

**CAMDENTON R-III SCHOOL DISTRICT
MINUTES OF BOARD OF EDUCATION MEETING**

**Special Meeting – Administration Building, Board Room
May 28, 2014 – 7:30 a.m.**

Present:

| | | | |
|--------------------|-----------|------------------|--------------------------|
| Chris C. McElyea | President | Dr. Tim Hadfield | Superintendent |
| Selynn Barbour | Treasurer | Roma France | Assistant Superintendent |
| Jackie Schulte | Member | Dr. Jim Rich | Assistant Superintendent |
| Tom Williams | Member | Dr. Ryan Neal | Assistant Superintendent |
| Courtney R. Hulett | Member | Linda Leu | Secretary |

Absent:

Nancy A. Masterson
Laura L. Martin

I. CALL TO ORDER & RECITE PLEDGE OF ALLEGIANCE

The Camdenton R-III Board of Education met in Special Session in the Board Room of the Administration Office on Wednesday, May 28, 2014. The meeting was called to order by President McElyea at 7:30 a.m. The pledge of allegiance was recited.

II. APPROVAL OF AGENDA

Special Meeting – May 28, 2014
Strategic Plan Goal Area – Governance

Motion: Move to approve the agenda of the Special May 28, 2014, meeting as presented.
Barbour/Schulte - all ayes.

III. PUBLIC COMMENT

Strategic Plan Goal Area – Parent & Community Development
There was no public comment.

IV. CONSENT ITEMS

A. Accept Bid for Asphalt Paving of the Parking Lot Near the Baseball Field

Strategic Plan Goal Area - Facilities/Support/Instructional Resources
Three bids were received for the asphalt paving of the parking lot near the baseball field. The bid from APAC-Missouri for \$74,405.23 was recommended.

B. Approve New Course for 2014 Summer School

Strategic Plan Goal Area - Governance
Information related to a new course offering for Middle School Summer Academy was reviewed. Students who are identified as deficient in two of the following four categories; ELA, Math, Attendance, or Behavior are invited to attend Summer Academy. They will receive extra-help in each area in an effort to create habits that will make them successful in Middle School.

Motion: Move to approve consent items as presented.
Schulte/Barbour - all ayes.

V. APPROVAL OF BILLS

Strategic Plan Goal Area – Governance

Motion: Move to approve all bills as submitted.
Schulte/Williams - all ayes.

VI. NEW BUSINESS**A. SET CERTIFIED SALARY SCHEDULE FOR 2014-2015**

Administrators and the Salary Committee have met. A recommended salary schedule for 2014-2015 was presented along with proposed administrative salaries.

Strategic Plan Goal Area - Governance

Motion: Move to approve the 2014-2015 Salary Schedule and the proposed 2014-2015 administrative salaries as recommended.

Schulte/Barbour - all ayes.

B. CONSIDERATION OF 2014-2015 CLASSIFIED STAFF SALARY AND BENEFIT PACKAGE

Budgetary issues were reviewed and Dr. Hadfield made a recommendation to establish classified staff benefits and a pay package for 2014-2015. A 3.4% increase in salary for current classified employees was recommended.

Strategic Plan Goal Area - Governance

Motion: Move to approve the 2014-2015 classified staff benefits and pay package with a 3.4% increase in salaries as recommended.

Barbour/Williams - all ayes.

C. BOARD POLICY UPDATES

The Board had a first read of the following policies.

Strategic Plan Goal Area – Governance

| POLICY CODE | POLICY TITLE |
|--------------------|--|
| BDA | BOARD MEETINGS |
| BDC | CLOSED MEETINGS, RECORDS AND VOTES |
| BDDF | VOTING METHOD |
| DB | ANNUAL BUDGET |
| DFA | REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS |
| EBC | EMERGENCY DRILLS |
| EBCA | CRISIS INTERVENTION PLAN |
| ECA | BUILDINGS AND GROUNDS SECURITY |
| GBBDA | FAMILY AND MEDICAL LEAVE |
| GBCC | STAFF USE OF COMMUNICATION DEVICES |
| GBLB | REFERENCES |
| IL | ASSESSMENT PROGRAM |
| JEA | COMPULSORY AND PART-TIME ATTENDANCE |
| JEC | SCHOOL ADMISSIONS |
| JECA | ADMISSION OF STUDENTS |
| JECB | ADMISSION OF NONRESIDENT STUDENTS |
| JGF | DISCIPLINE REPORTING AND RECORDS |
| JHCD | ADMINISTRATION OF MEDICATIONS TO STUDENTS |

No motion necessary.

VII. BOARD WRAP-UP

This is an opportunity for the Board to report on upcoming meetings, meetings attended, registrations, and deadlines. The following items were discussed:

Strategic Plan Goal Area - Governance

- End-of-Year Brunch (10:30 a.m.) & Assembly (Noon) – June 5, 2014.
- MSBA Leadership Summit – June 6 & 7, Tan-Tar-A. Will register on May 28th.
- June Board Meeting Reports tentatively include: Guidance & Counseling Report

- Board Retreat

No motion necessary.

VIII. EXECUTIVE SESSION

In compliance with State Statute 610.021 (closed meetings and closed records), move that the Board go into Executive Session for the following purposes:

- 1) Hiring, firing, disciplining, or promoting particular employees (610.021)(3).
- 2) Individually identifiable personnel records, performance ratings, or records pertaining to employees (610.021)(13).

Strategic Plan Goal Area - Governance

Motion: Move to adjourn to Executive Session.

Schulte/Barbour - Roll call vote: Barbour – aye, Schulte – aye, McElyea – aye, Hulett – aye, and Williams – aye.

IX. ADJOURN MEETING

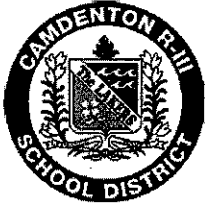
Motion: Move that the meeting adjourn.

Barbour/Hulett - all ayes.

Meeting adjourned at 8:27 a.m.

Chris C. McElyea - President of the Board

Linda Leu – Secretary of the Board



Camdenton R-III School District

Everyone Learning Every Day

PO Box 1409
Camdenton, MO 65020-1409
Phone: 573-346-9213 · Fax: 573-346-9211

Superintendent
Tim Hadfield, Ed.D.

Assistant Superintendents
Roma Lee France
Jim Rich, Ph.D.
Ryan Neal, Ed.D.

ASPHALT BASEBALL FIELD PARKING LOT

Bids for the asphalt parking lot at the baseball field were received on or before 9:00 a.m. on May 23, 2014, at Camdenton R-III Public School's Administration Building, 172 Dare Boulevard, Camdenton, Mo. 65020, at which time they were publicly opened.

| Company | Contact | Address | City, State, Zip | Telephone | Bid |
|-----------------------------------|---------------|------------------|---------------------|--------------|------------------------------------|
| *APAC-MO, Inc. | Conrad Hake | PO Box 1178 | Linn Creek MO 65052 | 573-317-3700 | \$74,405.23 |
| Clark's Concrete Construction Co. | Jan Clark | 151 Munro Street | Camdenton MO 65020 | 346-3468 | Concrete Alternate \$245,804.00 |
| Magruder Paving LLC | Donnie Mantle | 255 Watson Road | Troy MO 63379 | 573-286-4908 | \$74,990.00 |

*Recommend APAC-MO, Inc.

BOARD OF EDUCATION

Chris C. McElyea, President
Laura L. Martin, Member

Nancy A. Masterson, Vice President
Tom Williams, Member

Selynn Barbour, Treasurer
Courtney R. Hulett, Member

Jackie Schulte, Member
Linda Leu, Secretary

Camdenon R-III
Request for Course Addition

Course Number: 2060
S7777 Course Title: MS Summer Academy

District Department: Elective Graduation Department: Elective

Request Effective Date: 6/1/2014

(Complete any of the following that apply)

(Circle appropriate choice)

Abbreviated Title (20 character max)

Subject Type: Reg Sum Schl

MS Sum Acad

Subject Term Type: Yr Sem

5 Credits per Semester

Weight: Reg Adv Hrs

7 Grade Level for Curriculum

Honors: Yes No

25 Preferred Class Size

Grade Level 7 To 7

X Used for Grading

Used for Core GPA

Used for Core Scheduling

Used for HS Transcript

X Used for Marking Attendance

State Reporting:

State Code

State Type Code

State Program Code

State Sequence Code

State Testing Method

Career-Ed Code

State Delivery Method

State Minutes Per Week

Course Description:

Signatures:

Pat McWhorter

Counselor

5/15/14

Date

Dr. P. Brown

Principal

5/15/14

Date

[Signature]

Superintendent

5/20/14

Date

Board Approval

Date

May 28, 2014

Board of Education

Check Preview Report

Table with columns for Board of Education, Check Preview Report (May), and amounts. Includes entries for Employee Salary Service, LLC, G-1, Sprockhouse, LLC, and others.

May 28, 2014

Board of Education

Check Preview Report

Table with columns for Board of Education, Check Preview Report (May), and amounts. Includes entries for Robert Z. Murtin C, M&B Products, and others.

May 28, 2014

Board of Education

Check Preview Report

Table with columns for Board of Education, Check Preview Report (May), and amounts. Includes entries for Kruger - Dogwood, Kruger - Dogwood, and others.

May 28, 2014

Board of Education

Check Preview Report

Table with columns for Board of Education, Check Preview Report (May), and amounts. Includes entries for G-1, Sprockhouse, LLC, G-1, Sprockhouse, LLC, and others.

May 28, 2014

Board of Education

Check Preview Report

Table with columns for Board of Education, Check Preview Report (May), and amounts. Includes entries for Mary Stew, Forecasts, Publishers, and others.

May 28, 2014

Board of Education

Check Preview Report

Table with columns for Board of Education, Check Preview Report (May), and amounts. Includes entries for Lake Regional Health System, CPR Classes, and others.

Teachers' Association of Camdenton Salary and Insurance Proposal

March 3rd, 2014

TAC proposes the district shall:

- Request insurance companies to submit bids to establish the best possible premiums and coverage in an effort to create better rates, lower deductibles, and more affordable family plans.
 - 94% of staff surveyed indicated insurance to a priority topic. Numerous additional comments indicated Family Insurance plans and Deductibles were unaffordable, leaving teachers with few options, and have placed them in financially difficult situations. Current proposals indicate in increase in rates, not a decrease.
- Give all employees an additional 3% pay increase and advance each employee down the steps to align with their years served and/or over on the pay scale steps for their education level.
 - [REDACTED] (2002-2004)
 - [REDACTED] (2005-2007)
- Eliminate the distinction between Personal and Sick Days and continue the reimbursement policy that currently stands.
 - In addition, the policy regarding Sick Day donations shall be extended to include maternity and paternity leave.
- [REDACTED]
- Fully fund Career Ladder (back to original \$5,000 for Level Three).
 - 84% of staff surveyed indicated Career Ladder as a priority.
- Research and adopt a stipend pay schedule for coaches.
 - Currently, the district spends approximately \$282,030.87 on coaching stipends.
- Complete a five-year plan with a focus on competitive salaries, both for new teachers and veteran teachers.
- [REDACTED]

Yellow – Working On/Revised/In Compensation Plan

IT IS A  TO BE A LAKER!!!

