendent or designee may authorize the use of district facilities as an emergency shelter or for other emergency purposes if such use does not otherwise conflict with the district's needs.

* * * * *

REFERENCE COPY

FILE: KG
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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: 11/21/1989

Revised: 05/15/2012;

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
AH, Use of Tobacco Products and Imitation Tobacco Products

DCB, Political Campaigns

ECA, Building and Grounds Security

EF, Food Service Management

GBCA, Staff Conflict of Interest

IGD, District-Sponsored Extracurricular Activities and Groups

IGDA, Student-Initiated Group Use of District Facilities

IND, Ceremonies and Observances

Legal Refs: §§ **115.646**, 177.031, RSMo.

U.S. Const. amend. I

Boy Scouts of America Equal Access Act, 20 U.S.C. 7905

Good News Club v. Milford Central Sch., 533 U.S. § 98 (2001)

Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993)

Victory Through Jesus Sports Ministry Found. v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th 2011)

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

REFERENCE COPY

FILE: KL
Critical

EXPLANATION: PUBLIC CONCERNS AND COMPLAINTS

The Every Student Succeeds Act amended the federal Elementary and Secondary Education Act (ESEA). One of the requirements of this law is that districts have a policy to address allegations that the district is not following federal laws governing federal programs under the ESEA.

The law and the Department of Elementary and Secondary Education now require these complaints to be completely resolved by the district within 35 days. Given this timeline, it is difficult for districts to use the same appeal process used for other complaints and concerns. For this reason, the language specific to complaints regarding federal programs and the process for districts to resolve such complaints has been removed from this policy and included in new policy KLA.

In addition, MSBA has made some minor changes to clarify this policy.

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

REFERENCE COPY

FILE: KL
Critical

PUBLIC CONCERNS AND COMPLAINTS

The West Plains R-VII School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to **hearing a complaint or** making a decision **in** the matter.

~~The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.~~

~~Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.~~

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Complaint Process

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

Federal Programs

~~In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a~~

~~federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.~~

~~The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.~~

Notice

~~The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.~~

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established **policies or** procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. ~~If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation.~~ The principal will provide a written response to the individual raising the concern **("complainant")** within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the ~~individual voicing the concern~~ **complainant** within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.

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FILE: KL
Critical

4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.
5. ~~For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.~~

Documentation and Release of Information

~~The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint is first filed with DESE.~~

~~Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.~~

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

* * * * *

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: 11/18/2003; 11/17/2015;

FILE: KL
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REFERENCE COPY

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
BDDH, Public Participation at Board Meetings
GBM, Staff Grievances
IGBC, Parent/Family Involvement in Instructional and Other Programs
IGBCA, Programs for Homeless Students
IGDBA, Distribution of Noncurricular Student Publications

Legal Refs: ~~No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941~~ The Elementary and
Secondary Education Act, 20 U.S.C. §§ 6301 - 7941

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

REFERENCE COPY

FILE: KLA
Critical

EXPLANATION: CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS

MSBA has created this NEW policy to address allegations that the district has violated federal law in a program governed by the Elementary and Secondary Education Act (ESEA), otherwise known as the Every Student Succeeds Act. One of the requirements of this law is that districts have a policy to address allegations that the district is not following federal laws governing federal programs under the ESEA, such as the district's English Learner program or Title I program.

The law and the Department of Elementary and Secondary Education's (DESE) complaint process now require the district to investigate and submit a summary to DESE in 35 days. For that reason, MSBA has created this separate complaint policy where the public is instructed to contact the superintendent or designee, as opposed to addressing the concern at a lower level. A copy of DESE's complaint procedures can be found at: <https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf>.

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

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

REFERENCE COPY

FILE: KLA
Critical

CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS

The West Plains R-VII School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

Documentation and Release of Information

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

* * * * *

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:

Revised:

Cross Refs: IGBC, Parent/Family Involvement in Instructional and Other Programs
IGBCA, Programs for Homeless Students
IGDBA, Distribution of Noncurricular Student Publications

