

West Plains Schools Board of Education  
Regular Session Meeting  
5:00 P.M. May 21, 2013  
Central Administration Office

**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**
  - B. Adjournment from Closed Executive Session**
- V. CALL TO ORDER – The regular Session of the School Board meeting will be called to order at 5:45 P.M.**
- VI. PLEDGE OF ALLEGIANCE -**
- 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 Special Meeting April 16, 2013**
  - B. Payment of Bills**
  - C. Monthly Finance Report**
  - D. Program Evaluations: 1. Early Childhood**
  - E. Approval Request for resignations or terminations: 1. Dusty Craft 2. Kati Craft**
  - F. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools: Substitutes**
- X. REGULAR AGENDA**
  - A. Previous Business for Approval, Discussion or Information Only**
    - 1. Salary Committee Proposal**
  - B. New Business for Approval, Discussion or Information Only**
    - 1. Student Art Award Presentations**
    - 2. Teacher of the Year Nominee Recognition**
    - 3. Patron Insight Report**
    - 4. Ag. Science Building Fundraising Committee**
    - 5. One-to-One Budget**
    - 6. Capital Improvements Approval**
    - 7. TransPar Report**
    - 8. Board Policy Amendment**
    - 9. Student Handbooks – 1<sup>st</sup> Read**
    - 10. Employee Handbooks – 1<sup>st</sup> Read**
    - 11. Superintendent Report**
- 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 June 18, 2013 at 5:00 P.M.**

I look forward to seeing everyone on Tuesday night at 5:00. Thank you again for the wonderful job you do in helping to educate our future. I greatly appreciate your trust in the work that we are doing. It is GREAT to be a Zizzer!!!!

**\*Next Board Meeting Scheduled for June 18, 2013, at 5:00 P.M.**

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

### **Board Election Results Meeting**

**5:00 P.M. April 16, 2013**

**Central Administration Office**

### **Minutes**

- I. CALL TO ORDER:** Jim Thompson called the meeting to order at 5:04.
- II. ROLL CALL:** Board members present: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Brian Mitchell Lee Freeman and Elizabeth Grisham. Absent: None. Also in attendance: Superintendent Dr. Fred Czerwonka, Assistant Superintendent Dr. John Mulford and Board Secretary Linda Y. Collins.
- III. REORGANIZATION**
  - A. Dissolution of Board of Education**
  - B. Oath of Office to Elected Members.** Dr. Fred Czerwonka announced that the district was not required to hold an election pursuant to Section 115.124, RSMo. Board Secretary Linda Y. Collins administered the oath of office to incumbent board members Cindy Tyree and Sam Riggs.
  - C. Appoint Board Officials as per Board Policy BCA**
    - 1. Elect Board President.** Mr. Riggs made a motion to nominate Jim Thompson as Board President. The motion was seconded by Mr. Freeman. The motion to nominate Jim Thompson as President was voted as follows:  
AYE: Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Brian Mitchell, Lee Freeman and Elizabeth Grisham.  
NAY: None. ABSTAIN: Jim Thompson.
    - 2. Elect Board Vice-President.** Mrs. Tyree made a motion to nominate Terry “Bo” Pace as Vice President. The motion was seconded by Mr. Freeman. The motion to nominate Terry “Bo” Pace as Vice-President was voted as follows:  
AYE: Jim Thompson, Cindy Tyree, Sam Riggs, Brian Mitchell Lee Freeman and Elizabeth Grisham. NAY: None. ABSTAIN: Terry “Bo” Pace.
    - 3. Appoint Board Secretary and Board Treasurer (Currently Linda Collins and Luke Boyer).** Mr. Mitchell made a motion to reappoint Linda Collins for Board Secretary and Dr. Luke Boyer as Board Treasurer. The motion was seconded by Ms. Grisham and voted as follows: AYE: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Brian Mitchell, Lee Freeman and Elizabeth Grisham. NAY: None.
  - D. Appoint MSBA Delegate and Alternate.** Mrs. Cindy Tyree was re-appointed as MSBA Delegate and Mr. Sam Riggs as Alternate.

**E. Appoint TIF Committee Member. Mr. Brian Mitchell was appointed TIF Committee member**

**IV. ADJOURNMENT: At 5:10 Mr. Riggs made a motion to adjourn. The motion was seconded by Mr. Pace and voted as follows:**

**AYE: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Brian Mitchell, Lee Freeman and Elizabeth Grisham.**

**NAY: None.**

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**Jimmy E. Thompson, President**

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**Linda Y. Collins, Secretary**

**\*Next Board Meeting Scheduled for May 21, 2013 At 5:00 P.M.**

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

**Regular Session Meeting**

**5:15 P.M. April 16, 2013**

**Central Administration Office**

**Minutes**

- I. CALL TO ORDER:** Jim Thompson called the meeting to order at 6:00 p.m.
- II. PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by some members of the High School Speech and Debate Team.
- III. ROLL CALL:** Board members present: Jim Thompson, Terry “Bo” Pace, Cindy Tyree, Sam Riggs, Brian Mitchell Lee Freeman and Elizabeth Grisham. Absent: None. Also in attendance: Superintendent Dr. Fred Czerwonka, Assistant Superintendent Dr. John Mulford and Board Secretary Linda Y. Collins.
- IV. APPROVAL OF AGENDA:** Motion to approve the agenda as published was made by Mr. Pace. The motion was seconded by Mrs. Tyree and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Elizabeth Grisham. NAY: None. ABSTAIN: None.
- V. CONSENT AGENDA -** (Items considered routine in nature to be voted on in one motion to conserve time. If discussion is desired, that item will be removed from the Consent Agenda and will become the first item under the Regular Agenda
  - A. Approval of Regular Board Meeting Minutes on March 19, 2013 and Special Meeting Minutes on March 26, 2013.**
  - B. Payment of Bills**
  - C. Monthly Finance Report**
  - D. Program Evaluations**
    - Counseling & Guidance
    - Facilities
  - E. Approval Request for Resignations or Terminations:**
    - Brian Hathcock
    - Mike Davis
    - Shirley Robertson
  - F. Approval will be requested for the employment of individuals as recommended by the Superintendent of Schools:**
    - Substitute Teachers/Bus Drivers/Custodians

Mr. Pace made a motion to approve the Consent Agenda with the exception of accounts payable check #50807 in the amount of \$624.80. The motion was seconded by Mr. Riggs and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None

- VI. REGULAR AGENDA**
  - A. Previous Business for Approval , Discussion or Information Only**

1. **MSBA Policy 2013 Updates – Final Read and Approval.** Mr. Mitchell made a motion to approve the 2013 (2012 C) updates. The motion was seconded by Mrs. Tyree and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.
  2. **Online Foreign Language.** Mr. Mitchell made a motion to approve Rosetta Stone for online language instruction in 2013-2014 school year. The motion was seconded by Mr. Riggs and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.
  3. **MSBA Region 15 Spring Meeting Thursday, April 25th**
- B. New Business for Approval, Discussion or Information Only**
1. **Salary Committee Proposal.** Mr. Justin presented the requests for the 2013-2014 school year from the salary committee.
    - a. Continue board paid insurance
    - b. Movement for year of service and for teachers completing further education
    - c. 1% to Base on Teachers Salary Schedule
    - d. Add \$2,000 doctoral stipend on old salary schedule
    - e. 12 month employees – allow 3 floating holidays used in connection with holiday when teachers are out of school
  2. **High School Graduation at the Civic Center, Thursday, May 16 at 7:00**
  3. **Eighth Grade Promotion at the Civic Center, Tuesday, May 14 at 7:00**
  4. **Celebrations of Achievement – Friday May 17 at 9:00 at the West Plains Middle School**
  5. **Top 10% Banquet – April 30, 6:30 at the Civic Center**
  6. **Revenue Projections for 2013-2014**
  7. **One-to-One Technology Proposal.** Dr. Thompson will bring a 10-year plan to the board meeting in May
  8. **SCCC Duplex Bid Discussion/Approval.** Dr. Mulford reported receiving 1 bid on the duplex at Davidson/Sesson in the amount of \$110,000. The minimum bid was set at \$125,000. The board will advertise further.

Mrs. Tyree made a motion to designate the proceeds of sale of the duplex to go to the Agriculture Science building project. The motion was seconded by Mr. Mitchell and voted as follows: AYE: Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Ms. Grisham. NAY: None. ABSTAIN: None.

**9. Superintendent Report.** Dr. Czerwonka reported several activities around the district that are intended to improve instruction for students

**VII. ADJOURNMENT:** At 7:21 p.m. Mr. Pace made a motion to adjourn from Open Session to go immediately into Closed Session. The motion was seconded by Mr. Freeman and voted as follows: **AYE:** Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Freeman, Mr. Mitchell and Ms. Grisham. **NAY:** None. **ABSTAIN:** None.

At 7:24 p.m. Mr. Freeman made a motion to adjourn Open Session. The motion was seconded by Mr. Mitchell and voted as follows: **AYE:** Mr. Thompson, Mr. Pace, Mrs. Tyree, Mr. Riggs, Mr. Mitchell, Mr. Freeman and Ms. Grisham. **NAY:** None. **ABSTAIN:** None.