**CAMDENTON
LAKERS**

SALARY SCHEDULE INFORMATION
2014

Salary Schedule Ranking Without Career Ladder
26 Participating Districts

| | Salary | Rank | 2% Increase |
|---------------------------------|--------|------|-------------|
| BS 1 st Step | 34,935 | 9 | 35,634 |
| BS+8 9 th Step | 39,754 | 13 | 40,550 |
| BS+16 14 th Step | 43,886 | 13 | 44,764 |
| BS+24 10 th Step | 42,024 | 12 | 42,864 |
| MS 9 th Step | 42,662 | 12 | 43,515 |
| MS+8 14 th Step | 46,283 | 13 | 47,209 |
| MS+16 19 th Step | 50,031 | 14 | 51,032 |
| MS+24 16 th Step | 48,731 | 13 | 49,706 |
| Spec 26 th Step | 56,457 | 13 | 57,586 |
| Doctorate 31 st Step | 61,736 | 12 | 62,971 |

June Ending Balances, Incidental & Teachers Fund

| Year | Incidental | Teachers |
|------------------------------|------------|----------|
| 2013 | 16,369,617 | 0 |
| 2012 | 14,369,617 | 0 |
| 2011 | 12,749,139 | 0 |
| 2010 | 12,138,810 | 0 |
| 2009 | 12,677,648 | 0 |
| 2008 | 11,976,556 | 0 |
| 2007 | 11,180,469 | 0 |
| 2006 | 10,308,628 | 0 |
| Projected 2014 Approximation | 15,181,914 | 0 |

Salary Scenario
Current Year Projection FY14

| | |
|--------------|---------------------|
| Classified | \$8,130,881 |
| Certified | \$26,810,245 |
| TOTAL | \$34,941,127 |

Budget Projection FY15

| | |
|--------------|---------------------|
| Classified | \$8,492,000 |
| Certified | \$26,676,827 |
| TOTAL | \$35,168,827 |

SALARY SCHEDULE INFORMATION

| 2001-2002 | | Rank |
|---------------|-----------------------|------|
| BS | 1 st Step | 5 |
| BS+8 | 9 th Step | 5 |
| BS+16 | 7 th Step | 6 |
| BS+24 | 21 st Step | 1 |
| MS | 9 th Step | 5 |
| MS+8 | 23 rd Step | 4 |
| MS+16 | 9 th Step | 4 |
| MS+24 | 17 th Step | 4 |
| Spec or MS+30 | 24 th Step | 3 |

| 2005-2016 | | Rank |
|---------------|-----------------------|------|
| BS | 1 st Step | 4 |
| BS+8 | 5 th Step | 4 |
| BS+16 | 9 th Step | 4 |
| BS+24 | 22 nd Step | 1 |
| MS | 10 th Step | 5 |
| MS+8 | 25 th Step | 4 |
| MS+16 | 11 th Step | 5 |
| MS+24 | 19 th Step | 6 |
| Spec or MS+30 | 26 th Step | 5 |

| 2007-2009 | | Rank |
|---------------|-----------------------|------|
| BS | 1 st Step | 8 |
| BS+8 | 6 th Step | 6 |
| BS+24 | 25 th Step | 1 |
| MS | 12 th Step | 7 |
| MS+8 | 11 th Step | 5 |
| MS+16 | 13 th Step | 5 |
| MS+24 | 12 th Step | 5 |
| Spec or MS+30 | 28 th Step | 6 |

| 2009-2009 | | Rank |
|---------------|-----------------------|------|
| BS | 1 st Step | 6 |
| BS+8 | 7 th Step | 5 |
| BS+16 | 14 th Step | 6 |
| BS+24 | 26 th Step | 1 |
| MS | 12 th Step | 6 |
| MS+8 | 28 th Step | 6 |
| MS+16 | 14 th Step | 5 |
| MS+24 | 13 th Step | 5 |
| Spec or MS+40 | 28 th Step | 8 |

| 2013-2013 | | Rank |
|-----------|-----------------------|------|
| BS | 1 st Step | 10 |
| BS+8 | 9 th Step | 4 |
| BS+16 | 14 th Step | 4 |
| BS+24 | 10 th Step | 5 |
| MS | 9 th Step | 8 |
| MS+8 | 14 th Step | 7 |
| MS+16 | 19 th Step | 10 |
| MS+24 | 16 th Step | 9 |
| Spec | 26 th Step | 10 |
| Doctorate | 31 st Step | 8 |

| 2013-2014 | | Rank |
|-----------|-----------------------|------|
| BS | 1 st Step | 9 |
| BS+8 | 9 th Step | 3 |
| BS+16 | 14 th Step | 3 |
| BS+24 | 10 th Step | 4 |
| MS | 9 th Step | 4 |
| MS+8 | 14 th Step | 5 |
| MS+16 | 19 th Step | 7 |
| MS+24 | 16 th Step | 6 |
| Spec | 26 th Step | 7 |
| Doctorate | 31 st Step | 7 |

Recommendations Regarding Certified Staff Salary Schedule

May 2014

To: Board of Education

- Recognize movement along the salary schedule.
- Recognize an additional step vertically on the salary schedule.
- 2% increase on the salary schedule.
- Continue funding regarding the sick leave reimbursement policy.
- Continue medical and life insurance benefits provided by the District.
- Table Career Ladder funding until final assessed valuation numbers and state funding numbers are established.
- Continue moratorium on item I of regulation GCBA-R.

ELK, CERRE
CRITICAL

PROFESSIONAL STAFF SALARY SCHEDULES

1. Qualified Teachers
The salary scale for teachers is established in accordance with the Board of Education. A proposed scale is recommended by the salary committee and presented to the Board for consideration.

A. Teacher salary schedule is approved annually and shall represent the previous salary schedule. The minimum is for 15 days service. Employment for longer periods will be figured as follows:

1. If 100% of whom the teacher has been placed on the current teacher salary schedule for the regular 180 days contract contract in a high contracted day workload.
2. 90% of whom the teacher has been placed on the current teacher salary schedule in a high contracted day workload.
3. 80% of whom the teacher has been placed on the current teacher salary schedule in a high contracted day workload.
4. 70% of whom the teacher has been placed on the current teacher salary schedule in a high contracted day workload.
5. 60% of whom the teacher has been placed on the current teacher salary schedule in a high contracted day workload.
6. 50% of whom the teacher has been placed on the current teacher salary schedule in a high contracted day workload.
7. 40% of whom the teacher has been placed on the current teacher salary schedule in a high contracted day workload.
8. 30% of whom the teacher has been placed on the current teacher salary schedule in a high contracted day workload.
9. 20% of whom the teacher has been placed on the current teacher salary schedule in a high contracted day workload.
10. 10% of whom the teacher has been placed on the current teacher salary schedule in a high contracted day workload.

To advance to the next salary schedule, the teacher must be formally accepted in a second manner, specified or designated degree program.

To advance to teacher's degree + 24 graduate hours column, the teacher must be enrolled in a second manner, specified or designated degree program approved by the school board.

This salary policy shall be administered as follows:

1. Whenever an opportunity for advancement to a higher salary administration program is available, the teacher shall be eligible to be considered for the program.

2. College transcripts of credits on advanced work completed while the student was in high school.

3. All graduate hours up to a maximum of 18 must be in the teacher's assigned area of responsibility. The Board of Education may require the teacher to provide written reports to the student's supervisor. The student may be approved for credit for advanced work completed while the student was in high school.

4. Workshops hours must be in the teacher's assigned area of responsibility and approved by the Board of Education. Workshops hours cannot exceed 18 hours above the teacher's degree. Workshops hours not applied to advancement on an MS + 15 schedule will be applied to the teacher's degree.

5. The teacher must have completed the minimum number of credit hours as specified in the salary schedule. The teacher must have completed the minimum number of credit hours as specified in the salary schedule. The teacher must have completed the minimum number of credit hours as specified in the salary schedule.

6. In compliance with MS + 15, one hour of study activities workshop credit may be granted for each three (3) continuing education units (CEU). One CEU shall be granted for each one (1) CEU credit. The teacher must have completed the minimum number of credit hours as specified in the salary schedule. The teacher must have completed the minimum number of credit hours as specified in the salary schedule.

7. Industry-sponsored training for career and technical education teachers shall be approved by the career and technical education director. One hour of credit for industry-sponsored training shall be granted for each one (1) CEU credit. The teacher must have completed the minimum number of credit hours as specified in the salary schedule. The teacher must have completed the minimum number of credit hours as specified in the salary schedule.

8. Teachers and other professional staff members may also earn credit for:

- ▶ 15 contact clock hours of credit equal one CEU
- ▶ 3 CEU equal one salary schedule workshop hour

9. Teachers and other professional staff members may also earn credit for:

- ▶ 15 contact clock hours of credit equal one CEU
- ▶ 3 CEU equal one salary schedule workshop hour

10. Teachers and other professional staff members may also earn credit for:

- ▶ 15 contact clock hours of credit equal one CEU
- ▶ 3 CEU equal one salary schedule workshop hour

| Teaching Experience | Step |
|---------------------|------|
| 1-4 years | 1 |
| 4-6 years | 2 |
| 6-8 years | 3 |
| 8-10 years | 4 |
| 10-12 years | 5 |
| 12-14 years | 6 |
| 14 years or more | 7 |

| Teaching Experience | Step |
|---------------------|------|
| 1-3 years | 1 |
| 3-5 years | 2 |
| 5-9 years | 3 |
| 9 years or more | 4 |

B. MS + 16/MS + 24 Qualifications
Non-teaching degree career and technical education teachers must have earned eight (8) semester hours of approved credit that must be transferred to their area of responsibility. The Board of Education may require the teacher to provide written reports to the student's supervisor. The student may be approved for credit for advanced work completed while the student was in high school.

- ▶ Level II service courses
- ▶ Industry-sponsored training
- ▶ Workshop hour

C. MS Qualifications
Non-teaching degree career and technical education teachers must have earned the minimum number of credit hours as specified in the salary schedule. The teacher must have completed the minimum number of credit hours as specified in the salary schedule.

- ▶ College courses
- ▶ Industry-sponsored training
- ▶ Local in-service courses
- ▶ Workshops

D. Non-teaching degree career and technical education teachers must have earned the minimum number of credit hours as specified in the salary schedule. The teacher must have completed the minimum number of credit hours as specified in the salary schedule.

- ▶ College courses
- ▶ Industry-sponsored training
- ▶ Local in-service courses
- ▶ Workshops

E. Non-teaching degree career and technical education teachers must have earned the minimum number of credit hours as specified in the salary schedule. The teacher must have completed the minimum number of credit hours as specified in the salary schedule.

- ▶ College courses
- ▶ Industry-sponsored training
- ▶ Local in-service courses
- ▶ Workshops

F. Non-teaching degree career and technical education teachers must have earned the minimum number of credit hours as specified in the salary schedule. The teacher must have completed the minimum number of credit hours as specified in the salary schedule.

- ▶ College courses
- ▶ Industry-sponsored training
- ▶ Local in-service courses
- ▶ Workshops

G. Non-teaching degree career and technical education teachers must have earned the minimum number of credit hours as specified in the salary schedule. The teacher must have completed the minimum number of credit hours as specified in the salary schedule.

- ▶ College courses
- ▶ Industry-sponsored training
- ▶ Local in-service courses
- ▶ Workshops

Approved: 09/08/1994

Revised: 09/17/2012, 04/26/2016, 06/14/2018, 09/16/2020, 09/16/2021, 03/17/2022

Legal Note: \$1,601.72, 10/11/2018, 10/11/2018, Ms. Cheryl Ann III, (300), 3/1/21

Conditions Full School District, Chardon, Cleveland, Midwest

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Teacher Pay Schedule - Profile 48