Legal Refs: The Elementary and Secondary Education Act, 20 U.S.C. §§ 6301 - 7941

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

	A	B	C
1	Course #	Course	
2		<u>Communication Arts</u>	
3	CA111	English I	
4	CA121	English I H	
5	CA211	English II	
6	CA221	English II H	
7	CA311	English III	
8	CA321	English III H	
9	CA355	Creative Writing	
10	CA335	Mythology	
11	CA341	Literature of the Bible	
12	CA361	Zizzerette	
13	CA411	English IV	
14	CA421	English IV H	
15	CA431	AP English	
16	CA505	Science Fiction	
17	CA515	Novels	
18	CA525	Speech	
19	CA531	Comp. Speech & Debate	
20	CA535	Debate	
21	CA545	Gateway Award Reading	
22	CA231	Ozark Folklore and Publishing	
23	CA325	Technical Writing	
24		<u>Mathematics</u>	
25	MA111	Math Concepts	
26	MA121	Algebra I Part I	
27	MA131	Algebra I	
28	MA141	Algebra I STEM	
29	MA211	Algebra Concepts	
30	MA221	Algebra I Part II	
31	MA251	Advanced Geometry	
32	MA241	Algebra II STEM	
33	MA311	Geometry Concepts	

	A	B	C
34	MA321	Basic Geometry	
35	MA331	Algebra II	
36	MA351	Advanced Algebra with Trigonometry	
37	MA361	Pre-Calculus	
38	MA411	MSU MTH 103	
39	MA421	College Algebra	
40	NEW	Advanced Placement Statistics	NEW for 2018-19 School Year PLTW
41	NEW	Statistics	NEW for 2018-19 School Year PLTW
42	MA431	AP Calculus	
43		<u>Science</u>	
44	SC111	Physical Science	
45	SC121	Honors Physical Science	
46	SC211	Biology	
47	SC221	Biology I Honors	
48	SC231	Chemistry	
49	SC271	Physics	
50	SC251	Pre AP Chemistry	
51	SC311	Earth Science	
52	SC321	AP Biology	
53	SC331	AP Chemistry	
54	SC341	AP Physics	
55	SC351	General Human Anatomy	
56	SC411	Physiology & Anat	
57	SC415	Natural Disasters	
58	SC425	Forensic Sci	
59		<u>Social Studies</u>	
60	SS111	World Geography & Cultures	
61	SS211	American History	
62	SS221	AP U.S. History	
63	SS231	AP World History	
64	SS311	American Government	
65	SS321	AP U.S. Government and Politics	
66	SS415	Missouri History	

	A	B	C
67	SS425	Civil War Studies	
68	SS435	Psychology	Change to a full year
69	SS445	Sociology	
70	SS455	Current Events	
71	NEW	James Madison Legacy Project	Jr/Sr Level Course for First semester
72	NEW	United States Wars	Elective
73			
74		<u>Agriculture</u>	
75	AG111	Ag. Science I	
76	AG221	Ag. Mech	
77	AG231	Ag. Power I	
78	AG241	Crop Science	
79	AG315	Ag Forestry	
80	AG321	Ag. Power II	
81	AG325	Ag. Conservation	
82	AG331	Ag. Adv Structures	
83	AG345	Equine Science	
84	AG365	Ag Comm and Ldrship	
85		<u>Business</u>	
86	BU211	Accounting I	
87	BU215	Business Basics	
88	BU235	Stock Market	
89	BU245	Business Law	
90	BU255	Computer App II	
91	BU311	Accounting II	
92	BU421	Career Skills	
93	BU422	SBE/Internship	
94	BU515	Computer App I	
95	BU525	Multimedia Arts	
96		<u>Fine Art</u>	
97	FA111	Studio Art I	
98	FA211	Studio Art II	

	A	B	C
99	FA221	Technical Theatre	
100	FA321	Adv Art Composition	
101	FA331	Advanced Acting	
102	FA511	Varsity Choir	
103	FA121	Band - Junior Varsity	
104	FA521	Concert Choir	
105	FA525	Band - Varsity	
106	FA531	Theater	
107	FA535	Band - Marching	
108	FA541	Band - Jazz Ensemble	
109	FA551	Arts and Crafts	Teacher Permission
110		<u>Family & Consumer Science</u>	
111	FC111	Nutrition/Meal Plan	
112	FC211	Family Living	
113	FC311	Child Develop.	
114	FC511	Fashion/Clothing Construction	
115	FC521	Interior Design	
116		<u>Physical Education</u>	
117	PE111	Boys PE	
118	PE121	Girls PE	
119	PE211	Body Sculpting – Coed	
120	PE511	Adaptive PE	
121	PE515	Men's Strength Training	
122	PE525	Women's Strength Training	
123	PE535	Men's Cardio Training	
124	PE545	Women's Cardio Training	
125		<u>Project Lead the Way</u>	
126	PL111	Introduction to Engineering Design	
127	PL121	Principles of Biomedical Science	
128	PL131	Computer Science Essentials	
129	PL211	Principles of Engineering	
130	PL231	Computer Science Principles	