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**Jimmy E. Thompson, President**

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**Linda Y. Collins, Secretary**

**\*Next Board Meeting Scheduled for May 21, 2013 At 5:00 P.M.**

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

**\*\*\*AFTER APRIL BOARD CHECKS FOR APPROVAL #50850 - #50972\*\*\***

CK CD	CHK NUM	CK DATE	VENDOR	NAME	AMOUNT
AD	50850	04/22/13	264	BRANSON HIGH SCHOOL	\$150.00
AD	50851	04/22/13	810	JUSTIN FRAZIER	\$100.00
AD	50852	04/22/13	1063	MTN GROVE HIGH SCHOOL	\$80.00
AD	50853	04/22/13	1687	NATHAN WAGNER	\$120.80
AD	50854	04/22/13	1389	SPS KRAFT ADMIN. CENTER	\$200.00
AD	50855	04/22/13	2249	WAYNESVILLE R-VI SCHOOL	\$200.00
10	50856	04/22/13	1178	PIPE PLUS	\$293.08
10	50857	04/22/13	1642	BRENDA SMITH	\$244.80
10	50865	05/07/13	35	COLORVISION	\$21.50
10	50866	05/07/13	2763	COMMUNITY FOUNDATION OF THE OZ	\$3,215.10
10	50867	05/07/13	438	DOMINOS PIZZA	\$290.13
10	50868	05/07/13	3855	KATLIN DRUSSEL	\$250.00
10	50869	05/07/13	993	MISSOURI HEALTH CARE AS.	\$333.00
10	50870	05/07/13	1391	SPRINGFIELD STAMP &	\$290.90
AD	50871	05/07/13	2911	BOB FLOREZ	\$144.00
AD	50872	05/07/13	3856	CLAY MCCLELLAN	\$120.80
AD	50873	05/07/13	560	GARY MILLER	\$100.00
AD	50874	05/07/13	560	GARY MILLER	\$90.00
AD	50875	05/07/13	560	GARY MILLER	\$100.00
AD	50876	05/07/13	564	GAYLORD GREGORY	\$100.00
AD	50877	05/07/13	564	GAYLORD GREGORY	\$100.00
AD	50878	05/07/13	564	GAYLORD GREGORY	\$100.00
AD	50879	05/07/13	564	GAYLORD GREGORY	\$100.00
AD	50880	05/07/13	564	GAYLORD GREGORY	\$100.00
AD	50881	05/07/13	3804	HENRY ENLOW	\$414.00
AD	50882	05/07/13	3804	HENRY ENLOW	\$184.00
AD	50883	05/07/13	3804	HENRY ENLOW	\$144.00
AD	50884	05/07/13	1684	JEFF HOLLIS	\$126.40
AD	50885	05/07/13	1684	JEFF HOLLIS	\$126.40
AD	50886	05/07/13	1684	JEFF HOLLIS	\$126.40
AD	50887	05/07/13	810	JUSTIN FRAZIER	\$240.00
AD	50888	05/07/13	810	JUSTIN FRAZIER	\$100.00
AD	50889	05/07/13	830	KEVIN WRAY	\$124.00
AD	50890	05/07/13	416	DENIS KNIGHT	\$95.00
AD	50891	05/07/13	3828	LEE BRAZEAL	\$104.40
AD	50892	05/07/13	929	MARSHFIELD HIGH SCHOOL	\$125.00
AD	50893	05/07/13	3810	MICHAEL GOW, JR.	\$330.00
AD	50894	05/07/13	2740	NAOMI CARDOZA	\$180.00
AD	50895	05/07/13	1687	NATHAN WAGNER	\$260.80
AD	50896	05/07/13	1262	ROBERT BROWN	\$110.00
AD	50897	05/07/13	1262	ROBERT BROWN	\$120.00

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

AD	50898	05/07/13	1262	ROBERT BROWN	\$120.00
AD	50899	05/07/13	3822	SULLIVAN COUNTRY CLUB	\$125.00
10	50959	05/15/13	3873	ASHLEY MEYER	\$40.00
10	50960	05/15/13	3864	C.A.S.A.	\$600.00
10	50961	05/15/13	2033	DIANNA LOCKE	\$250.00
10	50962	05/15/13	3874	JONATHAN ROMANS	\$100.00
10	50963	05/15/13	3872	KEELY TEMPLE	\$40.00
10	50964	05/15/13	3871	MORGAN CORNISH	\$200.00
10	50965	05/15/13	1094	NCA SUMMER CAMPS	\$1,345.00
10	50966	05/15/13	3816	RADENE LESER NURSING SCHOLARSH	\$50.00
10	50967	05/15/13	1556	SKILLETS CAFE	\$87.14
10	50968	05/15/13	2181	ERICA N WALKER	\$500.00
AD	50969	05/15/13	3805	BRIAN JULIUS	\$100.00
AD	50970	05/15/13	3547	ANDREW WILKINSON	\$188.00
10	50971	05/16/13	1904	KELLY DAME	\$500.00
10	50972	05/16/13	1956	DAVID HALL	\$750.00

Total Amount Reported Before MAY Board For Approval:

**\$14,749.65**

**\*\*\*MAY BOARD CHECKS FOR APPROVAL #50973 - #51226\*\*\***

10	50973	05/21/13	3757	5 STAR CLEANERS	\$481.00
10	50974	05/21/13	1715	A-Z AUTO SALVAGE	\$90.00
10	50975	05/21/13	3095	AIRE-MASTER OF AMERICA, INC.	\$59.52
10	50976	05/21/13	119	AIRGAS USA,LLC	\$3,644.58
10	50977	05/21/13	119	AIRGAS USA,LLC	\$266.98
10	50978	05/21/13	3677	TARA L AKINS	\$38.21
10	50979	05/21/13	125	RIDDELL	\$4,365.99
10	50980	05/21/13	160	ALLIED BUS SALES INC.	\$3,734.40
10	50981	05/21/13	163	ALTON R-IV SCHOOLS	\$65.00
10	50982	05/21/13	3715	AMANDA SPENCER	\$34.41
10	50983	05/21/13	3582	AMY HUNSUCKER	\$41.20
10	50984	05/21/13	3345	ANDI ALVERSON	\$52.56
10	50985	05/21/13	74	AREA 13 FFA ASSOCIATION	\$164.00
10	50986	05/21/13	1865	HENRY A ASBERRY	\$37.00
10	50987	05/21/13	195	ASBESTOS CONSULTING TEST	\$175.00
10	50988	05/21/13	3774	ASHLEY ELLIOT	\$44.16
10	50989	05/21/13	3633	ASSOCIATED THEATRICAL	\$23.08
10	50990	05/21/13	202	AT HOME MARKET	\$750.95
10	50991	05/21/13	202	HOUNDSTOOTH & POLKA DOTS	\$1,308.75
10	50992	05/21/13	204	AUTO ZONE	\$96.44
10	50993	05/21/13	208	AVENUE THEATER	\$500.00
10	50994	05/21/13	2304	AWARD COMPANY OF AMERICA	\$1,166.37
10	50995	05/21/13	2438	SANDRA D BEACH	\$21.00
10	50996	05/21/13	770	JERRY C. BEAN	\$200.00

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

10	50997	05/21/13	236	BEST WESTERN GRAND VILLA	\$78.02
10	50998	05/21/13	240	BIG RED BAR-B-QUE	\$78.00
10	50999	05/21/13	1607	LUKE A BOYER	\$428.00
10	51000	05/21/13	273	BROCAW BEARING & DRIVE	\$125.50
10	51001	05/21/13	1255	BROWN'S LAWN & GARDEN,LLC	\$26.99
10	51002	05/21/13	1844	KAROL BROWN	\$91.20
10	51003	05/21/13	1730	PATRICIA BROWN	\$59.00
10	51004	05/21/13	3302	BRYAN'S FOUR SEASONS	\$1,173.00
10	51005	05/21/13	3879	MATTHEW C BRYANT	\$29.00
10	51006	05/21/13	1614	SETH J BRYANT	\$80.00
10	51007	05/21/13	2700	BUCKEYE CLEANING CENTER	\$10,184.00
10	51008	05/21/13	297	SLEEP INN & SUITES	\$700.40
10	51009	05/21/13	2641	CANDAS MCGEE	\$20.32
10	51010	05/21/13	299	CAPE ELECTRICAL SUPPLY	\$164.61
10	51011	05/21/13	1849	SUSAN CARTER	\$101.00
10	51012	05/21/13	311	CDW GOVERNMENT, INC.	\$654.30
10	51013	05/21/13	314	CENTRAL STATES BUS	\$239.98
10	51014	05/21/13	316	CENTURYLINK	\$3,090.68
10	51015	05/21/13	1213	CENTURYLINK	\$145.33
10	51016	05/21/13	3701	CHARLES FARLEY	\$79.64
10	51017	05/21/13	2607	CINTAS #569	\$1,379.46
10	51018	05/21/13	332	CITY OF WEST PLAINS	\$120.00
10	51019	05/21/13	333	CITY UTILITIES	\$370.20
10	51020	05/21/13	333	CITY UTILITIES	\$29,870.57
10	51021	05/21/13	2593	C OF O MUSIC FESTIVAL	\$1,380.00
10	51022	05/21/13	2950	DEBRA A COLLINS	\$8.00
10	51023	05/21/13	1899	LINDA Y COLLINS	\$129.60
10	51024	05/21/13	1897	RUBY COLLINS	\$624.00
10	51025	05/21/13	347	COLORVISION CORPORATION	\$1,857.69
10	51026	05/21/13	35	COLORVISION	\$135.19
10	51027	05/21/13	2405	CORINNE AGNEW	\$46.18
10	51028	05/21/13	373	COUNTRY MART	\$31.50
10	51029	05/21/13	1991	COURTNEY HUGHES	\$37.70
10	51030	05/21/13	3823	CURATORS UNIVERSITY OF MO	\$279.50
10	51031	05/21/13	1588	FRED L CZERWONKA	\$707.95
10	51032	05/21/13	1814	WENDY CZERWONKA	\$207.54
10	51033	05/21/13	3297	DANIELA SMITH	\$56.51
10	51034	05/21/13	3680	DASH MEDICAL GLOVES,INC.	\$485.25
10	51035	05/21/13	2628	LEANN S DAVIDSON	\$19.59
10	51036	05/21/13	3085	DAWN SANDER	\$28.96
10	51037	05/21/13	412	DECORATIONS FOR CELEBRA.	\$39.29
10	51038	05/21/13	414	DEMCO	\$70.96
10	51039	05/21/13	427	DIAMOND INTERNATIONAL	\$745.31
10	51040	05/21/13	438	DOMINOS PIZZA	\$594.88
10	51041	05/21/13	458	DURHAM BUILDING SUPPLIES	\$474.30