| | BS | BS8 | BS16 | BS24 | MS | MS8 | MS16 | MS24 | SpecMS40 | Doctorate |
|---------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Step 1 | 35,634.00 | 36,206.00 | 37,350.00 | 37,923.00 | 39,171.00 | 39,795.00 | 40,420.00 | 41,044.00 | 42,292.00 | 44,165.00 |
| Step 2 | 35,894.00 | 36,466.00 | 37,610.00 | 38,183.00 | 39,431.00 | 40,055.00 | 40,680.00 | 41,304.00 | 42,552.00 | 44,425.00 |
| Step 3 | 36,466.00 | 37,038.00 | 38,183.00 | 38,755.00 | 40,003.00 | 40,628.00 | 41,252.00 | 41,876.00 | 43,125.00 | 44,997.00 |
| Step 4 | 37,038.00 | 37,610.00 | 38,755.00 | 39,327.00 | 40,576.00 | 41,200.00 | 41,824.00 | 42,448.00 | 43,697.00 | 45,570.00 |
| Step 5 | 37,610.00 | 38,183.00 | 39,327.00 | 39,899.00 | 41,148.00 | 41,772.00 | 42,396.00 | 43,021.00 | 44,269.00 | 46,142.00 |
| Step 6 | 38,183.00 | 38,755.00 | 39,899.00 | 40,472.00 | 41,720.00 | 42,344.00 | 42,969.00 | 43,593.00 | 44,841.00 | 46,714.00 |
| Step 7 | 38,781.00 | 39,354.00 | 40,498.00 | 41,070.00 | 42,319.00 | 42,943.00 | 43,567.00 | 44,192.00 | 45,440.00 | 47,313.00 |
| Step 8 | 39,379.00 | 39,951.00 | 41,096.00 | 41,668.00 | 42,917.00 | 43,541.00 | 44,165.00 | 44,789.00 | 46,038.00 | 47,910.00 |
| Step 9 | 39,978.00 | 40,550.00 | 41,695.00 | 42,267.00 | 43,515.00 | 44,139.00 | 44,764.00 | 45,388.00 | 46,636.00 | 48,509.00 |
| Step 10 | 40,576.00 | 41,148.00 | 42,292.00 | 42,864.00 | 44,113.00 | 44,737.00 | 45,361.00 | 45,986.00 | 47,234.00 | 49,107.00 |
| Step 11 | 41,174.00 | 41,747.00 | 42,891.00 | 43,463.00 | 44,712.00 | 45,336.00 | 45,960.00 | 46,584.00 | 47,833.00 | 49,706.00 |
| Step 12 | 41,799.00 | 42,371.00 | 43,515.00 | 44,087.00 | 45,336.00 | 45,960.00 | 46,584.00 | 47,209.00 | 48,457.00 | 50,330.00 |
| Step 13 | 42,423.00 | 42,995.00 | 44,139.00 | 44,712.00 | 45,960.00 | 46,584.00 | 47,209.00 | 47,833.00 | 49,081.00 | 50,954.00 |
| Step 14 | 43,047.00 | 43,619.00 | 44,764.00 | 45,336.00 | 46,584.00 | 47,209.00 | 47,833.00 | 48,457.00 | 49,706.00 | 51,578.00 |
| Step 15 | 43,671.00 | 44,244.00 | 45,388.00 | 45,960.00 | 47,209.00 | 47,833.00 | 48,457.00 | 49,081.00 | 50,330.00 | 52,203.00 |
| Step 16 | 44,296.00 | 44,868.00 | 46,012.00 | 46,584.00 | 47,833.00 | 48,457.00 | 49,081.00 | 49,706.00 | 50,954.00 | 52,827.00 |
| Step 17 | 44,945.00 | 45,518.00 | 46,662.00 | 47,234.00 | 48,483.00 | 49,107.00 | 49,731.00 | 50,355.00 | 51,604.00 | 53,477.00 |
| Step 18 | 45,596.00 | 46,168.00 | 47,313.00 | 47,885.00 | 49,133.00 | 49,758.00 | 50,382.00 | 51,006.00 | 52,255.00 | 54,127.00 |
| Step 19 | 46,246.00 | 46,818.00 | 47,962.00 | 48,535.00 | 49,783.00 | 50,407.00 | 51,032.00 | 51,656.00 | 52,904.00 | 54,777.00 |
| Step 20 | 46,897.00 | 47,469.00 | 48,613.00 | 49,185.00 | 50,434.00 | 51,058.00 | 51,682.00 | 52,307.00 | 53,555.00 | 55,428.00 |
| Step 21 | 47,546.00 | 48,119.00 | 49,263.00 | 49,835.00 | 51,084.00 | 51,708.00 | 52,332.00 | 52,956.00 | 54,205.00 | 56,078.00 |
| Step 22 | 48,223.00 | 48,795.00 | 49,939.00 | 50,511.00 | 51,760.00 | 52,384.00 | 53,008.00 | 53,633.00 | 54,881.00 | 56,754.00 |
| Step 23 | 48,899.00 | 49,471.00 | 50,615.00 | 51,188.00 | 52,436.00 | 53,060.00 | 53,685.00 | 54,309.00 | 55,557.00 | 57,430.00 |
| Step 24 | 49,575.00 | 50,147.00 | 51,292.00 | 51,864.00 | 53,112.00 | 53,737.00 | 54,361.00 | 54,985.00 | 56,234.00 | 58,106.00 |
| Step 25 | 50,251.00 | 50,824.00 | 51,968.00 | 52,540.00 | 53,789.00 | 54,413.00 | 55,037.00 | 55,661.00 | 56,910.00 | 58,783.00 |
| Step 26 | 50,928.00 | 51,500.00 | 52,644.00 | 53,216.00 | 54,465.00 | 55,089.00 | 55,713.00 | 56,338.00 | 57,586.00 | 59,459.00 |
| Step 27 | 51,630.00 | 52,203.00 | 53,347.00 | 53,919.00 | 55,168.00 | 55,792.00 | 56,416.00 | 57,040.00 | 58,289.00 | 60,162.00 |
| Step 28 | 52,332.00 | 52,904.00 | 54,049.00 | 54,621.00 | 55,869.00 | 56,494.00 | 57,118.00 | 57,742.00 | 58,991.00 | 60,863.00 |
| Step 29 | 53,035.00 | 53,607.00 | 54,752.00 | 55,324.00 | 56,572.00 | 57,197.00 | 57,821.00 | 58,445.00 | 59,693.00 | 61,566.00 |
| Step 30 | 0.00 | 54,309.00 | 55,453.00 | 56,025.00 | 57,274.00 | 57,898.00 | 58,523.00 | 59,147.00 | 60,395.00 | 62,268.00 |
| Step 31 | 0.00 | 0.00 | 56,156.00 | 56,728.00 | 57,977.00 | 58,601.00 | 59,225.00 | 59,850.00 | 61,098.00 | 62,971.00 |
| Step 32 | 0.00 | 0.00 | 0.00 | 56,052.00 | 58,705.00 | 59,329.00 | 59,954.00 | 60,578.00 | 61,826.00 | 63,699.00 |
| Step 33 | 0.00 | 0.00 | 0.00 | 0.00 | 59,433.00 | 60,058.00 | 60,682.00 | 61,306.00 | 62,555.00 | 64,427.00 |
| Step 34 | 0.00 | 0.00 | 0.00 | 0.00 | 60,162.00 | 60,786.00 | 61,410.00 | 62,034.00 | 63,283.00 | 65,156.00 |
| Step 35 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 64,011.00 | 65,884.00 |

| Name | 2013-14 Recommendation | | | | | | 2014-15 Recommendation | | | | | |
|----------------------------|------------------------|-------------|----------|-------------|----------|--------|------------------------|-------------|------------|-------------|-------------|--------|
| | Mon | Salary | Expenses | Total | Inc. | % | Mon | Salary | Expenses | Total | Inc. | % |
| Timothy Hadfield | 12.00 | \$144,780 | Actual | \$144,780 | \$2,700 | 1.90% | 12.00 | \$147,458 | Actual | \$147,458 | \$2,678.00 | 1.85% |
| Roma France | 12.00 | \$112,789 | \$2,000 | \$114,789 | \$5,709 | 3.40% | 12.00 | \$116,692 | \$2,000.00 | \$118,692 | \$3,903.00 | 3.40% |
| Ryan Neal | 12.00 | \$106,000 | Actual | \$106,000 | N/A | N/A | 12.00 | \$112,604 | Actual | \$112,604 | \$6,604.00 | 6.23% |
| Jim Rich | 12.00 | \$110,721 | Actual | \$110,721 | \$3,641 | 3.40% | 12.00 | \$0 | Actual | \$0 | \$0.00 | 0.00% |
| Baur, Paul * | 10.50 | \$80,350 | Actual | \$80,350 | \$2,527 | 3.25% | 10.50 | \$82,946 | Actual | \$82,946 | \$2,596.00 | 3.23% |
| Brown, Paula (for 12 mths) | 12.00 | \$110,000 | Actual | \$110,000 | \$22,729 | 26.04% | 11.00 | \$113,740 | Actual | \$113,740 | \$3,740.00 | 3.40% |
| Hunter, JD | 10.50 | \$72,000 | Actual | \$72,000 | N/A | N/A | 10.50 | \$74,448 | Actual | \$74,448 | \$2,448.00 | 3.40% |
| Billy Kurtz (59,439.60) | 11.00 | \$66,000 | Actual | \$66,000 | \$0 | 0.00% | 11.00 | \$74,448 | Actual | \$74,448 | \$8,448.00 | 12.80% |
| Dandoy, Shawn | 11.00 | \$85,305 | Actual | \$85,305 | \$2,805 | 3.40% | 11.00 | \$88,205 | Actual | \$88,205 | \$2,900.00 | 3.40% |
| Jacob, Terry | 11.00 | \$87,322 | Actual | \$87,322 | \$2,871 | 3.40% | 11.00 | \$0 | Actual | \$0 | \$0.00 | 0.00% |
| Travis, Lorri | 11.00 | \$70,000 | Actual | \$70,000 | N/A | N/A | 11.00 | \$80,000 | Actual | \$80,000 | \$10,000.00 | 14.29% |
| Kirksey, Sean | 11.00 | \$97,311 | Actual | \$97,311 | \$3,200 | 3.40% | 11.00 | \$0 | Actual | \$0 | \$0.00 | 0.00% |
| Lewis, Larry | 10.50 | \$91,104 | Actual | \$91,104 | \$2,996 | 3.40% | 11.00 | \$94,202 | Actual | \$94,202 | \$3,098.00 | 3.40% |
| Cotta, Nick | 11.00 | \$55,000 | Actual | \$55,000 | N/A | N/A | 11.00 | \$60,000 | Actual | \$60,000 | \$5,000.00 | 9.09% |
| O'Quinn, Laura | 11.00 | \$63,546 | Actual | \$63,546 | \$2,090 | 3.40% | 11.00 | \$65,707 | Actual | \$65,707 | \$2,161.00 | 3.40% |
| Evans, Tracy | 10.25 | \$59,972 | Actual | \$59,972 | \$1,972 | 3.40% | 11.00 | \$75,000 | Actual | \$75,000 | \$15,028.00 | 25.06% |
| Hueste, Kathy | 12.00 | \$62,000 | Actual | \$62,000 | N/A | N/A | 12.00 | \$64,108 | Actual | \$64,108 | \$2,108.00 | 3.40% |
| Shockley, Todd | 11.00 | \$76,755 | Actual | \$76,755 | \$2,524 | 3.40% | 11.00 | \$79,365 | Actual | \$79,365 | \$2,610.00 | 3.40% |
| Slack, Renee | 11.00 | \$71,471 | Actual | \$71,471 | \$2,350 | 3.40% | 11.00 | \$73,901 | Actual | \$73,901 | \$2,430.00 | 3.40% |
| Thompson, Brett | 12.00 | \$106,440 | Actual | \$106,440 | \$3,500 | 3.40% | 12.00 | \$110,059 | Actual | \$110,059 | \$3,619.00 | 3.40% |
| Varner, Lucinda | 11.00 | \$61,006 | Actual | \$61,006 | \$2,006 | 3.40% | 11.00 | \$63,080 | Actual | \$63,080 | \$2,074.00 | 3.40% |
| Wall, Anne | 10.50 | \$74,439 | Actual | \$74,439 | \$2,448 | 3.40% | 10.50 | \$76,970 | Actual | \$76,970 | \$2,531.00 | 3.40% |
| White, Gail | 12.00 | \$95,801 | Actual | \$95,801 | \$3,150 | 3.40% | 12.00 | \$0 | Actual | \$0 | \$0.00 | 0.00% |
| Whitney, Jeff | 11.00 | \$87,969 | Actual | \$87,969 | \$2,893 | 3.40% | 11.00 | \$90,960 | Actual | \$90,960 | \$2,991.00 | 3.40% |
| Glodt, Christy | 11.00 | \$69,278 | Actual | \$69,278 | \$2,278 | 3.40% | 11.00 | \$71,633 | Actual | \$71,633 | \$2,355.00 | 3.40% |
| Jenkins, Jackie | | | | | | | 12.00 | \$87,500 | Actual | \$87,500 | N/A | 0.00% |
| Conrad, Gina | | | | | | | 11.00 | \$58,000 | Actual | \$58,000 | N/A | 0.00% |
| Total | | \$2,117,359 | \$2,000 | \$2,119,359 | \$74,389 | 85.59% | | \$1,961,026 | \$2,000.00 | \$1,963,026 | \$89,322.00 | |

Recommendations Regarding Classified Staff Salaries & Benefit Package

May 2014

To: Board of Education

- 3.4% increase on the regular hourly wage.
- Continue funding regarding the sick leave reimbursement policy.
- Continue medical and life insurance benefits provided by the District.
- Allow “forgiveness days” for 12-month classified employees. Currently when the district utilizes forgiveness days due to inclement weather some employees have work days forgiven (i.e. teachers work less days without a cut in pay). Some classified employees do not have the option of utilizing these days (i.e. 12 month work memo employees such as custodians and secretaries.) Staff could utilize this time either on the inclement weather day or be offered compensatory time to be utilized later in the year up to three days.

Administration

13-14

14-15

Table with columns: Last Name, First Name, Hrs Per Day, Yrs, Days, Hrs Rate, Annual W/O Long, Daily Long, Long Annual, Annual Amt, Hrs Per Day, Yrs, Days, Hrs Rate, Annual W/O Long, Daily Long, Long Annual, Annual Amt. Includes rows for Darringer, Krueger, Leu, Lyons, Martin, Simpson, Thomure, Weber, Yarbar, Technology, Ahlemeyer, Denvir, Hunter, Mallahan, Warner, Weber, Administrators/Directors/Coordinators/Security/Misc, Blankenship, Buttram, Comer, Cowen, Cusendet, Dickemann, Dickemann, Fiene, Matthews, Mank/Energy, and Mank/Energy.

NI = No Increase

\\204.184.124.155\shared\Shared\Admin\Share\Agendas\2013-14 BOE Items\5-28-2014 Special Board Meeting\COPY of 14-15 Classified rates 3 4%raise.xls Page 1

Secretaries

13-14

14-15

Table with columns: Last Name, First Name, Hrs Per Day, Yrs, Days, Hrs Rate, Annual W/O Long, Daily Long, Long Annual, Annual Amt, Hrs Per Day, Yrs, Days, Hrs Rate, Annual W/O Long, Daily Long, Long Annual, Annual Amt. Includes rows for Arnold, Blackwell, Blair, Campbell, Colvin, Dalton, Girard, Grady, Grogan, Hardman, Horton, Jeffries, Johnson, Jones, Kurt, Lancaster, Lembke, Lively, Manzullo, Marrs, Mathes, Moore, Osborn, Platt, Rhoades, Scarey, Smith, Smith, Still, Straw, Vance, VanLant, Ward, Warren, and Waters.