	A	B	C
131	PL241	Aerospace Engineering	
132	PL221	Human Body Systems	
133	PL251	Medical Interventions	NEW for 2018-19 School Year PLTW
134		<u>World Languages</u>	
135		French I, II, III, IV	
136		Spanish I, II, III, IV	
137		German I, II, III, IV	
138		Chinese I, II, III, IV	
139		<u>Electives</u>	
140	EL101	Zizzer Success	Permission/Recommendation Only
141	EL105F	Study Skills (Fall)	
142	EL105S	Study Skills (Spring)	
143	EL301	Study Skills MSU EDP	
144	EL305	ACT Prep	
145	EL315F & S	Manage & Internship (Fall & Spring)	
146	EL313	Z-CAPS	
147	EL411	Library Media	
148	EL421	JAG	
149	EL501	Math Lab	
150	NEW	Military Science II	NEW for 2018-19 School Year PLTW
151	EL511	Military Science	
152		<u>Career Center</u>	
153	CC521	Architectural Drafting	
154	CC313	Auto Collision I	
155	CC413	Auto Collision II	
156	CC323	Auto Mech Technology I	
157	CC423	Auto Mech Technology II	
158	CC333	Carpentry I	
159	CC433	Carpentry II	
160	CC312	Commercial & Advertising Art I	
161	CC412	Commercial & Advertising Art II	
162	CC231	Creative Design (ZNN)	

	A	B	C
163	CC311	Creative Designs (Yearbook)	
164	CC343	Culinary Arts I	
165	CC443	Culinary Arts II	
166	CC353	Health Sci I 3H	
167	CC453	Health Sci II 3H	
168	CC111	Introduction to Carpentry I	
169	CC211	Introduction to Carpentry II	
170	CC511	Mechanical Drafting	
171	CC221	Medical Profiling	
172	CC402	Pharmacy Tech	
173	CC363	Welding I	
174	CC463	Welding II	



2018-2019 School Calendar

West Plains Schools

For more info visit www.ZIZZERS.org

Aug. 2 - 6	Registration – Middle School & WP Elementary (New students only)
Aug. 2 - 6	Registration – High School (all grades, drop-in 8-Noon)
Aug. 7	5th Grade Orientation (6 -7:00 pm)
Aug. 9	WP & SF Kindergarten Open House (5-6:30 pm)
Aug. 13, 14, 15	Teacher Workshop
Aug. 14	9th Grade Zizzer Day (8:30 AM - 1:00 PM)
Aug. 14	Open House, All Buildings (5:00 – 7:00 PM)
Aug. 16	Classes Begin
Sept. 3	Labor Day (No School)
Sept. 17	Teacher In-Service (No School)
Oct. 12	End of First Quarter (40 Days)
Oct. 16	Parent / Teacher Conference Week (By Appt. Only)
Oct. 19	Teacher Independent Workday (No School)
Oct. 31	Teacher In-Service (No School)
Nov. 12	Teacher Independent Workday (No School)
Nov. 19-23	Fall Break (No School)
Dec. 13	SCCC Fall Commencement, Civic Center, 7:00 pm
Dec. 21	1/2 Day, Dismiss @ 12:15 pm, End of Second Quarter (42 Days)
Dec. 24 –Jan.4	Christmas Vacation-No School
Jan. 7	School Resumes after Christmas Break
Jan. 11	Issue Grade Cards
Jan.18	Teacher In-Service (No School)
Jan. 21	Dr. Martin Luther King Jr. Holiday (No School)
Feb. 15	Teacher In-Service (No School)
Feb. 18	President's Day (No School)
Mar. 8	End of Third Quarter (41 days)
Mar. 6-10	Parent / Teacher Conferences Week (By Appt. Only)
Mar. 18-22	Spring Break (No School)
Apr. 19	Spring Break (No School)
May 9	8th Grade Promotion - 7:00 pm WPCC
May 10	12th Grade Graduation - 7:00 pm WPCC
May 14	SCCC Spring Commencement, Civic Center, 7:00 pm
May 16	End of Fourth Quarter (43 days)
May 16	Last Day of Classes (4 hour day, dismiss 12:15pm)
May 16	Faculty/Staff Reception 1:00 pm
May 17	Faculty Work Day
May 27	Memorial Day - No Summer School
May 28-Jun 20	Summer School

First Semester

August	12
September	18
October	22
November	15
December	15
Total 1st Semester	82

Second Semester

January	17
February	18
March	16
April	21
May	12
Total 2nd Semester	84

* If school is closed for more than 10 days due to inclement weather, the following dates will be used as additional instructional days: (1) Jan.

18, (2) Jan. 21, (3) Feb. 15, (4) Feb. 18, (5) Apr. 19

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

JULY 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					