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

10	51042	05/21/13	1621	LENNY R EAGLEMAN	\$80.00
10	51043	05/21/13	474	EDGELLER & HARPER	\$21.56
10	51044	05/21/13	475	EDUCATION TO GO	\$465.75
10	51045	05/21/13	492	EUROSPORT	\$15.12
10	51046	05/21/13	38	FALCON TECHNOLOGIES INC	\$129.84
10	51047	05/21/13	509	FASTENAL COMPANY	\$134.83
10	51048	05/21/13	514	FELLERS	\$3,575.78
10	51049	05/21/13	515	FELLERS FIXTURES INC.	\$235.00
10	51050	05/21/13	2958	NICOLE FLOYD	\$25.00
10	51051	05/21/13	1622	LISA J FOX	\$205.20
10	51052	05/21/13	1936	BEKAH FRAZIER	\$60.00
10	51053	05/21/13	543	FRONTIER FLAGS	\$122.90
10	51054	05/21/13	3877	GINA BIFFLE	\$38.00
10	51055	05/21/13	3773	GLORIA ELLISON	\$108.00
10	51056	05/21/13	1949	ROGER GOOD	\$28.80
10	51057	05/21/13	2681	GRANT MORROW	\$67.32
10	51058	05/21/13	593	GRAPHIC EDGE	\$243.68
10	51059	05/21/13	3747	GREAT EDUCATORS,LLC	\$1,500.00
10	51060	05/21/13	2698	GREAT SCRUBS & MORE	\$1,992.99
10	51061	05/21/13	601	GRELLNER SALES & SERVICE	\$29.70
10	51062	05/21/13	602	GRENNAN COMMUNICATIONS	\$9,267.33
10	51063	05/21/13	1731	DEBRA HAYES	\$89.00
10	51064	05/21/13	1968	RONALD HAYES	\$39.00
10	51065	05/21/13	1625	KEVIN M HEDDEN	\$80.00
10	51066	05/21/13	1970	CHRISTY HEIDY	\$8.70
10	51067	05/21/13	647	HERRMAN	\$151.25
10	51068	05/21/13	648	HERRMAN	\$817.24
10	51069	05/21/13	3323	HILAND DAIRY	\$638.27
10	51070	05/21/13	660	HILLYARD/SPRINGFIELD	\$1,142.49
10	51071	05/21/13	664	HIRSCH FEED & FARM SUPPLY	\$222.86
10	51072	05/21/13	664	HIRSCH FEED & FARM SUPPLY	\$23.32
10	51073	05/21/13	677	HOLIDAY INN EXEC. CENTER	\$449.06
10	51074	05/21/13	706	HORN PLUMBING	\$939.50
10	51075	05/21/13	3291	HOWELL COUNTY OUTPOST LLC	\$596.00
10	51076	05/21/13	1626	SETH A HUDDLESTON	\$410.00
10	51077	05/21/13	754	J.W. PEPPER & SON INC.	\$20.98
10	51078	05/21/13	3878	JACKIE YOUNG	\$5.99
10	51079	05/21/13	757	JACKSON TERMITE CO INC	\$145.00
10	51080	05/21/13	3371	JACQUEE ELLIOTT	\$21.66
10	51081	05/21/13	765	JEFFERSON CITY HIGH	\$167.00
10	51082	05/21/13	3702	JESSICA COLLINS	\$177.89
10	51083	05/21/13	786	JOHN SULLIVAN	\$1,500.00
10	51084	05/21/13	3273	JOHNATHAN L JOHNSON	\$23.00
10	51085	05/21/13	2012	DUANE JONES	\$57.00
10	51086	05/21/13	1628	KELLY L JONES	\$59.04

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

10	51087	05/21/13	797	JOPLIN HIGH SCHOOL 9/10 CAMPUS	\$203.00
10	51088	05/21/13	3647	JULIE DRUMRIGHT	\$28.32
10	51089	05/21/13	3703	KELLY HOLLAND	\$45.25
10	51090	05/21/13	1945	KENDRA GLEGHORN	\$42.00
10	51091	05/21/13	938	KENT YARBER CANDY CO	\$483.50
10	51092	05/21/13	1705	DEBORAH KING	\$21.47
10	51093	05/21/13	3869	KRISTEN HOVEY	\$20.44
10	51094	05/21/13	1629	ALLISON S LAFEVERS	\$36.80
10	51095	05/21/13	859	LAKELAND REGIONAL HOSP.	\$110.00
10	51096	05/21/13	2957	LARRY RUSSELL	\$115.36
10	51097	05/21/13	1630	JAMES W LAUGHARY	\$151.20
10	51098	05/21/13	1604	LAWSON PRODUCTS	\$81.59
10	51099	05/21/13	3714	LEROY VAUGHN	\$2,025.00
10	51100	05/21/13	1631	DEBORAH LEWIS	\$80.00
10	51101	05/21/13	2840	LIPPINCOTT WILLIAMS & WILKINS	\$2,284.24
10	51102	05/21/13	3867	LISA JONES	\$50.00
10	51103	05/21/13	2034	JAKE LONG	\$125.22
10	51104	05/21/13	1047	M-R MUSIC, INC.	\$328.65
10	51105	05/21/13	919	MARK STEELE	\$104.00
10	51106	05/21/13	2311	CYNTHIA M MCFARLAND	\$134.24
10	51107	05/21/13	1632	JODIE L MCKINNEY	\$40.50
10	51108	05/21/13	952	MEEKS	\$1,693.27
10	51109	05/21/13	954	MEEKS	\$403.63
10	51110	05/21/13	3227	MELYNNI YARBER	\$131.82
10	51111	05/21/13	962	MERIDIAN STUDENT PLANNRS	\$84.02
10	51112	05/21/13	1796	METALWELD, INC.	\$88.20
10	51113	05/21/13	968	MFA PROPANE	\$104.90
10	51114	05/21/13	2657	MISSOURI COUNCIL ON ECONOMIC E	\$165.00
10	51115	05/21/13	1000	MISSOURI S&T AR	\$3,325.00
10	51116	05/21/13	1003	MISSOURI SKILLSUSA	\$1,692.00
10	51117	05/21/13	3239	MISSOURI STATE CAREER CENTER	\$110.00
10	51118	05/21/13	1027	MO-ARK GLASS	\$6,250.00
10	51119	05/21/13	1029	MO-CASE	\$125.00
10	51120	05/21/13	2356	MORLAN-SHELL FORD, INC	\$549.53
10	51121	05/21/13	1633	BRIAN S MORRIS	\$48.80
10	51122	05/21/13	2762	RENTAL CENTERS OF AMERICA INC.	\$1,201.54
10	51123	05/21/13	2743	MOVIE LICENSING USA	\$1,296.00
10	51124	05/21/13	2393	MR. DENT COLLISION REPAIR	\$66.52
10	51125	05/21/13	1048	MSBA	\$6,720.00
10	51126	05/21/13	1050	MSDC	\$1,425.00
10	51127	05/21/13	1052	MSHSAA	\$333.00
10	51128	05/21/13	1587	JONATHAN D MULFORD	\$667.20
10	51129	05/21/13	1079	NAPHE	\$2,480.00
10	51130	05/21/13	1083	NATIONAL BETA CLUB	\$211.00
10	51131	05/21/13	1086	NATIONAL FFA ORGANIZA.	\$597.10

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

10	51132	05/21/13	3775	NEIL PICKETT	\$33.28
10	51133	05/21/13	1635	ANITA NELSON	\$2,950.00
10	51134	05/21/13	1104	NORMAN ORR OFFICE SUPPLY	\$2,315.44
10	51135	05/21/13	1580	OPAA FOOD MANAGEMENT INC.	\$105,199.44
10	51136	05/21/13	1128	OREILLY AUTO	\$231.04
10	51137	05/21/13	1129	OREILLY AUTOMOTIVE	\$163.11
10	51138	05/21/13	1131	OREILLY AUTOMOTIVE	\$169.63
10	51139	05/21/13	1636	BRADLEY S OWINGS	\$181.39
10	51140	05/21/13	2610	OZARK AUTO & MARINE SALES	\$91.00
10	51141	05/21/13	1136	OZARK AWARDS COMPANY	\$1,981.85
10	51142	05/21/13	1140	OZARK HORSETRADER INC.	\$34.60
10	51143	05/21/13	1141	OZARK MEDICAL CENTER	\$8,368.75
10	51144	05/21/13	847	OZARK RADIO NETWORK	\$180.00
10	51145	05/21/13	1146	PALEN MUSIC CENTER	\$215.00
10	51146	05/21/13	1149	PARCEL EXPRESS	\$108.36
10	51147	05/21/13	1153	PARKVIEW SPEECH & DEBATE	\$126.00
10	51148	05/21/13	3876	PATRON INSIGHT,INC.	\$2,000.00
10	51149	05/21/13	1887	PATSY BUNCH	\$1.68
10	51150	05/21/13	1168	PEPSI MIDAMERICA	\$605.35
10	51151	05/21/13	1171	PERMA BOUND	\$378.00
10	51152	05/21/13	1179	EASYPERMIT POSTAGE	\$3,000.00
10	51153	05/21/13	1853	MEGAN PITTS	\$62.40
10	51154	05/21/13	2654	DONALD W PRICE	\$92.00
10	51155	05/21/13	1201	PRUETT HOME IMPROVEMENTS INC.	\$11.19
10	51156	05/21/13	2811	JERRY PULLUM	\$29.00
10	51157	05/21/13	1784	CHRISTOPHER L QUARTI	\$60.00
10	51158	05/21/13	1209	QUILL PRESS COMPANY	\$569.55
10	51159	05/21/13	1214	RADIOSHACK	\$68.84
10	51160	05/21/13	1637	JACK L RANDOLPH	\$120.00
10	51161	05/21/13	3868	REBECCA MARTZ	\$26.75
10	51162	05/21/13	1813	JENA RECORD	\$80.00
10	51163	05/21/13	2101	DANA REESE	\$109.28
10	51164	05/21/13	3733	RESULTS ADVERTISING,INC	\$1,231.40
10	51165	05/21/13	736	RICOH USA,INC.	\$2,171.68
10	51166	05/21/13	737	RICOH USA,INC.	\$3,104.24
10	51167	05/21/13	2451	RODNEY PREWITT'S TREE SERVICE,	\$1,750.00
10	51168	05/21/13	1775	RONNIE EDWARDS	\$6,944.30
10	51169	05/21/13	1724	ROTARY CLUB OF WEST PLAINS	\$104.00
10	51170	05/21/13	1275	ROVER GUN CLUB	\$280.00
10	51171	05/21/13	2109	DENISE ROWLAND	\$68.48
10	51172	05/21/13	100	ROY'S HOME ENTERTAINMENT	\$58.00
10	51173	05/21/13	2951	GREGORY L SANDERS	\$50.00
10	51174	05/21/13	2513	SANDY AUTRY	\$38.40
10	51175	05/21/13	2566	SAPP DESIGN ASSOCIATES, P.C.	\$39,696.25
10	51176	05/21/13	2119	RANDAL SCHUTJER	\$40.81