\\204.184.124.155\shared\Shared\Admin\Share\Agendas\2013-14 BOE Items\5-28-2014 Special Board Meeting\COPY of 14-15 Classified rates 3 4%raise.xls Page 1

Custodial/Maintenance
13-14

14-15

| Last Name | First Name | Hrs Per Day | Yrs | Days | Hrly Rate | Annual W/O Long | Hrly Long | Long Annual | Annual Amt | Hrs Per Day | Yrs | Days | Hrly Rate | Annual W/O Long | Hrly Long | Long Annual | Annual Amt |
|-------------------|------------|-------------|-----|------|-----------|-----------------|-----------|-------------|--------------|-------------|-----|------|-----------|-----------------|-----------|-------------|--------------|
| Custodians | | | | | | | | | | | | | | | | | |
| Banister | Claude | 8 | 5 | 255 | \$ 10.77 | \$ 21,970.80 | \$ 0.20 | \$ 408.00 | \$ 22,378.80 | 8 | 6 | 255 | \$ 11.14 | \$ 22,725.60 | \$ 0.20 | \$ 408.00 | \$ 23,133.60 |
| Boyles Jr. | William | 8 | 7 | 255 | \$ 11.18 | \$ 22,807.20 | \$ 0.20 | \$ 408.00 | \$ 23,215.20 | 8 | 8 | 255 | \$ 11.58 | \$ 23,582.40 | \$ 0.20 | \$ 408.00 | \$ 23,990.40 |
| Burkhardt | Larry | 8 | 2 | 255 | \$ 10.48 | \$ 21,378.20 | \$ - | \$ - | \$ 21,378.20 | 8 | 3 | 255 | \$ 10.84 | \$ 22,113.60 | \$ - | \$ - | \$ 22,113.60 |
| Carr | Travis | 8 | 2 | 255 | \$ 11.01 | \$ 22,460.40 | \$ - | \$ - | \$ 22,460.40 | 8 | 3 | 255 | \$ 11.38 | \$ 23,215.20 | \$ - | \$ - | \$ 23,215.20 |
| Carter | Mecia | 8 | 8 | 255 | \$ 11.46 | \$ 23,378.40 | \$ 0.20 | \$ 408.00 | \$ 23,786.40 | 8 | 9 | 255 | \$ 11.85 | \$ 24,174.00 | \$ 0.20 | \$ 408.00 | \$ 24,582.00 |
| Coffman | Devona | 8 | 3 | 255 | \$ 11.18 | \$ 22,807.20 | \$ - | \$ - | \$ 22,807.20 | 8 | 4 | 255 | \$ 11.56 | \$ 23,582.40 | \$ 0.20 | \$ 408.00 | \$ 23,990.40 |
| Denny | (Vacant) | 8 | 6 | 255 | \$ 11.18 | \$ 22,807.20 | \$ 0.20 | \$ 408.00 | \$ 23,215.20 | 8 | 0 | 255 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Geriets | Brian | 8 | 0 | 54 | \$ 10.50 | \$ 4,536.00 | \$ - | \$ - | \$ 4,536.00 | 8 | 1 | 255 | \$ 10.50 | \$ 21,420.00 | \$ - | \$ - | \$ 21,420.00 |
| Haynes | James | 8 | 0 | 192 | \$ 10.00 | \$ 15,360.00 | \$ - | \$ - | \$ 15,360.00 | 8 | 1 | 255 | \$ 10.34 | \$ 21,093.60 | \$ - | \$ - | \$ 21,093.60 |
| Henson | Gary | 8 | 1 | 255 | \$ 10.25 | \$ 20,910.00 | \$ - | \$ - | \$ 20,910.00 | 8 | 2 | 255 | \$ 10.60 | \$ 21,624.00 | \$ - | \$ - | \$ 21,624.00 |
| Hight | (Vacant) | 8 | 0 | 109 | \$ 10.00 | \$ 8,720.00 | \$ - | \$ - | \$ 8,720.00 | 8 | 1 | 255 | \$ 10.00 | \$ 20,400.00 | \$ - | \$ - | \$ 20,400.00 |
| Humiston | Steven | 8 | 11 | 255 | \$ 12.61 | \$ 25,724.40 | \$ 0.40 | \$ 816.00 | \$ 26,540.40 | 8 | 12 | 255 | \$ 13.04 | \$ 26,801.60 | \$ 0.40 | \$ 816.00 | \$ 27,417.60 |
| Jacoby | Steven | 8 | 7 | 255 | \$ 11.67 | \$ 23,806.80 | \$ 0.20 | \$ 408.00 | \$ 24,214.80 | 8 | 8 | 255 | \$ 12.07 | \$ 24,622.80 | \$ 0.20 | \$ 408.00 | \$ 25,030.80 |
| Jacoby | Sandra | 8 | 3 | 255 | \$ 11.01 | \$ 22,460.40 | \$ - | \$ - | \$ 22,460.40 | 8 | 4 | 255 | \$ 11.38 | \$ 23,215.20 | \$ - | \$ - | \$ 23,215.20 |
| James | Sheila | 8 | 1 | 255 | \$ 10.86 | \$ 22,154.40 | \$ - | \$ - | \$ 22,154.40 | 8 | 2 | 255 | \$ 11.23 | \$ 22,909.20 | \$ - | \$ - | \$ 22,909.20 |
| Johns | (Vacant) | 8 | 0 | 119 | \$ 10.00 | \$ 9,520.00 | \$ - | \$ - | \$ 9,520.00 | 8 | 1 | 255 | \$ 10.00 | \$ 20,400.00 | \$ - | \$ - | \$ 20,400.00 |
| Keeney | Rebecca | 8 | 5 | 255 | \$ 11.02 | \$ 22,480.80 | \$ 0.20 | \$ 408.00 | \$ 22,888.80 | 8 | 6 | 255 | \$ 11.39 | \$ 23,235.60 | \$ 0.20 | \$ 408.00 | \$ 23,643.60 |
| Krueger | Tim | 8 | 3 | 255 | \$ 11.17 | \$ 22,786.80 | \$ - | \$ - | \$ 22,786.80 | 8 | 4 | 255 | \$ 11.55 | \$ 23,562.00 | \$ - | \$ - | \$ 23,562.00 |
| Larson | (Vacant) | 8 | 0 | 255 | \$ - | \$ - | \$ - | \$ - | \$ - | 8 | 0 | 255 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Lawrence | Ronnie | 8 | 17 | 255 | \$ 12.68 | \$ 25,867.20 | \$ 0.60 | \$ 1,224.00 | \$ 27,091.20 | 8 | 18 | 255 | \$ 13.11 | \$ 26,744.40 | \$ 0.60 | \$ 1,224.00 | \$ 27,968.40 |
| Logue | Melissa | 8 | 4 | 255 | \$ 10.77 | \$ 21,970.80 | \$ - | \$ - | \$ 21,970.80 | 8 | 5 | 255 | \$ 11.14 | \$ 22,725.60 | \$ 0.20 | \$ 408.00 | \$ 23,133.60 |
| Long | Anita | 8 | 2 | 255 | \$ 10.88 | \$ 22,154.40 | \$ - | \$ - | \$ 22,154.40 | 8 | 3 | 255 | \$ 11.23 | \$ 22,909.20 | \$ - | \$ - | \$ 22,909.20 |
| Manning | Blythe | 8 | 0 | 225 | \$ 10.50 | \$ 18,900.00 | \$ - | \$ - | \$ 18,900.00 | 8 | 1 | 255 | \$ 10.86 | \$ 22,154.40 | \$ - | \$ - | \$ 22,154.40 |
| Marler | (Vacant) | 8 | 0 | 255 | \$ - | \$ - | \$ - | \$ - | \$ - | 8 | 0 | 255 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Martinez | Alex | 8 | 5 | 255 | \$ 11.30 | \$ 23,052.00 | \$ 0.20 | \$ 408.00 | \$ 23,460.00 | 8 | 6 | 255 | \$ 11.68 | \$ 23,827.20 | \$ 0.20 | \$ 408.00 | \$ 24,235.20 |
| McGuire | Wanda | 8 | 9 | 255 | \$ 12.18 | \$ 24,847.20 | \$ 0.20 | \$ 408.00 | \$ 25,255.20 | 8 | 10 | 255 | \$ 12.59 | \$ 25,683.60 | \$ 0.40 | \$ 816.00 | \$ 26,499.60 |
| Myers | Joseph | 8 | 2 | 255 | \$ 11.01 | \$ 22,460.40 | \$ - | \$ - | \$ 22,460.40 | 8 | 3 | 255 | \$ 11.38 | \$ 23,215.20 | \$ - | \$ - | \$ 23,215.20 |
| Phillips | Gary | 8 | 2 | 255 | \$ 10.88 | \$ 22,154.40 | \$ - | \$ - | \$ 22,154.40 | 8 | 3 | 255 | \$ 11.23 | \$ 22,909.20 | \$ - | \$ - | \$ 22,909.20 |
| Robinson | Jeanne | 8 | 3 | 255 | \$ 10.63 | \$ 21,685.20 | \$ - | \$ - | \$ 21,685.20 | 8 | 4 | 255 | \$ 10.99 | \$ 22,419.60 | \$ - | \$ - | \$ 22,419.60 |
| Scott | William | 8 | 9 | 255 | \$ 11.46 | \$ 23,378.40 | \$ 0.20 | \$ 408.00 | \$ 23,786.40 | 8 | 10 | 255 | \$ 11.85 | \$ 24,174.00 | \$ 0.40 | \$ 816.00 | \$ 24,990.00 |
| Shockley | (Vacant) | 8 | 0 | 255 | \$ - | \$ - | \$ - | \$ - | \$ - | 8 | 1 | 255 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Singer | Edward | 8 | 9 | 259 | \$ 11.74 | \$ 24,325.28 | \$ 0.20 | \$ 414.40 | \$ 24,739.68 | 8 | 10 | 259 | \$ 12.14 | \$ 24,765.60 | \$ 0.40 | \$ 816.00 | \$ 25,581.60 |
| Smith | Lois | 8 | 2 | 255 | \$ 11.01 | \$ 22,460.40 | \$ - | \$ - | \$ 22,460.40 | 8 | 3 | 255 | \$ 11.38 | \$ 23,215.20 | \$ - | \$ - | \$ 23,215.20 |
| Springer | Donald | 8 | 1 | 255 | \$ 10.34 | \$ 21,093.60 | \$ - | \$ - | \$ 21,093.60 | 8 | 2 | 255 | \$ 10.69 | \$ 21,807.60 | \$ - | \$ - | \$ 21,807.60 |
| Stegall | (Vacant) | 8 | 0 | 255 | \$ - | \$ - | \$ - | \$ - | \$ - | 8 | 0 | 255 | \$ - | \$ - | \$ - | \$ - | \$ - |

| | | | | | | | | | | | | | | | | | |
|---------------------------------|---------|---|----|-----|----------|--------------|---------|-------------|--------------|---|----|-----|----------|--------------|---------|-------------|--------------|
| Stoll | Terry | 8 | 2 | 255 | \$ 10.34 | \$ 21,093.60 | \$ - | \$ - | \$ 21,093.60 | 8 | 3 | 255 | \$ 10.69 | \$ 21,807.60 | \$ - | \$ - | \$ 21,807.60 |
| Thompson | Heather | 8 | 3 | 255 | \$ 11.01 | \$ 22,460.40 | \$ - | \$ - | \$ 22,460.40 | 8 | 4 | 255 | \$ 11.38 | \$ 23,215.20 | \$ - | \$ - | \$ 23,215.20 |
| Tyler | Terri | 8 | 2 | 255 | \$ 11.01 | \$ 22,460.40 | \$ - | \$ - | \$ 22,460.40 | 8 | 3 | 255 | \$ 11.38 | \$ 23,215.20 | \$ - | \$ - | \$ 23,215.20 |
| VanEperen | Dan | 8 | 1 | 255 | \$ 10.00 | \$ 20,400.00 | \$ - | \$ - | \$ 20,400.00 | 8 | 2 | 255 | \$ 10.34 | \$ 21,093.60 | \$ - | \$ - | \$ 21,093.60 |
| Wells | Clyde | 8 | 1 | 255 | \$ 10.86 | \$ 22,154.40 | \$ - | \$ - | \$ 22,154.40 | 8 | 2 | 255 | \$ 11.23 | \$ 22,909.20 | \$ - | \$ - | \$ 22,909.20 |
| Lead Custodial Positions | | | | | | | | | | | | | | | | | |
| Banister | Anita | 8 | 5 | 255 | \$ 11.56 | \$ 23,582.40 | \$ 0.20 | \$ 408.00 | \$ 23,990.40 | 8 | 6 | 255 | \$ 12.95 | \$ 26,418.00 | \$ 0.20 | \$ 408.00 | \$ 26,826.00 |
| Frederick | Kenneth | 8 | 4 | 255 | \$ 10.77 | \$ 21,970.80 | \$ - | \$ - | \$ 21,970.80 | 8 | 5 | 255 | \$ 12.14 | \$ 24,765.60 | \$ 0.20 | \$ 408.00 | \$ 25,173.60 |
| Goldsberry | Wilbert | 8 | 7 | 255 | \$ 11.18 | \$ 22,807.20 | \$ 0.20 | \$ 408.00 | \$ 23,215.20 | 8 | 8 | 255 | \$ 12.56 | \$ 25,622.40 | \$ 0.20 | \$ 408.00 | \$ 26,030.40 |
| West | Olevia | 8 | 9 | 255 | \$ 12.18 | \$ 24,847.20 | \$ 0.20 | \$ 408.00 | \$ 25,255.20 | 8 | 10 | 255 | \$ 13.59 | \$ 27,723.60 | \$ 0.40 | \$ 816.00 | \$ 28,539.60 |
| Grounds | | | | | | | | | | | | | | | | | |
| DeVore | Warren | 8 | 9 | 259 | \$ 16.63 | \$ 34,457.36 | \$ 0.20 | \$ 414.40 | \$ 34,871.76 | 8 | 10 | 259 | \$ 17.20 | \$ 35,638.40 | \$ 0.40 | \$ 828.80 | \$ 36,467.20 |
| Voss | Mark | 8 | 14 | 259 | \$ 15.63 | \$ 32,385.36 | \$ 0.40 | \$ 828.80 | \$ 33,214.16 | 8 | 15 | 259 | \$ 16.16 | \$ 33,483.52 | \$ 0.60 | \$ 1,243.20 | \$ 34,726.72 |
| Ward | William | 8 | 37 | 259 | \$ 16.51 | \$ 34,208.72 | \$ 1.00 | \$ 2,072.00 | \$ 36,280.72 | 8 | 38 | 259 | \$ 17.07 | \$ 35,369.04 | \$ 1.00 | \$ 2,072.00 | \$ 37,441.04 |
| Maintenance | | | | | | | | | | | | | | | | | |
| Burkhardt | Ronald | 8 | 11 | 259 | \$ 14.55 | \$ 30,147.60 | \$ 0.40 | \$ 828.80 | \$ 30,976.40 | 8 | 12 | 259 | \$ 15.04 | \$ 31,182.88 | \$ 0.40 | \$ 828.80 | \$ 31,991.68 |
| Darrow | Gregory | 8 | 4 | 289 | \$ 16.21 | \$ 33,587.12 | \$ - | \$ - | \$ 33,587.12 | 8 | 5 | 289 | \$ 16.76 | \$ 34,726.72 | \$ 0.20 | \$ 414.40 | \$ 35,141.12 |
| Foulk | Nathan | 8 | 4 | 259 | \$ 16.17 | \$ 33,604.24 | \$ - | \$ - | \$ 33,604.24 | 8 | 5 | 259 | \$ 16.72 | \$ 34,643.84 | \$ 0.20 | \$ 414.40 | \$ 35,058.24 |
| Manning | Kelly | 8 | 1 | 88 | \$ 11.34 | \$ 7,983.36 | \$ - | \$ - | \$ 7,983.36 | 8 | 2 | 259 | \$ 11.73 | \$ 24,304.56 | \$ - | \$ - | \$ 24,304.56 |
| Moschler | Stann | 8 | 0 | 85 | \$ 15.00 | \$ 7,800.00 | \$ - | \$ - | \$ 7,800.00 | 8 | 1 | 259 | \$ 15.00 | \$ 31,080.00 | \$ - | \$ - | \$ 31,080.00 |
| Schmidt | Steven | 8 | 4 | 259 | \$ 11.47 | \$ 23,785.84 | \$ - | \$ - | \$ 23,785.84 | 8 | 5 | 259 | \$ 11.86 | \$ 24,573.92 | \$ 0.20 | \$ 414.40 | \$ 24,988.32 |
| Thomas | Michael | 8 | 4 | 259 | \$ 16.17 | \$ 33,604.24 | \$ - | \$ - | \$ 33,604.24 | 8 | 5 | 259 | \$ 16.72 | \$ 34,643.84 | \$ 0.20 | \$ 414.40 | \$ 35,058.24 |
| Ship/Rec/Dispatcher | | | | | | | | | | | | | | | | | |
| Shockley | Daphne | 8 | 5 | 259 | \$ 13.30 | \$ 27,557.60 | \$ 0.20 | \$ 414.40 | \$ 27,972.00 | 8 | 6 | 259 | \$ 13.75 | \$ 28,490.00 | \$ 0.20 | \$ 414.40 | \$ 28,904.40 |
| Supervisors | | | | | | | | | | | | | | | | | |
| Marlin | Scott | 8 | 7 | 259 | \$ 23.09 | \$ 47,842.48 | \$ 0.20 | \$ 414.40 | \$ 48,256.88 | 8 | 8 | 259 | \$ 23.88 | \$ 49,479.36 | \$ 0.20 | \$ 414.40 | \$ 49,893.76 |

Transportation

13-14

14-15

Table with 19 columns: Last Name, First Name, Position, Yrs, Days, Daily Rate, Annual W/O Long, Daily Long, Long Annual, Annual Amt, Yrs, Days, Daily Rate, Annual W/O Long, Daily Long, Long Annual, Annual Amt. Rows include employees like Allen Ray, Barrett Don, Barton Bruce, etc.

Table with 19 columns: Last Name, First Name, Position, Yrs, Days, Daily Rate, Annual W/O Long, Daily Long, Long Annual, Annual Amt, Yrs, Days, Daily Rate, Annual W/O Long, Daily Long, Long Annual, Annual Amt. Rows include employees like Paul Stephen, Randon Terry, Rexroad Cyndi, etc.

Rate is rounded to nearest cent, all dollar amounts are rounded to nearest cent.

Interventions

| | | | | | | | | | | | | | | 13-14 | | | | | 14-15 | | | | |
|-----------------------------|------------|------------|-----|-------|-------------|-----------------|------------|-------------|---------------|------------|-----|-------|-------------|-----------------|------------|-------------|---------------|--|-------|--|--|--|--|
| Last Name | First Name | Mo Per Day | Yrs | Days | Hourly Rate | Annual W/O Long | Daily Long | Long Annual | Annual W/Long | Mo Per Day | Yrs | Days | Hourly Rate | Annual W/O Long | Daily Long | Long Annual | Annual W/Long | | | | | | |
| Acosta | Juan | 7 | 5 | 182.5 | \$11.90 | \$15,202.25 | \$1.40 | \$ 255.50 | \$ 15,457.75 | 7 | 6 | 182.5 | \$12.30 | \$15,713.25 | \$1.40 | \$ 255.50 | \$ 15,968.75 | | | | | | |
| Bonick | Marcia | 7 | 1 | 179.5 | \$11.43 | \$14,361.80 | \$ - | \$ - | \$ 14,361.80 | 7 | 2 | 179.5 | \$11.82 | \$14,851.83 | \$ - | \$ - | \$ 14,851.83 | | | | | | |
| Bright-Capstick | Angela | 7 | 2 | 179.5 | \$ 10.79 | \$13,557.64 | \$ - | \$ - | \$ 13,557.64 | 7 | 3 | 179.5 | \$11.16 | \$14,022.54 | \$ - | \$ - | \$ 14,022.54 | | | | | | |
| Byington | Chris | 7 | 0 | 136.5 | \$11.05 | \$10,558.28 | \$ - | \$ - | \$ 10,558.28 | 7 | 1 | 179.5 | \$11.43 | \$14,361.80 | \$ - | \$ - | \$ 14,361.80 | | | | | | |
| Campbell | Trisha | 7 | 2 | 179.5 | \$ 11.32 | \$14,223.58 | \$ - | \$ - | \$ 14,223.58 | 7 | 3 | 179.5 | \$11.70 | \$14,701.05 | \$ - | \$ - | \$ 14,701.05 | | | | | | |
| Coffey | (Vacant) | 7 | 5 | 179.5 | \$10.91 | \$13,708.42 | \$1.40 | \$ 251.30 | \$ 13,959.72 | 7 | 0 | 179.5 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | |
| Dawson | Deborah | 7 | 16 | 179.5 | \$15.09 | \$18,960.59 | \$2.80 | \$ 502.60 | \$ 19,463.19 | 7 | 17 | 179.5 | \$15.60 | \$19,601.40 | \$4.20 | \$ 753.90 | \$ 20,355.30 | | | | | | |
| Ferguson | Sonia | 7 | 0 | 127.5 | \$10.80 | \$9,639.00 | \$ - | \$ - | \$ 9,639.00 | 7 | 1 | 179.5 | \$11.17 | \$14,035.11 | \$ - | \$ - | \$ 14,035.11 | | | | | | |
| Glodt | Tanner | 7 | 0 | 161.5 | \$ 11.05 | \$ 12,492.03 | \$ - | \$ - | \$ 12,492.03 | 7 | 1 | 179.5 | \$11.43 | \$14,361.80 | \$ - | \$ - | \$ 14,361.80 | | | | | | |
| Hilton | Carrie | 7 | 1 | 179.5 | \$10.65 | \$13,381.73 | \$ - | \$ - | \$ 13,381.73 | 7 | 2 | 179.5 | \$11.01 | \$13,834.07 | \$ - | \$ - | \$ 13,834.07 | | | | | | |
| Hoffman | Patricia | 7 | 4 | 179.5 | \$11.11 | \$13,959.72 | \$ - | \$ - | \$ 13,959.72 | 7 | 5 | 179.5 | \$11.49 | \$14,437.19 | \$1.40 | \$ 251.30 | \$ 14,688.49 | | | | | | |
| Johns | Julie | 7 | 0 | 72 | \$12.05 | \$6,073.20 | \$ - | \$ - | \$ 6,073.20 | 7 | 1 | 179.5 | \$12.05 | \$15,140.83 | \$ - | \$ - | \$ 15,140.83 | | | | | | |
| Johns | Rebekah | 7 | 10 | 179.5 | \$12.03 | \$15,115.70 | \$2.80 | \$ 502.60 | \$ 15,618.30 | 7 | 11 | 179.5 | \$12.44 | \$15,630.86 | \$2.80 | \$ 502.60 | \$ 16,133.46 | | | | | | |
| Kaus-Burns | Rebekah | 7 | 1 | 179.5 | \$11.17 | \$14,035.11 | \$ - | \$ - | \$ 14,035.11 | 7 | 2 | 179.5 | \$11.55 | \$14,512.58 | \$ - | \$ - | \$ 14,512.58 | | | | | | |
| Kenniston | Jonna | 7 | 1 | 180.5 | \$10.30 | \$13,014.05 | \$ - | \$ - | \$ 13,014.05 | 7 | 2 | 179.5 | \$10.65 | \$13,381.73 | \$ - | \$ - | \$ 13,381.73 | | | | | | |
| Marquart | Shelia | 7 | 2 | 179.5 | \$ 10.79 | \$13,557.64 | \$ - | \$ - | \$ 13,557.64 | 7 | 3 | 179.5 | \$11.16 | \$14,022.54 | \$ - | \$ - | \$ 14,022.54 | | | | | | |
| Meeker | Kari | 7 | 1 | 177.5 | \$ 11.55 | \$ 14,350.88 | \$ - | \$ - | \$ 14,350.88 | 7 | 2 | 179.5 | \$11.94 | \$15,002.61 | \$ - | \$ - | \$ 15,002.61 | | | | | | |
| Morgan | Jennifer | 7 | 2 | 179.5 | \$11.58 | \$14,550.27 | \$ - | \$ - | \$ 14,550.27 | 7 | 3 | 179.5 | \$11.97 | \$15,040.31 | \$ - | \$ - | \$ 15,040.31 | | | | | | |
| Moulder | Peggy | 7 | 5 | 31 | \$18.5 | \$21,247.69 | \$7.50 | \$1,421.25 | \$ 22,668.94 | 7 | 5 | 32 | \$18.5 | \$21,972.53 | \$7.50 | \$1,421.25 | \$ 23,393.78 | | | | | | |
| Osment | Lisa | 7 | 12 | 179.5 | \$13.86 | \$17,163.79 | \$2.80 | \$ 502.60 | \$ 17,666.39 | 7 | 13 | 179.5 | \$14.12 | \$17,741.78 | \$2.80 | \$ 502.60 | \$ 18,244.38 | | | | | | |
| Pian | Kimberlee | 7 | 1 | 179.5 | \$11.94 | \$15,002.61 | \$ - | \$ - | \$ 15,002.61 | 7 | 2 | 179.5 | \$12.35 | \$15,517.78 | \$ - | \$ - | \$ 15,517.78 | | | | | | |
| Pogue | Orin | 7 | 0 | 121.5 | \$10.30 | \$8,760.15 | \$ - | \$ - | \$ 8,760.15 | 7 | 1 | 179.5 | \$10.65 | \$13,381.73 | \$ - | \$ - | \$ 13,381.73 | | | | | | |
| Rushin | Stacey | 7 | 12 | 179.5 | \$12.00 | \$15,078.00 | \$2.80 | \$ 502.60 | \$ 15,580.60 | 7 | 13 | 179.5 | \$12.41 | \$15,593.17 | \$2.80 | \$ 502.60 | \$ 16,095.77 | | | | | | |
| Schwartz | Meagan | 7 | 2 | 179.5 | \$10.79 | \$13,557.64 | \$ - | \$ - | \$ 13,557.64 | 7 | 3 | 179.5 | \$11.16 | \$14,022.54 | \$ - | \$ - | \$ 14,022.54 | | | | | | |
| Smith | Kim | 7 | 1 | 179.5 | \$11.40 | \$14,324.10 | \$ - | \$ - | \$ 14,324.10 | 7 | 2 | 179.5 | \$11.79 | \$14,814.14 | \$ - | \$ - | \$ 14,814.14 | | | | | | |
| Sturich | Karen | 7 | 0 | 103.5 | \$10.30 | \$7,462.35 | \$ - | \$ - | \$ 7,462.35 | 7 | 1 | 179.5 | \$10.30 | \$12,941.95 | \$ - | \$ - | \$ 12,941.95 | | | | | | |
| Swartz | (Vacant) | 7 | 0 | 77 | \$10.30 | \$5,551.70 | \$ - | \$ - | \$ 5,551.70 | 7 | 1 | 179.5 | \$10.30 | \$12,941.95 | \$ - | \$ - | \$ 12,941.95 | | | | | | |
| Thompson | Lisa | 7 | 15 | 179.5 | \$11.86 | \$14,902.09 | \$2.80 | \$ 502.60 | \$ 15,404.69 | 7 | 16 | 179.5 | \$12.26 | \$15,404.69 | \$2.80 | \$ 502.60 | \$ 15,907.29 | | | | | | |
| Walker | Cole | 7 | 0 | 164.5 | \$11.05 | \$12,724.08 | \$ - | \$ - | \$ 12,724.08 | 7 | 1 | 179.5 | \$11.43 | \$14,361.80 | \$ - | \$ - | \$ 14,361.80 | | | | | | |
| Wolfe | Deborah | 7 | 10 | 179.5 | \$13.40 | \$16,837.10 | \$2.80 | \$ 502.60 | \$ 17,339.70 | 7 | 11 | 179.5 | \$13.88 | \$17,415.09 | \$2.80 | \$ 502.60 | \$ 17,917.69 | | | | | | |
| Wynne | Britt | 7 | 6 | 179.5 | \$13.19 | \$16,573.24 | \$1.40 | \$ 251.30 | \$ 16,824.54 | 7 | 7 | 179.5 | \$13.64 | \$17,138.66 | \$1.40 | \$ 251.30 | \$ 17,389.96 | | | | | | |
| Interpreters | | | | | | | | | | | | | | | | | | | | | | | |
| Camack | Robyn | 7 | 10 | 179.5 | \$ 16.73 | \$19,764.75 | \$2.80 | \$ 502.60 | \$ 20,267.35 | 7 | 11 | 179.5 | \$ 16.26 | \$20,430.69 | \$2.80 | \$ 502.60 | \$ 20,933.29 | | | | | | |
| Cleary | Karen | 7 | 17 | 179.5 | \$ 21.20 | \$26,637.80 | \$4.20 | \$ 753.90 | \$ 27,391.70 | 7 | 18 | 179.5 | \$ 21.92 | \$27,542.48 | \$4.20 | \$ 753.90 | \$ 28,296.38 | | | | | | |
| Horne | Glenda | 7 | 4 | 179.5 | \$15.73 | \$19,764.75 | \$ - | \$ - | \$ 19,764.75 | 7 | 5 | 179.5 | \$ 16.26 | \$20,430.69 | \$1.40 | \$ 251.30 | \$ 20,681.99 | | | | | | |
| PK Paraprofessionals | | | | | | | | | | | | | | | | | | | | | | | |
| Black | Angel | 7 | 6 | 179.5 | \$11.35 | \$14,261.28 | \$1.40 | \$ 251.30 | \$ 14,512.58 | 7 | 7 | 179.5 | \$11.74 | \$14,751.31 | \$1.40 | \$ 251.30 | \$ 15,002.61 | | | | | | |
| Cobb | Abbie | 7 | 5 | 179.5 | \$12.56 | \$15,781.64 | \$1.40 | \$ 251.30 | \$ 16,032.94 | 7 | 6 | 179.5 | \$12.99 | \$16,321.94 | \$1.40 | \$ 251.30 | \$ 16,573.24 | | | | | | |