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

10	51177	05/21/13	1309	SCHWEGMAN OFFICE SUPPLY	\$3,151.78
10	51178	05/21/13	3854	SCOTT A. THOMPSON	\$570.00
10	51179	05/21/13	1316	SEMINOLE RETAIL ENERGY SERVICE	\$19,440.44
10	51180	05/21/13	3583	SHAWNA TANDY	\$34.94
10	51181	05/21/13	1786	JASON A SHELTON	\$148.00
10	51182	05/21/13	1326	SHEPHERD COMMUNICATIONS	\$120.00
10	51183	05/21/13	1327	SHERWIN WILLIAMS	\$25.79
10	51184	05/21/13	1639	KAREN J SHOLES	\$200.00
10	51185	05/21/13	1640	GREG SIMPKINS	\$80.00
10	51186	05/21/13	1343	SKEETER KELL SPORTING	\$194.00
10	51187	05/21/13	1641	SCOTT SMITH	\$240.00
10	51188	05/21/13	1643	LANA R SNODGRAS	\$300.00
10	51189	05/21/13	1366	SOUTH CENTRAL SKILLS USA	\$246.00
10	51190	05/21/13	1369	SOUTHWEST BAPTIST	\$37,910.00
10	51191	05/21/13	3472	BRUCE A SPRENKEL	\$720.00
10	51192	05/21/13	1833	SPRINGFIELD GROCER COMPANY	\$1,305.48
10	51193	05/21/13	3865	TAMMY LESLIE	\$75.00
10	51194	05/21/13	1846	LINDA TAYLOR	\$208.00
10	51195	05/21/13	1416	TEACHERS STORE & MORE	\$25.12
10	51196	05/21/13	1425	THE BATTERY STATION LLC	\$60.00
10	51197	05/21/13	1405	THE STEEL YARD INC	\$163.30
10	51198	05/21/13	3037	THE UPS STORE	\$2.70
10	51199	05/21/13	1646	JULIE R THOMPSON	\$400.00
10	51200	05/21/13	2371	EAST COAST	\$642.05
10	51201	05/21/13	1447	TOWNE & COUNTRY LIGHTING	\$0.95
10	51202	05/21/13	1450	TRASHWAGON EXPRESS	\$268.00
10	51203	05/21/13	2448	TYREE'S FERTILIZER INC.	\$500.00
10	51204	05/21/13	70	U.S. FOODS, INC.	\$394.38
10	51205	05/21/13	1467	UNIVERSITY OF MISSOURI	\$1,170.00
10	51206	05/21/13	1483	UPS	\$414.82
10	51207	05/21/13	1490	VARSITY	\$1,956.55
10	51208	05/21/13	1648	KAREN L VAUGHN	\$252.00
10	51209	05/21/13	2171	ARNOLD A WADE	\$45.00
10	51210	05/21/13	2306	WEST PLAINS BEVERAGE DIST. CO.	\$207.84
10	51211	05/21/13	1506	WEST PLAINS CHAMBER OF COMMERC	\$9.00
10	51212	05/21/13	1507	WEST PLAINS CIVIC CENTER	\$240.00
10	51213	05/21/13	1512	WEST PLAINS ELECTRIC	\$4,706.91
10	51214	05/21/13	1516	WEST PLAINS FLORAL	\$66.74
10	51215	05/21/13	1520	WEST PLAINS MUSIC STORE	\$21.67
10	51216	05/21/13	1825	WEST PLAINS OCCUPATIONAL & INS	\$1,181.00
10	51217	05/21/13	1524	WEST PLAINS PROPANE INC.	\$23,835.83
10	51218	05/21/13	1613	WEST PLAINS VETERINARY SUPPLY,	\$380.00
10	51219	05/21/13	1533	WEST PLAINS WINNELSON CO	\$23.46
10	51220	05/21/13	3172	WHITE INDUSTRIES, INC.	\$64.98
10	51221	05/21/13	3713	DAVID C WILLIAMS	\$60.00

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

10	51222	05/21/13	2198	MARTHA A WILLIAMS	\$100.80
10	51223	05/21/13	2480	WOLTERS KLUWER HEALTH	\$923.74
10	51224	05/21/13	1545	WOOD MECHANICAL INC.	\$724.30
10	51225	05/21/13	1649	JOAN E WRIGHT	\$174.17
10	51226	05/21/13	1551	XEROX CORPORATION	\$545.42

Total Amount Reported For MAY Board For Approval: **\$426,650.71**

**\*\*\*GRAND TOTAL AMOUNT OF ALL CHECKS REPORTED FOR CODES 10 & AD\*\*\*** **\$441,400.36**

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	1514	05/08/13	003837 360 TRAINING	300.00
CC	1515	05/08/13	003757 5 STAR CLEANERS	64.00
CC	1516	05/08/13	003845 ACE PARKING LOT #3579	20.00
CC	1517	05/08/13	003770 AETN	69.93
CC	1518	05/08/13	000008 AMAZON	162.50
CC	1519	05/08/13	000008 AMAZON.COM BOOKS	502.89
CC	1520	05/08/13	000008 GE MONEY BANK/AMAZON	5,116.09
CC	1521	05/08/13	003827 ANNETTE'S FLOWERS	55.08
CC	1522	05/08/13	000181 ANTHEM SPORTS LLC	850.05
CC	1523	05/08/13	002995 APPLEBEE'S	26.10
CC	1524	05/08/13	003064 ARBY'S	6.89
CC	1525	05/08/13	003064 ARBY'S	7.82
CC	1526	05/08/13	003064 ARBY'S	1.71
CC	1527	05/08/13	000196 ASE-NA3SA	285.00
CC	1528	05/08/13	000202 HOUNDSTOOTH & POLKA DOTS	168.17
CC	1529	05/08/13	003848 AVERY SOUND COMPANY INC	158.00
CC	1530	05/08/13	001766 B&H PHOTO - VIDEO	597.79
CC	1531	05/08/13	003195 BANDANA'S BBQ	12.33
CC	1532	05/08/13	003843 BANZAI BOWLS	10.00
CC	1533	05/08/13	003606 BENNIGAN'S	11.65
CC	1534	05/08/13	003807 BENTLEY'S RESTAURANT	28.80
CC	1535	05/08/13	003847 BLUEANT WIRELESS	105.99
CC	1536	05/08/13	003604 BREAK TIME 3019	109.00
CC	1537	05/08/13	003838 BRODER BROTHERS	1,291.73
CC	1538	05/08/13	003456 BUFFALO WILD WINGS	12.95
CC	1539	05/08/13	003862 CAMPUS TEAMWEAR	374.55
CC	1540	05/08/13	003101 CASEY'S GENERAL STORE	41.34
CC	1541	05/08/13	003101 CASEY'S GENERAL STORE #2838	62.27
CC	1542	05/08/13	003101 CASEY'S GENERAL STORE	41.40
CC	1543	05/08/13	003101 CASEY'S GENERAL STORE #2593	31.15
CC	1544	05/08/13	003101 CASEY'S GENERAL STORE #1715	44.07
CC	1545	05/08/13	003101 CASEY'S GENERAL STORE	99.99
CC	1546	05/08/13	003817 CASPERS CONOCO	75.05
CC	1547	05/08/13	003795 CHAMPIONSHIP PRODUCTIONS, INC.	48.98
CC	1548	05/08/13	003841 CHEDDAR'S	41.86
CC	1549	05/08/13	003007 CHICK-FIL-A	50.97
CC	1550	05/08/13	003007 CHICK-FIL-A	11.66
CC	1551	05/08/13	003013 CHILI'S GRILL & BAR	12.44
CC	1552	05/08/13	003818 CIRCLE C WESTERN STORE	156.00
CC	1553	05/08/13	003023 COLTON'S STEAK HOUSE & GRILL	374.16
CC	1554	05/08/13	000354 COMFORT INN HOTELS	1,170.83
CC	1555	05/08/13	003836 CORNERSTONE SUBS & PIZZA	10.13
CC	1556	05/08/13	000373 COUNTRY MART	42.24
CC	1557	05/08/13	003857 U-HAUL CROSSROADS CONVENIENCE	126.23
CC	1558	05/08/13	003206 CULVER'S	7.84
CC	1559	05/08/13	000383 CUSTOM MEETING PLANNERS	300.00
CC	1560	05/08/13	003307 DAIRY QUEEN	31.07
CC	1561	05/08/13	003307 DAIRY QUEEN	7.55
CC	1562	05/08/13	000412 DECORATIONS FOR CELEBRA.	267.84
CC	1563	05/08/13	000414 DEMCO	925.95
CC	1564	05/08/13	000437 DOLLAR GENERAL STORE #01253	32.15
CC	1565	05/08/13	000438 DOMINOS PIZZA	37.47
CC	1566	05/08/13	003850 DRI*JAWBONE	349.99
CC	1567	05/08/13	000454 DRURY INN & SUITES	213.42
CC	1568	05/08/13	000470 ECONO LODGE	1,198.20
CC	1569	05/08/13	003014 EL CHARRO WEST PLAINS	233.61
CC	1570	05/08/13	003014 EL CHARRO WEST PLAINS	182.97
CC	1571	05/08/13	003618 ENTERPRISE RENT-A-CAR	1,207.53
CC	1572	05/08/13	003200 EVERNOTE CORPORATION	5.00
CC	1573	05/08/13	003768 EXPRESSWAY AIRPORT PARKING	38.51
CC	1574	05/08/13	003420 EXXON EXPRESS PAY	48.50
CC	1575	05/08/13	000078 F. A. DAVIS COMPANY	573.08
CC	1576	05/08/13	003502 FACTORY CONNECTION	150.00
CC	1577	05/08/13	003849 FEDEX OFFICE	3.44
CC	1578	05/08/13	003605 FIVE GUYS	32.77
CC	1579	05/08/13	000531 FOLLETT LIBRARY RESOURCE	308.57
CC	1580	05/08/13	002646 GRIZZLY INDUSTRIAL	1,241.00
CC	1581	05/08/13	000043 GTM SPORTSWEAR	2,881.92
CC	1582	05/08/13	003820 HILTON NEW ORLEANS RIVERSIDE	171.37
CC	1583	05/08/13	000677 HOLIDAY INN EXEC. CENTER	137.36
CC	1584	05/08/13	000677 HOLIDAY INN EXPRESS	117.11
CC	1585	05/08/13	000010 HOUGHTON MIFFLIN CO.	482.90
CC	1586	05/08/13	003291 HOWELL COUNTY OUTPOST LLC	150.50
CC	1587	05/08/13	000719 HOWELL OREGON ELECTRIC	2,097.96
CC	1588	05/08/13	000048 HUMAN KINETICS	23.41
CC	1589	05/08/13	003813 HYVEE	17.58
CC	1590	05/08/13	003834 JIFFY STOP	16.80
CC	1591	05/08/13	003442 JIMMY JOHNS #860	19.34
CC	1592	05/08/13	003442 JIMMY JOHNS	8.24
CC	1593	05/08/13	000792 JONES SCHOOL SUPPLY CO.	70.45
CC	1594	05/08/13	003330 KELLER & COMPANY	168.75
CC	1595	05/08/13	003099 KFC	16.92
CC	1596	05/08/13	003352 KUM & GO	30.00
CC	1597	05/08/13	003352 KUM & GO	47.00
CC	1598	05/08/13	000854 LA QUINTA INN	561.60
CC	1599	05/08/13	001604 LAWSON PRODUCTS	1,000.82
CC	1600	05/08/13	002450 LITTLE CAESAR'S PIZZA	77.80
CC	1601	05/08/13	000922 SPRINGHILL SUITES BY MARRIOTT	131.40
CC	1602	05/08/13	003032 MCDONALD'S	57.90
CC	1603	05/08/13	003032 MCDONALD'S	47.83
CC	1604	05/08/13	003032 MCDONALD'S #14696	9.79
CC	1605	05/08/13	003032 MCDONALD'S # 6406	6.30