| | | | | | | | | | | | | | | | | | |
|------------|-----------|---|----|-------|---------|-------------|--------|-----------|--------------|---|----|-------|---------|-------------|--------|-----------|--------------|
| Cox | (Vacant) | 7 | 1 | 179.5 | \$12.05 | \$15,140.83 | \$ - | \$ - | \$ 15,140.83 | 7 | 2 | 179.5 | \$12.05 | \$15,140.83 | \$ - | \$ - | \$ 15,140.83 |
| Custer | Marilyn | 7 | 5 | 179.5 | \$11.35 | \$14,261.28 | \$1.40 | \$ 251.30 | \$ 14,512.58 | 7 | 6 | 179.5 | \$11.74 | \$14,751.31 | \$1.40 | \$ 251.30 | \$ 15,002.61 |
| Diehl | Kelly | 7 | 1 | 179.5 | \$11.79 | \$14,814.14 | \$ - | \$ - | \$ 14,814.14 | 7 | 2 | 179.5 | \$12.19 | \$15,316.74 | \$ - | \$ - | \$ 15,316.74 |
| Effertz | Julie | 7 | 3 | 179.5 | \$11.75 | \$14,763.88 | \$ - | \$ - | \$ 14,763.88 | 7 | 4 | 179.5 | \$12.15 | \$15,266.48 | \$ - | \$ - | \$ 15,266.48 |
| Eidson | Elizabeth | 7 | 7 | 179.5 | \$12.20 | \$15,929.30 | \$1.40 | \$ 251.30 | \$ 15,580.60 | 7 | 8 | 179.5 | \$12.61 | \$15,844.47 | \$1.40 | \$ 251.30 | \$ 16,095.77 |
| Fouk | Torea | 7 | 1 | 179.5 | \$10.30 | \$12,941.95 | \$ - | \$ - | \$ 12,941.95 | 7 | 2 | 179.5 | \$10.30 | \$12,941.95 | \$ - | \$ - | \$ 12,941.95 |
| Frei | Sonja | 7 | 2 | 179.5 | \$10.79 | \$13,557.64 | \$ - | \$ - | \$ 13,557.64 | 7 | 3 | 179.5 | \$11.16 | \$14,022.54 | \$ - | \$ - | \$ 14,022.54 |
| Marose | Shery | 7 | 1 | 179.5 | \$11.05 | \$13,884.33 | \$ - | \$ - | \$ 13,884.33 | 7 | 2 | 179.5 | \$11.05 | \$13,884.33 | \$ - | \$ - | \$ 13,884.33 |
| Raney-Ward | Tonita | 7 | 1 | 179.5 | \$12.46 | \$15,665.99 | \$ - | \$ - | \$ 15,665.99 | 7 | 2 | 179.5 | \$12.88 | \$16,183.72 | \$ - | \$ - | \$ 16,183.72 |
| Rizer | Tami | 7 | 11 | 179.5 | \$11.70 | \$14,701.05 | \$2.80 | \$ 502.60 | \$ 15,203.65 | 7 | 12 | 179.5 | \$12.10 | \$15,203.65 | \$2.80 | \$ 502.60 | \$ 15,706.25 |
| Thoenen | Sirenia | 7 | 1 | 179.5 | \$10.65 | \$13,381.73 | \$ - | \$ - | \$ 13,381.73 | 7 | 2 | 179.5 | \$11.01 | \$13,834.07 | \$ - | \$ - | \$ 13,834.07 |
| Webb | Karen | 7 | 3 | 179.5 | \$11.75 | \$14,763.88 | \$ - | \$ - | \$ 14,763.88 | 7 | 4 | 179.5 | \$12.15 | \$15,266.48 | \$ - | \$ - | \$ 15,266.48 |

Parents as Teachers

13-14

14-15

| Last Name | First Name | Hrs Per Day | Yrs | Days | Hrly Rate | Sick Leave Rate | Annual W/O Long | Daily Long | Long Annual | Annual Amt | Hrs Per Day | Yrs | Days | Hrly Rate | Sick Leave Rate | Annual W/O Long | Daily Long | Long Annual | Annual Amt |
|-----------|------------|-------------------------------|-----|-------|-----------|-----------------|-----------------|------------|-------------|-------------|-------------------------------|-----|-------|-----------|-----------------|-----------------|------------|-------------|-------------|
| | | Full Time Hourly Scale | | | | | | | | | Full Time Hourly Scale | | | | | | | | |
| Castle | Barbara | 7.0 | 8 | 177.5 | \$ 14.70 | | \$18,284.75 | \$1.40 | \$248.50 | \$18,513.25 | 7.0 | 9 | 177.5 | \$ 15.20 | | \$18,886.00 | \$1.40 | \$248.50 | \$19,134.50 |
| Castle | Barbara | 7.0 | | 177.5 | | \$0.36 | \$447.30 | | | | 7.0 | | 177.5 | | \$0.36 | \$447.30 | | | |
| Mills | Amy | 7.0 | 11 | 177.5 | \$15.85 | | \$19,893.63 | \$2.80 | \$497.00 | \$20,190.63 | 7.0 | 12 | 177.5 | \$ 16.39 | | \$20,364.58 | \$2.80 | \$497.00 | \$20,861.58 |
| Mills | Amy | 7.0 | | 177.5 | | \$0.36 | \$447.30 | | | | 7.0 | | 177.5 | | \$0.36 | \$447.30 | | | |
| Parker | Debbie | 7.0 | 11 | 177.5 | \$16.53 | | \$20,538.53 | \$2.80 | \$497.00 | \$21,035.53 | 7.0 | 12 | 177.5 | \$ 17.09 | | \$21,234.33 | \$2.80 | \$497.00 | \$21,731.33 |
| Parker | Debbie | 7.0 | | 177.5 | | \$0.36 | \$447.30 | | | | 7.0 | | 177.5 | | \$0.36 | \$447.30 | | | |

Health Services

13-14

14-15

| Last Name | First Name | Hrs Per Day | Yrs | Days | Hrly Rate | Annual W/O Long | Daily Long | Long Annual | Annual Amt | Hrs Per Day | Yrs | Days | Hrly Rate | Annual W/O Long | Daily Long | Long Annual | Annual Amt |
|------------|------------|-------------|-----|-------|-----------|-----------------|------------|-------------|--------------|-------------|-----|-------|-----------|-----------------|------------|-------------|--------------|
| LPN | | | | | | | | | | | | | | | | | |
| Neal | Susan | 8.0 | 1 | 182.5 | \$ 19.96 | \$ 20,381.60 | \$ - | \$ - | \$ 20,381.60 | 8.0 | 2 | 182.5 | \$ 14.43 | \$ 21,067.80 | \$ - | \$ - | \$ 21,067.80 |
| Saab | Kim | 7.0 | 2 | 182.5 | \$ 14.16 | \$ 18,089.40 | \$ - | \$ - | \$ 18,089.40 | 7.0 | 3 | 182.5 | \$ 14.64 | \$ 18,702.60 | \$ - | \$ - | \$ 18,702.60 |
| Sweatt | Sharon | 7.0 | 15 | 182.5 | \$ 15.53 | \$ 19,839.58 | \$ 4.20 | \$ 766.50 | \$ 20,906.08 | 7.0 | 16 | 182.5 | \$ 16.05 | \$ 20,516.65 | \$ 4.20 | \$ 766.50 | \$ 21,283.15 |
| RN | | | | | | | | | | | | | | | | | |
| Dickerson | Nancy | 7.5 | 7 | 182.5 | \$ 25.01 | \$ 34,232.44 | \$ 1.50 | \$ 273.75 | \$ 34,506.19 | 7.5 | 8 | 182.5 | \$ 25.86 | \$ 35,395.88 | \$ 1.50 | \$ 273.75 | \$ 35,669.63 |
| Lapayre | Kim | 7.0 | 10 | 182.5 | \$ 27.46 | \$ 35,080.15 | \$ 2.80 | \$ 511.00 | \$ 35,591.15 | 7.0 | 11 | 182.5 | \$ 28.39 | \$ 36,268.23 | \$ 2.80 | \$ 511.00 | \$ 36,779.23 |
| Lawson | Tammie | 7.0 | 19 | 182.5 | \$ 31.03 | \$ 39,640.83 | \$ 4.20 | \$ 766.50 | \$ 40,407.33 | 7.0 | 20 | 182.5 | \$ 32.09 | \$ 40,994.98 | \$ 5.80 | \$ 1,022.00 | \$ 42,016.98 |
| Maher | Shelli | 7.0 | 6 | 182.5 | \$ 24.63 | \$ 31,464.83 | \$ 1.40 | \$ 255.50 | \$ 31,720.33 | 7.0 | 7 | 182.5 | \$ 25.47 | \$ 32,637.93 | \$ 1.40 | \$ 255.50 | \$ 32,793.43 |
| Rabenold | Amy | 7.5 | 6 | 182.5 | \$ 23.21 | \$ 31,768.69 | \$ 1.50 | \$ 273.75 | \$ 32,042.44 | 7.5 | 7 | 182.5 | \$ 24.00 | \$ 32,850.00 | \$ 1.50 | \$ 273.75 | \$ 33,123.75 |

* late hire no

REFERENCE COPY

FILE: BDA
Critical

EXPLANATION: BOARD MEETINGS

This policy was amended for clarity and to incorporate changes made in the Sunshine Law by Senate Bill 170 (2013).
School Board members may legally participate in meetings electronically. However, 610.015, RSMo, of the Sunshine Law prohibits Board members from casting roll call votes electronically, which meant that Board members could not cast any vote in closed session (where all votes are held by roll call) or in any open-session vote held by roll call. There was no provision in the law for open-session votes held by roll call. There is an emergency exception to the prohibition on roll call votes, but it rarely applies.