CK CD	CHK NUM	CK DATE	VENDOR NAME	AMOUNT
CC	1606	05/08/13	003032 MCDONALD'S	7.62
CC	1607	05/08/13	003032 MCDONALD'S	7.28
CC	1608	05/08/13	000952 MEEKS	30.89
CC	1609	05/08/13	003812 MICROTEL INN & SUITES BY WYNDR	252.98
CC	1610	05/08/13	000994 MISSOURI HIGHWAY PATROL	11.00
CC	1611	05/08/13	003167 MISSOURI PSTIF	250.00
CC	1612	05/08/13	001011 MISSOURI TRAPSHOOTERS	577.83
CC	1613	05/08/13	001028 MOASBO	850.00
CC	1614	05/08/13	003792 MOBIL ON-THE-RUN	34.75
CC	1615	05/08/13	003819 MONTY'S OUTDOORS	127.96
CC	1616	05/08/13	001338 MUDUCKS	500.00
CC	1617	05/08/13	001094 NCA SUMMER CAMPS	1,435.00
CC	1618	05/08/13	001098 NFL	237.99
CC	1619	05/08/13	003343 NHS STORE	789.60
CC	1620	05/08/13	002395 NOCTI	1,008.00
CC	1621	05/08/13	001119 OLD KINDERHOOK	156.75
CC	1622	05/08/13	003393 OLIVE GARDEN	21.36
CC	1623	05/08/13	003842 ORANGE INN	30.12
CC	1624	05/08/13	001132 ORIENTAL TRADING CO.	225.98
CC	1625	05/08/13	001134 OSAGE VILLAGE	78.80
CC	1626	05/08/13	001694 OZARK CAFE	21.63
CC	1627	05/08/13	003008 PANERA BREAD	20.23
CC	1628	05/08/13	003846 PAPPAS BURGER #02	37.50
CC	1629	05/08/13	001149 PARCEL EXPRESS	5.12
CC	1630	05/08/13	002965 PAYPAL/EBAY	51.90
CC	1631	05/08/13	000055 PEARSON EDUCATION	459.46
CC	1632	05/08/13	001179 EASYPERMIT POSTAGE	254.12
CC	1633	05/08/13	003104 PIZZA HUT	411.95
CC	1634	05/08/13	003859 PLANET SUB	11.73
CC	1635	05/08/13	000056 POCKET NURSE	145.96
CC	1636	05/08/13	003811 POPEYES RESTAURANT #4692	13.06
CC	1637	05/08/13	001743 POSTMASTER	31.55
CC	1638	05/08/13	003507 PRICELINE.COM	449.02
CC	1639	05/08/13	003797 PROTRAININGS	124.75
CC	1640	05/08/13	001212 QUIZNOS SUB	25.14
CC	1641	05/08/13	003800 RACETRAC 498	17.97
CC	1642	05/08/13	001224 RAMADA LIMITED	696.35
CC	1643	05/08/13	001227 RAMEYS SUPERMARKET	59.88
CC	1644	05/08/13	001234 REALLY GOOD STUFF INC.	243.46
CC	1645	05/08/13	003380 RED LOBSTER	63.45
CC	1646	05/08/13	003380 RED LOBSTER	29.31
CC	1647	05/08/13	002689 ROCKLER WOODWORKING	514.78
CC	1648	05/08/13	001309 SCHWEGMAN OFFICE SUPPLY	379.63
CC	1649	05/08/13	001313 SEARS	839.96
CC	1650	05/08/13	003748 SHELL	50.25
CC	1651	05/08/13	003748 SHELL	37.85
CC	1652	05/08/13	003829 SIGNAL FOOD STORE	38.01
CC	1653	05/08/13	001337 SILVER DOLLAR CITY INC.	4,815.72
CC	1654	05/08/13	000089 SKILLSUSA	40.00
CC	1655	05/08/13	003338 SKILLSUSA STORE	58.92
CC	1656	05/08/13	003504 SONIC	8.57
CC	1657	05/08/13	003769 SOUTHWEST AIRLINES	574.40
CC	1658	05/08/13	003832 SPOON ME FROZEN YOGURT	27.34
CC	1659	05/08/13	000067 SPRINGFIELD NEWS LEADER	46.92
CC	1660	05/08/13	000067 SPRINGFIELD NEWS LEADER	206.35
CC	1661	05/08/13	003835 SPRINGFIELD-GREENE COUNTY PRKS	18.00
CC	1662	05/08/13	000129 SUBWAY	82.50
CC	1663	05/08/13	000129 SUBWAY OF WEST PLAINS	267.50
CC	1664	05/08/13	000137 SUPER 8 HARRISON	104.00
CC	1665	05/08/13	003851 SURF & SAND RESORT	263.67
CC	1666	05/08/13	003495 TACO BELL	16.18
CC	1667	05/08/13	003395 TARGET	208.44
CC	1668	05/08/13	003815 TEPPANYAKI GRILL & BUFFET	23.48
CC	1669	05/08/13	003844 THE DECK	39.65
CC	1670	05/08/13	003681 THE DONUT PALACE	39.92
CC	1671	05/08/13	003833 THE HOOK CAFE	12.00
CC	1672	05/08/13	003296 THE MASTER TEACHER	240.33
CC	1673	05/08/13	001432 THE RESORT	1,134.00
CC	1674	05/08/13	003840 THE TUBA EXCHANGE	1,595.00
CC	1675	05/08/13	003853 UTNE READER	24.95
CC	1676	05/08/13	002845 VERIZON WIRELESS	1,412.35
CC	1677	05/08/13	003852 VILLAGE MART #11	53.01
CC	1678	05/08/13	001501 WAGGONER FAMILY NURSERY	50.00
CC	1679	05/08/13	001502 WALMART COMMUNITY	6,034.17
CC	1680	05/08/13	001510 WEST PLAINS DAILY QUILL	140.00
CC	1681	05/08/13	003168 WOODWIND & BRASSWIND	1,317.00
CC	1682	05/08/13	001554 ZANER BLOSER	551.04

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

59,610.64\*

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WEST PLAINS SCHOOL DISTRICT

MONTHLY

FINANCE REPORTS

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*THROUGH THE MONTH OF APRIL*  
*SCHOOL YEAR 2012-2013*

*PRINTED ON: MAY 17, 2013*

# REVENUES & EXPENDITURES

PAGE 1

This report includes the month of April.

Printed On: May 17, 2013

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

## Total Revenue

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2013	859,336	1,801,046	2,924,735	4,689,032	6,151,334	8,768,314	14,907,307	17,171,164	19,081,041	20,969,854		
2012	709,840	1,845,276	2,835,233	4,076,622	6,371,858	8,494,376	14,987,431	17,039,668	19,213,557	21,299,183	22,991,597	25,565,764
2011	772,372	1,682,797	2,845,597	4,036,669	5,217,884	8,252,994	14,421,187	16,378,147	18,488,290	20,242,083	22,550,815	29,068,562

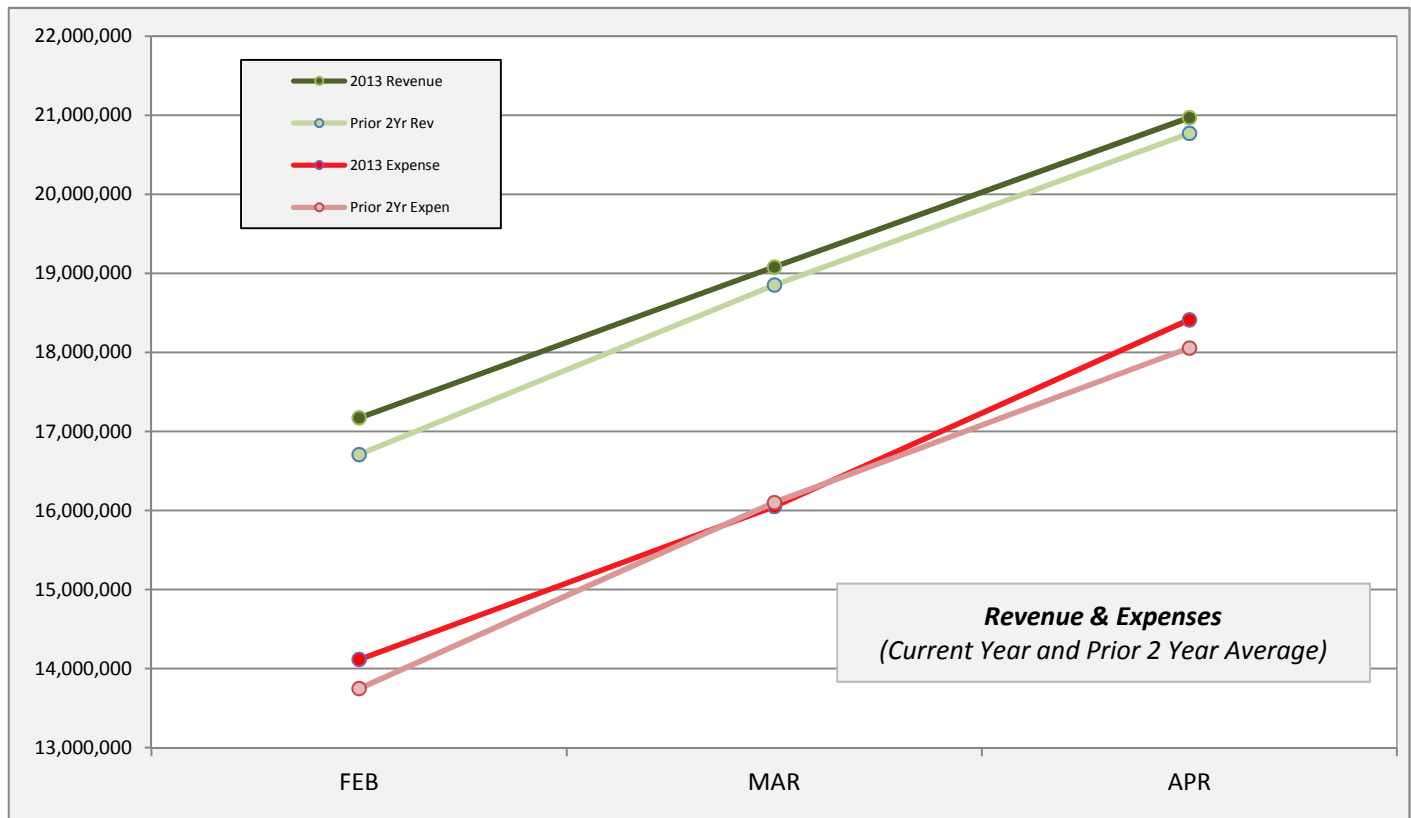
## Total Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2013	658,966	1,550,094	3,793,358	5,761,593	7,970,491	10,259,890	12,214,257	14,115,035	16,050,384	18,413,315		
2012	613,980	1,303,196	3,515,431	5,561,519	7,576,603	9,547,103	11,895,664	13,859,382	16,397,036	18,415,938	20,262,826	25,234,069
2011	552,113	1,429,373	3,356,441	5,556,335	7,390,174	9,543,852	11,448,988	13,635,476	15,804,712	17,695,559	19,534,175	29,249,463

## Revenues less Expenditures

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2013	200,371	250,952	-868,623	-1,072,561	-1,819,156	-1,491,576	2,693,050	3,056,129	3,030,657	2,556,539		
2012	95,860	542,081	-680,198	-1,484,897	-1,204,745	-1,052,726	3,091,768	3,180,286	2,816,520	2,883,245	2,728,772	331,695
2011	220,259	253,424	-510,845	-1,519,666	-2,172,290	-1,290,858	2,972,199	2,742,671	2,683,578	2,546,524	3,016,640	-180,900

	2013 Budget	2012 Budget	Thru APR 2013	Thru APR 2012	Thru APR 2011	2012 Total	2011 Total	2012 Date %	2011 Date %	2013 % of Budget
Revenue	25,428,180	24,318,640	20,969,854	21,299,183	20,242,083	25,565,764	29,068,562	83.311%	69.636%	82.467%
Expenditures	26,628,503	24,868,899	18,413,169	18,415,938	17,695,559	25,234,069	29,249,463	72.980%	60.499%	69.148%
Difference	-1,200,323	-550,259	2,556,685	2,883,245	2,546,524	331,695	-180,900			



# REVENUES

PAGE 1

This report includes the month of April.

Printed On: May 17, 2013

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

## 3 YEAR REVENUE COMPARISON

### Revenues By Source (2013)

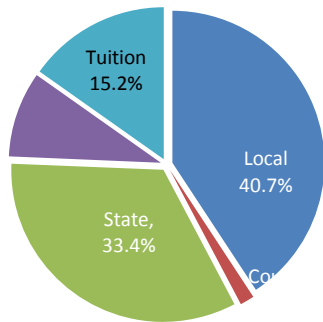
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	225,829	551,517	891,467	1,318,243	1,583,534	2,574,154	7,301,885	7,834,181	8,201,583	8,541,246		
County	0	0	0	0	0	0	122,387	122,387	318,153	318,153		
State	618,331	1,245,921	1,953,804	2,601,689	3,282,871	3,983,708	4,613,746	5,358,892	6,034,783	7,004,043		
Federal	15,176	3,608	79,464	157,749	229,571	806,690	953,530	1,365,353	1,549,473	1,915,484		
Tuition	0	0	0	611,351	1,055,358	1,403,761	1,915,759	2,490,351	2,977,050	3,190,929		
Other	0	0	0	0	0	0	0	0	0	0		
Total	859,336	1,801,046	2,924,735	4,689,032	6,151,334	8,768,314	14,907,307	17,171,164	19,081,041	20,969,854		

### Revenues By Source (2012)

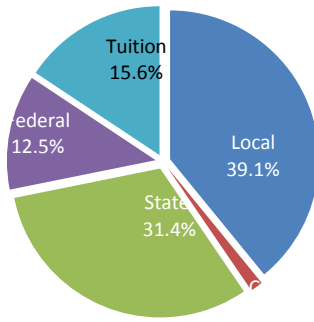
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	164,352	598,796	930,412	1,341,567	1,603,122	2,582,543	7,132,026	7,653,883	8,106,647	8,452,529	8,818,025	9,411,825
County	0	0	0	0	0	0	0	107,237	289,248	289,248	289,248	289,248
State	541,259	1,177,638	1,612,083	2,283,070	2,921,673	3,518,030	4,329,546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

### Revenues By Source (2011)

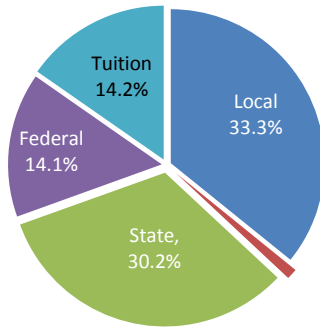
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Local	166,772	464,744	777,255	1,247,115	1,557,785	2,640,779	6,633,132	7,135,520	7,498,282	7,792,096	8,254,783	8,632,907
County	0	0	0	0	0	0	0	281,930	281,930	281,930	281,930	281,258
State	492,882	993,727	1,564,003	2,149,088	2,726,084	3,344,230	4,014,043	4,681,026	5,449,653	6,291,864	6,876,164	7,857,045
Federal	112,718	224,326	504,339	640,466	925,610	1,451,304	1,995,525	2,158,952	2,638,981	2,815,894	3,663,035	4,374,666
Tuition	0	0	0	0	8,405	816,681	1,778,487	2,120,719	2,619,444	3,060,299	3,474,903	3,772,685
Other	0	0	0	0	0	0	0	0	0	0	0	4,150,000
Total	772,372	1,682,797	2,845,597	4,036,669	5,217,884	8,252,994	14,421,187	16,378,147	18,488,290	20,242,083	22,550,815	29,068,562



Through April, 2013



Through April, Prior 2 Year Ave.



2 Year Average, End of Year Totals

# EXPENSE BY FUND

PAGE 1

This report includes the month of April.