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

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

MSBA recommends that copies of this document be retained in the following ways because the content is of particular importance to you. The sites on the left list the way you may not wish to store it and the sites on the right list the way you may wish to store it.

| | | |
|---|---|--|
| <input checked="" type="checkbox"/> Board Secretary | <input type="checkbox"/> Business Office | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Board Member | <input type="checkbox"/> Principal | <input type="checkbox"/> Library/Media Center |
| <input type="checkbox"/> Board Executive | <input type="checkbox"/> Treasurer | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Health Services | <input type="checkbox"/> Public Safety/Communications | <input checked="" type="checkbox"/> Technology |
| <input type="checkbox"/> Transportation | | |

REFERENCE COPY

FILE: BDA
Critical

BOARD MEETINGS

General

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

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

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

All Board meetings shall be held at a place of sufficient size to accommodate the anticipated members of the public and at a time that is reasonably convenient. In addition, reasonable efforts shall be made to make the meeting accessible to individuals with disabilities. If any of these standards cannot be met, the nature of the cause for non-compliance for the meeting should be reported in the Board minutes.

Audio, video and other electronic recordings of open meetings by members, videotape or other electronic means are allowed by law. However, the Board may establish guidelines regarding the manner in which such recordings are conducted to minimize disruption to the meeting. By passing this policy the Board grants permission to the Board secretary to record closed meetings as necessary to fulfill his or her duties.

The Board may, from time to time, hold public hearings and invite participation of the public in the discussion of school matters.

The Board may, from time to time, set advisory groups consisting of representative citizens of the district to meet with the Board and discuss major changes that may be implemented in the school program.

Community organizations should continue in writing any request or suggestion to the Board in order that each request or suggestion will not be unduly prejudiced or disadvantaged through non study to the Board.

Meeting Notice

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

REFERENCE COPY

FILE: BDA
Critical

Any Board member who wishes to participate in meetings electronically must notify the Board Secretary in advance of the meeting. The Board Secretary will determine if the member is permitted to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made in open session. The superintendent will take measures to verify the identity of any remotely located participants if necessary. Board members participating electronically in a closed-session meeting shall not be counted in the quorum. If the Board is not considered that appropriate measures have been or will be taken, the Board may refuse to allow a Board member to participate electronically in closed session.

Note: This policy is recommended for local use and should be adopted at the beginning of the meeting for the purpose of providing notice and to review administrative procedures under James 161 related information.

Adopted: 08/08/1994

Revised: 06/14/1999; 09/12/2004; 08/13/2007;

Costs Refs: KKR, Audio and Video Recording

Legal Refs: §§ 162.301, .303, .511, 610.010 - .022, RSMo.

Camden R-III School District, Camdenton, Missouri

REFERENCE COPY

FILE: BDA
Critical

Regular Board Meetings

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

The Board will hold its regular meetings on the second Monday of each month at 5:00 a.m. in the Board of Education office unless otherwise specified in the published notice of the meeting.

Special Board Meetings

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

Electronic Participation

The Board may allow members to participate electronically in meetings where other Board members are physically present, and the Board may hold meetings where all Board members are physically present and the Board may hold meetings where all Board members are electronically present. (Board members participating electronically may only do so by means of audio or video conferencing.) Board members participating electronically shall be given the same information as Board members physically present and shall be able to hear or observe the same information as Board members physically present and shall participate in the discussion. If a Board member electronically joins the meeting after a time of business has been opened, the remotely located member shall not participate until the next item of business is opened.

If the Board allows a member to participate electronically, the member may be considered participating electronically will be considered present and will have the same in-person physical presence. The member shall be counted present for the purpose of convening or establishing a quorum. If a Board member participates by a meeting electronically, the Board secretary will be responsible for providing the member with the same information as Board members physically present. Board members participating electronically shall be given the same information as Board members physically present and shall participate in the discussion. If a Board member electronically joins the meeting after a time of business has been opened, the remotely located member shall not participate until the next item of business is opened.

Board members participating electronically cannot vote roll call votes unless a district emergency meeting is called. The Board may allow a member to participate electronically in a meeting where all Board members are physically present and the Board may hold meetings where all Board members are electronically present. Board members participating electronically may cast their votes either their roll-call votes.

EXPLANATION: VOTING METHOD

This policy was amended for clarity and to incorporate changes made to the Sunshine Law by Senate Bill 170 (SB170). School Board members may legally participate in meetings electronically. However, § 10A.016, RSMA, of the Sunshine Law previously prohibited Board members from voting on and voting electronically, which meant that Board members could not cast any vote in closed sessions (where all voters are held by roll call) or in any open-session vote held by roll call. There was no limitation, however, on casting other votes. There is an emergency exception to the prohibition on roll calls, but it rarely applies.

Senate Bill 170 has amended the law to allow Board members who participate in the meeting using videoconferencing to fully participate in all discussion and votes, regardless of the policy to clarify the new status of the law. In addition, MSBA has revised this policy to clarify that Board members "shall" be opposed to "may" be allowed to participate in Board meetings electronically. MSBA recommends that all Board members who are unable to attend have this option. However, this is not legally required, and the district may revise this language.

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

MSBA has also made minor changes at the direction of MSBA's parliamentarian, Dr. Lenwood Young, to conform the policy in language commonly used in Robert's Rules of Order. While districts are not required to use Robert's Rules of Order, many do, and the changes will make the policy clearer. Please note that any MSBA member district may utilize Dr. Young's professional fee to be in contact with a consultant to be used at the district's expense to administer

MSBA recommends that copies of this document be posted in the following areas because the contents are of particular importance to them. The sites on which they may not reach those used by the district. Please forward copies to an alternate e-mail address if the site is not listed.

| | | |
|---------------------|------------------------------|------------------------|
| 2. Facility Manager | Board Secretary | Board Members |
| Human Resources | Principal | Librarian/Media Center |
| Health Services | Counselor | Special Education |
| Transportation | Public Information/Relations | Technology |

VOTING METHOD

All motion and votes will be recorded in the minutes, including the names of those present, the names of those who voted, and the results of the vote. Motion and votes will be recorded in the minutes unless a roll call vote is required by law. When a member abstains from voting, each abstention shall not be counted in a vote either for or against the proposal, but shall be entered in the minutes as an abstention. The presiding officer may vote on all questions. Any member, upon request, may have his or her name recorded on any question and may have his or her name recorded on any question that is amended by the motion or subject of the motion. Any member may also change his or her vote through request made prior to consideration of the next order of business to the presiding officer if the vote is amended.

Motion may be made with an affirmative vote from the majority of the quorum present at the meeting. A motion shall pass if a majority of those members present vote in favor of the motion, provided that a quorum is present, unless otherwise prescribed by law or policy. An affirmative vote of the majority of the quorum present is required to amend the minutes. A motion to amend the minutes shall be in writing and shall be read to the members. A motion to amend the minutes shall be in writing and shall be read to the members. A motion to amend the minutes shall be in writing and shall be read to the members.

Voting in Open Session

Voting in open session shall be conducted in a manner that allows the public attending the meeting to observe the vote. The presiding officer shall announce the order of the meeting to ensure that all members are present and that the vote is taken in the presence of the public.

The Board may decide to vote by roll call in an open session. When an open public vote is not to be taken by roll call, any member may request that the Board be polled on any issue requiring a vote. When a roll call vote is requested, the presiding officer shall announce the order of the meeting to ensure that all members are present and that the vote is taken in the presence of the public.

In the event a motion is made to close a meeting, record or vote and a Board member believes that the motion is not in the best interest of the district, the Board member may state his or her objection to the motion before the vote is taken. The Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Wisconsin Statutes Law.

Voting in Closed Session

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

Voting Electronically

The Board may allow members to participate electronically in meetings where other Board members are physically present and the Board may hold meetings where all Board members participate electronically. The participating member may vote by telephone, videoconferencing or other means. The Board may allow members to participate electronically in meetings where other Board members are physically present and the Board may hold meetings where all Board members participate electronically. The participating member may vote by telephone, videoconferencing or other means.

Board members participating electronically must meet roll call votes unless an alternate emergency method is used. The Board may use an alternate emergency method to take a vote in a closed session. The Board may use an alternate emergency method to take a vote in a closed session. The Board may use an alternate emergency method to take a vote in a closed session. The Board may use an alternate emergency method to take a vote in a closed session.

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 under forms for related information.

Adopted: 08/08/1994

Revised: 06/14/1999; 06/13/2004;

Created By: GCFF, Nominations of Professional Staff Members

Legal Ref: §§ 162.341, 303, 610.010(7), 615, 620, 622, 636, Wisconsin
Candidate R-III School District, Candidates, Wisconsin

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EXPLANATION: ANNUAL BUDGET

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

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

MSBA recommends that copies of this document be retained in the following areas because the content is of critical importance to the district's operations. Please forward copies to the district representative of the area indicated.

| | | | | | |
|---|-----------------|---|--------------------|---|--------------------------|
| X | Board Secretary | X | Business Office | X | Construction |
| | Family Violence | | Food Service | | Child |
| | Human Resources | | Facilities | | Emergency Medical Center |
| | Transportation | | Public Information | | Technology |

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ANNUAL BUDGET

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

Budget Planning and Adoption

The planning and preparation of the budget is a continuing process. It must involve a number of people from all parts of the district. The superintendent, who is the head of the community and who can provide expert advice to the Board, is the primary person responsible for the preparation of the budget. Students and professional and support staff members should be involved in the planning process, which culminates in the preparation of the budget document. The superintendent will establish procedures that seek input from the appropriate people on budgetary needs and that consider the priorities established by the Board.

The Board designates the superintendent to serve as the budget officer of the district. As budget officer, the superintendent will direct the planning and preparation of the budget and will submit it to the Board for approval. Before creating the budget, the superintendent will consider the priorities established by the Board and seek input from appropriate people regarding the needs of the district. The superintendent will present the budget proposal to the Board for approval. The Board will review the budget proposal and may request the superintendent to make changes to the budget. The Board will adopt a budget for the fiscal year. The superintendent will implement the budget and will report to the Board on the progress of the budget during the fiscal year. The Board will review the superintendent's report and will report to the community on the progress of the budget during the fiscal year.

The Board may review the budget proposal and may request the superintendent to make changes to the budget. The Board will adopt a budget for the fiscal year. The superintendent will implement the budget and will report to the Board on the progress of the budget during the fiscal year. The Board will review the superintendent's report and will report to the community on the progress of the budget during the fiscal year.

Budget Components

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

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

Budget Appropriation

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

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

The total amount that may be expended during the fiscal year for the operation of the school district is set forth in the budget. The total budgeted expenditure for each program is the maximum amount that may be expended for that classification of expenditures during the school year unless a budget amendment is approved by the Board. During the fiscal year, the superintendent shall maintain a record of expenditures for each program and shall submit a statement of one account to auditors, subject to instructions provided by state laws and approved by the Board.

The Board will review the financial condition of the district monthly and shall require the superintendent to report monthly on the financial condition of the district. This statement will show the amount expended during the month, total (for debt) for the fiscal year, receipts and remaining balances at each

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Note: This statement will be used as a guide for projected purchasing and accounting for budget matters.

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

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

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

Adopted: 08/08/1994

Revised: 08/11/2003;

Cons Refs: CCC, State and Federal Programs Administration
ECB, Building and Grounds Maintenance

Legal Refs: MG, Const. art. VI, § 26

Miss. Const. art. VI, § 26

Meromantic Bank of Illinois v. School District of Osceola, 834 S.W. 2d 737 (Mo. 1987)

Candidate R. III School District, Candidate, Missouri

EXPLANATION: REVENUES FROM INVESTMENTS OF SURPLUS FUNDS
(Guidance: Utilize a Child Party to Manage Surplus Funds for Investments)

NOTE: MSRA offers two versions of policy DFA. Revenue from Investments of Surplus Funds. The short version is designed for districts that manage all of their own investments. This longer version is for districts that involve a third party in managing their investments, including the Missouri State Treasurer. The longer version is still subject to state law governing those investments and must deviate in its own investment policy or the model policy created by the Missouri State Treasurer. The short version is only short because the details have not been included. This long version should be used by districts that involve third parties in their investment plan. The version already includes the details about district investment options and is consistent with the Missouri State Treasurer model investment policy. Districts that use the services of MDSIF must use this long version. Information about investments and the state model investment policy can be found at <http://www.mdsif.com/eng/>.