Printed On: May 17, 2013

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

## Expense By Source (2013)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	276,791	734,465	1,538,164	2,222,513	3,044,007	4,055,820	4,666,833	5,322,452	5,950,513	6,530,074		
Fund 20	263,411	477,357	1,631,437	2,787,664	3,963,006	5,146,091	6,306,572	7,476,162	8,641,612	9,801,943		
Fund 40	57,008	267,200	513,907	585,639	712,051	729,848	866,565	903,318	998,202	1,590,803		
Fund 60	3,346	9,136	42,761	94,849	178,139	254,243	299,673	338,399	383,598	414,230		
Fund 65	57,800	61,326	65,219	69,058	70,457	71,059	71,784	71,874	73,629	73,435		
Fund 70	610	610	1,870	1,870	2,830	2,830	2,830	2,830	2,830	2,830		
Total	658,966	1,550,094	3,793,358	5,761,593	7,970,491	10,259,890	12,214,257	14,115,035	16,050,384	18,413,315		

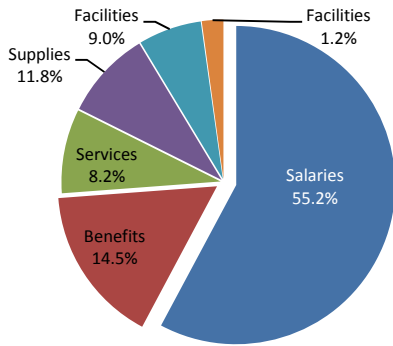
## Expense By Source (2012)

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

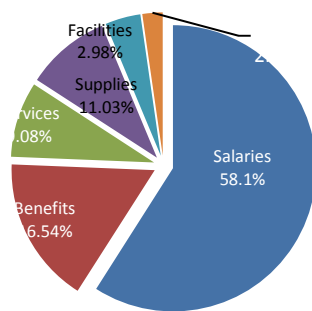
## Expense By Source (2011)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Fund 10	261,147	663,670	1,368,337	2,179,345	2,830,039	3,739,451	4,354,089	5,009,018	5,705,409	6,378,375	7,029,476	8,386,412
Fund 20	275,989	493,508	1,631,449	2,795,109	3,950,228	5,118,154	6,266,064	7,449,171	8,587,731	9,743,142	10,893,693	13,876,248
Fund 40	14,748	267,605	330,553	499,357	514,339	543,791	601,985	920,012	1,217,109	1,224,138	1,242,930	6,531,257
Fund 60	229	3,481	16,894	68,954	81,680	126,960	200,105	225,663	259,171	313,481	332,043	410,723
Fund 65	0	1,109	9,208	13,570	13,888	15,496	26,746	31,613	35,291	36,423	36,034	44,823
Fund 70	0	0	0	0	0	0	0	0	0	0	0	0
Total	552,113	1,429,373	3,356,441	5,556,335	7,390,174	9,543,852	11,448,988	13,635,476	15,804,712	17,695,559	19,534,175	29,249,463

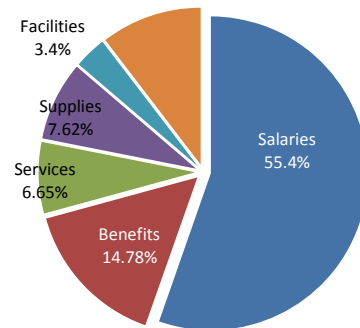
## EXPENSE



Through April, 2013



Through April, Prior 2 Year Ave.



2 Year Average, End of Year Totals

	2013 Budget	2012 Budget	Thru APR 2013	Thru APR 2012	Thru APR 2011	2012 Total	2011 Total	2012 Date %	2011 Date %	2013 Projected	Compared to Prior 2 Years
Fund 10	8,870,727	9,030,980	6,530,074	6,870,939	6,378,375	8,886,119	8,386,412	77.3%	76.1%	8,514,995	
Fund 20	14,134,878	13,965,193	9,801,943	9,872,495	9,743,142	14,195,739	13,876,248	69.5%	70.2%	14,026,822	
Fund 40	3,132,898	1,300,067	1,590,657	1,032,236	1,224,138	1,303,604	6,531,257	79.2%	18.7%	3,248,692	
Fund 60	450,000	450,000	414,230	531,786	313,481	696,318	410,723	76.4%	76.3%	542,558	
Fund 65	40,000	40,000	73,435	35,536	36,423	66,552	44,823	53.4%	81.3%	109,071	
Fund 70	0	82,660	2,830	72,946	0	85,737	0	85.1%	0.0%	6,653	
Other											
Total	0	0	0	0	0	0	0				



**West Plains R-VII Schools  
Program Evaluation**

Date: **May 7, 2012**

Program Title: **Early Childhood Programs**

Program Evaluation Committee Members:

Dr. Fred Czerwonka – West Plains R-7 Superintendent  
Dr. John Mulford – West Plains R-7 Asst. Superintendent  
Dr. Julie Thompson – Curriculum Director  
Karen Sholes – Director of Special Services  
Dr. Brad Owings – West Plains Elementary School Principal  
Seth Huddleston – South Fork Elementary School Principal  
Lana Snodgrass – Director of Communications  
Sue Bowles – Early Childhood Special Education Teacher  
Nancy Brown – Early Childhood Special Education Teacher  
Marcia Kantola – Early Childhood Speech Language Pathologist  
Jessica Jackson – Little Zizzers Preschool Teacher  
Jackie Ingalsbe- South Fork Preschool Teacher  
Alicia Bishop– Parent Educator  
Camisha Hunter– SF Preschool Parent  
Khara Moss– SF Preschool Parent  
Lauren Dupler – SF Preschool Parent  
Amanda Collins– ECSE Parent  
Melynni Yarber – ECSE Parent  
Dawn Sander – ECSE Parent  
Chris and Amy Wood- Little Zizzer Preschool Parent  
Brad and Holly Owings – Little Zizzer Preschool Parent

**Program Mission:**

To provide the information, support, and encouragement parents need to help their children develop optimally during the crucial early years of life.

**Program Objectives:**

1. Provide opportunities to build a foundation for school success with children from birth to kindergarten entry.
2. Increase parents' knowledge of child development and their confidence in providing appropriate opportunities for all areas of their child's growth.
3. Develop an active partnership between parents and schools.
4. Provide early intervention for potential learning problems.

5. Coordinate with all early childhood programs in the area to expand services available to all families.
6. Coordinate professional development opportunities with other early childhood educators in the area.

### **Program Description:**

Early childhood programs provide a high quality, developmentally appropriate program that promotes the physical, social, emotional, and cognitive development of young children while also responding to the needs of their families. Early childhood programs within the West Plains R-7 School District include Early Childhood Special Education, and Preschool. Staff in both programs work together to effectively meet the individual needs of young children.

Preschool classes follow the Missouri Preschool Project model and serve students who turn four years old by August 1 of the program year. The program follows the Project Construct model curriculum which is recognized throughout the state of Missouri as being one of the best curriculums available for early childhood students. Children are encouraged to learn from their environment and work together to solve problems. Preschool is an outstanding way to help give all students the foundation they need to be successful throughout their educational experiences. Both preschool programs have received Missouri Accreditation Status.

### **Additional Programs:**

Parents as Teachers is a voluntary early childhood parent education and family support program serving families throughout pregnancy until their child enters kindergarten. The program is based on the philosophy that parents are their children's first and most influential teachers. Parents as Teachers provides parents with the information and support they need to give their child the best possible start in life. The program is designed to enhance child development and school achievement through parent education accessible to all families. The PAT program guidelines are based on the Early Childhood Development Act (Senate Bill 658). The four essential components of the program are personal visits, group meetings, screenings, and the resource referral network. *State Funding for this program was diminished several years ago. This has resulted in this program not being active in the West Plains School District for the past several years. This year the program was started again on a small scale. One of the emphasis of the program was the teen parents at the ALC program.*

### **Program Evaluation Criteria:**

1. Opportunities for program participation will increase annually.
2. Parental involvement in early childhood program activities will increase annually.
3. Early identification of learning problems will increase annually.
4. Attendance at professional development opportunities will increase annually.

### **Collection of Data and Data Sources:**

Numbers of Participating Families  
Sign-In Sheets from Group Meetings  
Information from Formal and Informal Screenings and Observations  
Minutes, Agendas, and Sign-in Sheets from Advisory Committee Meetings  
Evaluations and Sign-in Sheets from Professional Development  
Parent Surveys/Interviews  
Preschool End-of-Year Report  
Early Childhood Special Education Yearly Report

### **Program Strengths:**

1. Collaboration among all early childhood programs: Early Childhood Special Education, Preschool, Head Start, First Steps.
2. Current research-based information on brain development incorporated into all early childhood programs.
3. Building and fostering of a successful home/school relationship.
4. Curriculum aligned with state standards in all programs.
5. Preschool programs are accredited.
6. Junior Kindergarten offered as an intervention.

### **Program Concerns/Recommendations for Program Improvement:**

1. The reduced staffing and financial support of the Parents as Teachers Program is a huge detriment to the district and all other Early Childhood programs.
2. Increase cost of the Little Zizzer Preschool Program had caused a decrease in availability, especially for low income families. The South Fork Preschool has not seen this decrease due to their partnership with DFS to cover preschool costs for eligible families.
3. Expansion of these programs can not considered until additional space is available at the Elementary and South Fork.

**2013-2014 Program Recommendations** (including action steps, person(s) responsible, and time frame for completion of recommendations):

<b>ACTION STEP</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>TIME FRAME FOR COMPLETION</b>	<b>OUT- COME</b>
Explore the feasibility of transportation for early childhood programs.	Elementary Principal South Fork Principal Early Childhood Staff Transportation Director	2013-2014	
Explore ways to fund and expand the PAT program.	Elementary Principal PAT Staff	2013-2014	
Increase the distribution of the ECSE information brochure. Possible areas of distribution: <i>OMC, area doctors' offices, daycare facilities, Back to School Event.</i>	Elementary Principals Communications Director Early Childhood Staff	2013-2014	
Expand the Early Childhood Special Education Program and the preschool offerings in the West Plains Elementary School and South Fork Elementary.	Elementary Principal South Fork Principal Early Childhood Staff	2013-2014	
Investigate possibility of	Elementary Principals	2013-2014	

adding a counselor to provide services to ECSE and preschool students and parents	Special Services Director		
Investigate ways to provide preschool services at both elementary sites through DFS childcare funding.  This would provide support to low income families.	Elementary Principal South Fork Principal	2013-2014	

**Process for Disseminating Findings of Evaluation:**

1. Board Meetings
2. Faculty Meetings
3. Early Childhood Advisory Committee
4. District Website
5. Parent Teacher Conferences

Communications Director will explore ways to make community aware of need for Early Childhood Education

# 2013 SUMMER PROJECT LIST

The following projects would like to be completed throughout the 2013 summer as budget and time allows.

		<i>Priority 1</i>	<i>1-to-1 Program</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>Priority 4</i>
1	HS: Office Relocation at high school	\$5,000				
2	HS: ADA Ramp in front of high school	\$6,500				
3	HS: Conversion of Gang Showers to private showers at field house	\$12,000				
4	Install automatic locking/buzzer feature at all campuses	\$27,000				
5	Improve intercom/phone system at MS				\$22,500	
6	Improve intercom/phone system at SF					\$28,000
7	Improve intercom/phone system at Elem					\$8,000
8	MS: Install new wall pads in FEMA gym	\$6,200				
9	MS: Girls locker room renovation at middle school	\$25,000				
10	Replace partitions in elementary restrooms	\$23,020				
11	Renovate all restrooms at South Fork	\$25,000				
12	Install loading ramp at the high school kitchen	\$8,000				
13	Outdoor Walk in Freezer			\$15,000		
14	Repair roof above the high school freezer				\$50,000	
15	Seal Coat at BOE Building & Carmichael Building	\$5,000				
16	Middle School Exterior Doors [T&T Est. 20]	\$6,000				
17	Elem Kitchen & Basement Exterior Doors [T&T Est. 21]	\$20,000				
18	HS Exterior Doors [T&T Est. 23]	\$25,000				
19	SF Exterior Doors [T&T Ext. 24]	\$12,000				
20	SF Interior Doors [T&T Est #25] \$961 per door & 1,760 doub (25 singles 1 Doub.)				\$26,000	
21	Elem: Add Classroom in Basement	\$4,000				
22	Vo-tech & Drama Tuck Point	\$7,000				
23	South Fork Tuck Point	\$3,000				
24	HS - Masonry and Window Reinstall (East Wing)				\$5,000	
25	Tree Removal by field house	\$2,000				
26	Lunch Tables for South Fork and High School			\$44,000		
27	Elem: Look into Roof Condensation & Tile Replacement					
28	Miscellaneous Painting throughout District	\$2,000				
29	Front Entrance Desk at Elementary				\$4,000	
30	Playground at ECSE Building (Reimbursable)	\$30,000				
31	Carpet for the HS Choir Risers			\$1,500		
32	Technology Infrastructure for 1-to-1 Initiative		\$180,000			
33	Devises for 1-to-1 Initiative		\$145,000			
34	Bus Purchases	\$140,000				
<b>Project Totals</b>		<b>\$393,720</b>	<b>\$718,720</b>	<b>\$779,220</b>	<b>\$886,720</b>	<b>\$922,720</b>

## **West Plains Elementary Handbook Changes**

The following policies were added to the student handbook for the 2013-2014 school year. They are on pages 40 and 41.

**FILE: JCB**  
**CRITICAL**

### **INTRADISTRICT TRANSFERS**

All students must transfer between district schools when their residence changes to a different attendance area, unless exempted by the superintendent or designee. Further, the district maintains the ability to transfer students between schools as needed.

- ▶ Students with disabilities may be assigned to attend a school outside the student's attendance area by the 504 team or pursuant to the student's Individualized Education Program (IEP). Administrators participating in these decisions will notify the admissions office as soon as the decision is made to place a student outside his or her attendance area.
- ▶ The superintendent or designee may direct the intradistrict transfer of students for the health, safety or welfare of the student, to maintain discipline and safety in the schools, to better meet the educational needs of the student or to address overcrowding in school.

\* \* \* \* \*

**FILE: JG-R1/JG-R2/JG-R3/JG-R4**  
**CRITICAL**

### **STUDENT DISCIPLINE** *(Grades K-4)*

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

Because there are varying degrees of severity in the following offenses, the administration reserves the right to consider the circumstances surrounding the incident, take the student's previous discipline record into account and determine appropriate action. The administration may, at their discretion, refer any violation of the discipline code to juvenile authorities. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

#### **Reporting to Law Enforcement**

It is the policy of the West Plains R-VII School District to report crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's

policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

#### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

#### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate. Furthermore, all work missed as a result of absences related to a suspension must be turned in upon the first day the student returns to school. Students failing to comply with this requirement will be treated the same as any other student who turns in late work.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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## **West Plains Elementary Handbook Changes**

The following policies were added to the faculty handbook for the 2013-2014 school year. They are on pages 22 through 26.

### **West Plains School District Electronic & Social Media Guidelines for Faculty and Staff**

West Plains School District realizes that part of 21<sup>st</sup>-century learning is adapting to the changing methods of communication. The importance of faculty, staff, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21<sup>st</sup>-century learning. To this aim, West Plains School District has developed the following guidelines to provide direction for employees, students, and the school district community when participating in online social media activities. Whether or not an employee chooses to participate in a blog, wiki, online social network, application (“app”) development, or any other form of online publishing or discussion, it is his or her own decision.

Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline faculty and staff if their speech, including online postings, disrupts school operations. West Plains School District social media guidelines encourage employees to participate in online social activities. But, it is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by West Plains School District faculty, staff, and students is a reflection on the entire district and is subject to the district's Acceptable Use Policy. By accessing, creating, or contributing to any blogs, wikis, apps, or other social media for classroom or district use, you agree to abide by these guidelines. Please read them carefully before creating or participating in any online content.

Examples of social media include but are not limited to the following: blogs, Twitter, Facebook, LinkedIn, Pinterest, etc.

#### **Best Practices**

##### **SMS (Cell Phone Texting)**

Purpose: To allow for timely communication of important information between students, teachers, players and coaches, such as changes to game or practice times or other pertinent information. Texts will be sent under the following guidelines:

1. Students can receive a text message only if a signed permission slip is on file. (Visit District Communications Director)
2. Parents/guardians must also agree to provide their phone number so they receive the same text message.
3. Text messages will only be sent as they pertain to involvement of West Plains High School.
4. Only between the hours of 6:00am and 10:00pm

If a student sends a text message to a teacher or a coach, any response will be sent to the student and the student's parent/guardian.

### Be Transparent

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work, and what you do.

### Personal Responsibility

- West Plains School District employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time—protect your privacy.
- Be aware that even with the strictest privacy settings what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
- Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Remember that online posts and content are an extension of your classroom or the workplace. What is inappropriate in your classroom or the workplace should be deemed inappropriate online.
- When contributing online do not post confidential student information.
- If you want to have a professional presence online through social media, developing a profile on a site like LinkedIn or something similar might be a great practice.
- If you would like to communicate through social media to a group of students, developing a group or page would be the recommended practice.

### Always A School Employee

The lines between "public and private" & "personal and professional" are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered a district employee. Whether it is clearly communicated or not and even if it is not

your intent, you will be identified as working for and sometimes representing the school in what you do and say online.

When writing personal posts, always write in the first person (I, me, we, us) and make it clear that you are speaking for yourself and not on behalf of the district.

#### Use a Disclaimer

- Include a disclaimer on your social media site which says something like this: “The opinions and positions expressed on this site are my own and do not necessarily reflect my school district’s positions, strategies, or opinions.”
- This standard disclaimer does not exempt employees from their responsibilities as explained in these guidelines. If asked by media to comment on a school-related issue, refer them to the Director of Communication. When in doubt, direct them to the Principal or Superintendent. Classroom sites do not require a disclaimer.

#### Be Respectful and Responsible

Employees, parents, and students reflect a diverse set of customs, values, and points of view. Be respectful for the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the profile picture or image you select. Do your tags, descriptions, and your image portray you in a professional manner?

#### Own and Correct Mistakes

If you make a mistake, admit the mistake and correct it quickly. Clearly state if you’ve corrected a previous post. Even though damage may be done, it is best to admit your mistake and correct it. Apologize if appropriate.

#### Confidential Information

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks. Do not write about a colleague or student without their permission.

#### School Crisis Situations

During a school lockdown, secure mode, or crisis, employees should not be posting or asking for information online or through other forms of communication (texts, phone calls, etc.). During these situations, rumors can spread quickly and employees should be using this time to make sure that the safety of those in their charge/care is their top priority.

#### School/District Logos

Do not use any school logo or image without permission and adhere to the district logo use guidelines. Contact the Director of Communication for permission on logo usage.

### Posting Photos or Movies of Students And Staff

When posting photos or movies of fellow employees, it is always best to obtain permission from that employee.

No photos should be posted if it would violate FERPA or HIPPA or identify a student as a special needs student. This includes an employee's school and personal online accounts, text messaging, or the physical posting of a photo in an employee's classroom or home.

### Using Content That Isn't Your Own

Do not utilize protected works. Just because an image, song, movie, etc. comes up in a search online does not mean you can use it freely. Documents found online should be available under Creative Commons (see info below) or your own if you plan to reproduce them in any way. Also, make sure and give credit to the owner of the work when necessary.

A hyperlink to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When using a hyperlink, be sure that the content is appropriate and adheres to the West Plains School District AUP.

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### Responding to Negative Comments and Criticism

How you respond to negative comments or criticism will say more about you and your character than what you post. If you delete a negative post, it discourages open communications. When publicly criticized or receiving a negative comment, first, stay cool and don't reply in haste. Express your view in a clear, logical way. Don't get personal, and, if you made a mistake, admit it, and move ahead. It is not uncommon for a negative response to be answered by some other person, who supports your view. When in doubt, it's best to ignore a comment and not give it credibility by acknowledging it with a response publicly; perhaps a face-to-face meeting would be more appropriate.

### Regular Postings On School Sites

- Classroom sites should be updated weekly throughout the school year. Sports sites should be updated weekly in season and at least once a month out of season.
- The purpose of social media is two-way communication and you cannot be a part of the discussion if you do not post regularly.
- Comments should be monitored and responded to multiple times a week.

### Requests To Use Blocked Social Media Sites

West Plains School District understands that 21st century learning is constantly changing and that many sites currently "blocked" by the District's content filter may have pedagogical significance for teacher and student use.

If you would like to request another online site be accessible to use for teaching and learning, contact the District's technology's department to review the website. Requests will be reviewed and, if approved, the district's content filter will be updated accordingly.

A description should be provided of the intended use of the site and what tools on the site match your needed criteria.

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Any social media account that has been established prior to this procedure will still need to be approved by the Director of Communication.

Any account not approved by the district but is deemed to represent or seem to represent the District in an official manner will result in the district pursuing the removal of the account.



### **Changes to District-Wide Faculty and Staff Handbooks**

The following policy has been added to the district-wide handbooks as specified below:

Certified Employee Handbook – p. 62

Non-Certified Employee Handbook – p. 53



## West Plains School District

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