NOTE: The attached forecast had a monthly custom version of this policy. As detailed above, the version we are presenting is based on the monthly custom version of the Missouri State Treasurer's Office. If the district decides to retain its custom version, it should be presented to its public utility authority for review as a matter of the custom provisions are out of date and no longer accurate.

The Government Finance Officers Association (GFMA) best practice guidance on "Collateralizing Public Deposits" indicates that government entities consider to ensure that their securities interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

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

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

KEY POINTS FROM INVESTMENT TRUSTS OF DEFERRERS SERVING FUNDS
(Guidance: Utilize a Child Party to Manage Surplus Funds for Investments)

The Board has an obligation to the citizens of the district to direct the management of district funds. The primary objective of this district investment plan will be to acquire, by liquidity, yield and the provision of a capital base for future needs—the management of trust funds, the district's "endowment fund." Investments will be made with judgment and care consistent with the district's investment philosophy. Investments will be made with judgment and care consistent with the district's investment philosophy. Investments will be made with judgment and care consistent with the district's investment philosophy. Investments will be made with judgment and care consistent with the district's investment philosophy.

District personnel, including board members, who are involved in the investment of district funds, will not engage in any personal business activity which would:

- 1. Create a conflict of interest with the district's investment program; or
- 2. Create an appearance of impropriety.

District funds shall be invested in accordance with the investment objectives set forth in this plan. Investments in financial institutions in which they conduct business—stock exchanges and other not-for-profit, for-profit, or governmental entities—shall be restricted to those in which the district has a direct or indirect financial interest. Investments in financial institutions shall be restricted to those in which the district has a direct or indirect financial interest.

Investments will be made through banks or securities dealers who have been approved by the Investment Committee of the State Treasurer's Office. Such banks and securities dealers will have been subjected to an appropriate investigation by the staff of the State Treasurer's Office. This investigation will include a review of the institution's financial statements, a review of its capital structure, and a review of its reputation with the public utility authority. The institution must be a member of the National Automated Clearing House Association (NACHA) and must be a member of the Federal Reserve Bank of St. Louis.

- 1. Financial strength and capital adequacy of the firm;
- 2. Services provided by firm;
- 3. Reputation of the firm;
- 4. Regulatory record of the firm;
- 5. Status of government-owned or controlled entities;
- 6. Status of government ownership.

The primary purpose of the district's active investment management program, however, should be to provide liquidity for the district's operating needs. The primary purpose of the district's active investment management program, however, should be to provide liquidity for the district's operating needs.

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1. Credit Risk
The district will maintain credit risk, the risk of loss due to the failure of the issuer of the security instrument. The district will maintain credit risk, the risk of loss due to the failure of the issuer of the security instrument.

2. Interest Rate Risk
The district will maintain the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:

- 1. Structuring the investment portfolio so that securities mature to meet the requirements for ongoing operations, thereby avoiding the need to sell securities in the open market prior to maturity;
- 2. Investing in securities that primarily in short-term securities.

Liquidity
The investment portfolio shall remain sufficiently liquid to meet all operating expenses of the district. The investment portfolio shall remain sufficiently liquid to meet all operating expenses of the district.

3. Yield
The investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, taking into account the risk of inflation. The investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, taking into account the risk of inflation.

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1. Ethics and Conflicts of Interest
Officers and employees of the district involved in the investment process shall not use personal business assets that conflict with the proper exercise of management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interest in financial institutions in which they conduct business. They shall further disclose any personal financial investment positions that could be related to the investment process. Officers and employees shall disclose any financial interests that could be related to the investment process. Officers and employees shall disclose any financial interests that could be related to the investment process.

2. Investment Policy
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1. Pooling of Funds
This policy applies to the investment of all operating funds of the district.

2. Investment Policy
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MSRA recommends that copies of this document be posted in the following areas because they are part of the public information process. The office on this list may not reach those used by the district. Please forward copies to the district equivalent of the site indicated.

| | | | | |
|------------------|---|----------------------------|--|-----------------------|
| Board Secretary | X | Business Office | | County Offices |
| Human Resources | | Director | | District Offices |
| Records Services | | Executive Director | | Missouri State Center |
| Transportation | | Public Information Officer | | Special Education |
| | | Public Communications | | Technology |

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3. Delegation of Authority
Authority and responsibility for management of the day-to-day operations of the investment program may be granted to the administrator or designee under an investment agreement...

4. Investment Transactions
Authorized financial institution and investment
A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list also will be maintained of approved security issuers...

5. Audited Financial Statements
Proof of Financial Industry Regulatory Authority (FINRA) certification.
Completed broker-dealer operations.
Completion of Netting Book, Acknowledgment and agreed to comply with the dealer's investment policy.

6. Internal Controls
The investment officer is responsible for establishing and maintaining an internal control structure that will be reviewed, annually, with the advisory independent auditor. The internal control structure shall be designed to ensure that the assets of the client are protected from loss, theft or misuse and to provide reasonable assurance that (1) the operations are in accordance with the investment agreement, and (2) the allocation of assets and benefits equitably determined and distributed by management.

7. Delivery of Payment
All funds whose applicability will be exercised by delivery as interest (DIP) is made and securities are deposited in eligible financial institutions prior to the release of funds. All receipts shall be prepared in the name of, or for the account of, the client.

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8. Control of Collateral
Separation of transaction authority from accounting and recordkeeping.
Oxidation, self-reporting.
Clear designation of authority to subordinate staff members.
Written confirmation of transactions for investment and asset transfer.
Development of a voice transfer agreement with the bank and third party custodian.

9. Delivery of Payment
All funds whose applicability will be exercised by delivery as interest (DIP) is made and securities are deposited in eligible financial institutions prior to the release of funds. All receipts shall be prepared in the name of, or for the account of, the client.

10. Investment Transactions
Authorized financial institution and investment
A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list also will be maintained of approved security issuers...

11. Audited Financial Statements
Proof of Financial Industry Regulatory Authority (FINRA) certification.
Completed broker-dealer operations.
Completion of Netting Book, Acknowledgment and agreed to comply with the dealer's investment policy.

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2014 Mutual Shareholder Agreement, Registered in U.S. Copyright Office.

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12. Investment Types
Investment in real estate, including commercial, residential, and other real estate, shall be limited to 10% of the total assets of the fund.

13. Securities
Securities issued by the U.S. Government - The district may invest in securities issued by the U.S. Government for which the full faith and credit of the State of Michigan is pledged for the payment of principal and interest.

14. United States Treasury Securities - The district may invest in obligations of the United States Treasury, including Treasury bills, Treasury notes, Treasury bonds, and Treasury Inflation Protected Securities (TIPS).

15. Money Market Funds - The district may invest in money market funds that are rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc. and that invest primarily in U.S. government securities.

16. Collateralized Mortgage Obligations (CMOs) - The district may invest in CMOs that are rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc. and that are backed by U.S. government securities.

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17. Security Securities - The following list represents the entire range of United States securities that are eligible for investment in the fund. The securities listed are subject to the following restrictions:
- U.S. Govt. Agency Corporate and Zero Coupon Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.
- U.S. Govt. Agency Callable Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.

18. U.S. Govt. Agency Corporate and Zero Coupon Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.
U.S. Govt. Agency Callable Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.

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U.S. Govt. Agency Callable Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.

20. U.S. Govt. Agency Corporate and Zero Coupon Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.
U.S. Govt. Agency Callable Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.

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21. Investment Types
Investment in real estate, including commercial, residential, and other real estate, shall be limited to 10% of the total assets of the fund.

22. Securities
Securities issued by the U.S. Government - The district may invest in securities issued by the U.S. Government for which the full faith and credit of the State of Michigan is pledged for the payment of principal and interest.

23. United States Treasury Securities - The district may invest in obligations of the United States Treasury, including Treasury bills, Treasury notes, Treasury bonds, and Treasury Inflation Protected Securities (TIPS).

24. Money Market Funds - The district may invest in money market funds that are rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc. and that invest primarily in U.S. government securities.

25. Collateralized Mortgage Obligations (CMOs) - The district may invest in CMOs that are rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc. and that are backed by U.S. government securities.

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26. Security Securities - The following list represents the entire range of United States securities that are eligible for investment in the fund. The securities listed are subject to the following restrictions:
- U.S. Govt. Agency Corporate and Zero Coupon Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.
- U.S. Govt. Agency Callable Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.

27. U.S. Govt. Agency Corporate and Zero Coupon Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.
U.S. Govt. Agency Callable Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.

28. U.S. Govt. Agency Corporate and Zero Coupon Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.
U.S. Govt. Agency Callable Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.

29. U.S. Govt. Agency Corporate and Zero Coupon Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.
U.S. Govt. Agency Callable Securities - Rated "A" or higher by Moody's Investor Services, Inc. or Standard and Poor's Ratings Services, Inc.

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from the company from the date of purchase. The officer shall advise the board of the amount of the investment and the amount of the investment objective.

Review of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds, the portfolio should be diversified among various types of investments, in order to maintain appropriate liquidity in unanticipated or urgent cash requirements.

VII. Reporting

1. Methods

The investment officer shall prepare or cause to be prepared an investment report at least quarterly, including a management summary that provides an analysis of the performance of the investment portfolio and investment objectives over the last period. This management summary will be prepared in a manner that will allow the board to understand the investment objectives, the investment strategy, the investment performance, and the investment risk. The report will include the following:

- 1. Listing of individual securities held at the end of the reporting period.
- 2. Realized and unrealized gains or losses resulting from disposition of securities (including the cost and market value of securities over a one-year period) in accordance with the Government Accounting Standards Board (GASB) 31 requirements. *Note:* This is only required annually.
- 3. Average yields for the majority of portfolio investments as compared to applicable benchmarks.
- 4. Listing of investment by maturity date.
- 5. Percentage of the total portfolio for each type of investment exposure.

2. Performance Standards

The investment portfolio will be managed in accordance with the investment strategy and the investment objectives. The portfolio should obtain a market-average rate of return. Appropriate benchmarks may be established against which portfolio performance shall be compared.

REFERENCE COPY

FILE: DFA
Critical

Mo. Const., art. IV, § 15
12 U.S.C. § 1828(e)

Camden R-III School District, Camden, Missouri

REFERENCE COPY

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shall be compared on a regular basis.

Comments, paper and budget's acceptance must be reviewed and less than 100% of the portfolio should be invested in the securities listed in the portfolio. The securities are designated below the minimum acceptable yield level.

3. Marking to Market

The market value of the portfolio shall be reported at least quarterly. The value of the market value of the portfolio shall be listed at least annually to the board. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

VIII. Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. Any remedy or liquidation, such as a merger and purchase only as provided by this policy.

2. Adoption

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

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

Adopted: 08/08/1994

Revised: 01/10/2005

Legal Refs: Mo. Const., art. IV, § 15
§ 10.260, 10.002, 0201, 06.051, 465.091, 148.040-406-RSMo.

EXPLANATION: EMERGENCY DRILLS (Theories Not Required in Field Exercises Drill)

This policy has been modified to include emergency drills for active shooters. Senate Bill 75 (SB 75), P.L. 815, RSMa, established the Active Shooter and Intruder Response Training for Schools Program (ASIRT). Participation in ASIRT is mandatory.

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

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

However, there is a section in the new law that is required, in MSBA's opinion. The section (310A.13) states that the district shall conduct an active shooter and intruder response drill conducted and led by law enforcement professionals. While there is an argument that this provision only applies if the district chooses to adopt the ASIRT program, MSBA has named this section as legally required and has included armed intruder/active shooter drills in the list of drills to be developed by the superintendent or designee. The number of times such drill would be conducted is up to the district.

MSBA has also removed elements of this policy and specifically related to emergency drills and recorded each of it to ERC, Crisis Intervention Plan.

Districts can visit the State Emergency Management Agency (SEMA) website at www.sema.org for information on the state's emergency management program. The state does not require earthquake drills or version two (which does include earthquake drills) of this policy. A rating of VII or above on the map requires earthquake drills per § 100.051, RSMa.

EMERGENCY PLANS/ASIRT/PPH/DILLS (Theories Not Required in Field Exercises Drill)

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plan and emergency drill schedule. The district will supply the school administrators equipment and train staff on emergency preparedness and response prevention.

Emergency Drills

The superintendent or designee, in cooperation with the building principal, will develop emergency preparedness drills for fire, severe weather, terrorist, bus evacuation/emergency, and health, technology, and other emergencies. The superintendent or designee will coordinate with the building principal to develop emergency drills for each building. Additional emergency drills may be arranged and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. All ASIRT will conduct emergency drills as required by statute. The superintendent will ensure that the number of emergency drills conducted for each student number is consistent with the state's requirements. The superintendent will ensure that all students during lockdown, shelter-in-place and evacuation. Emergency crisis procedures will be posted near fire doors in each instructional building. Instruction on fire drills shall be given early in the school year.

Drills will be conducted monthly for fire evacuation and the fire, time to evacuate, weather conditions and time of drill will be determined by the superintendent or designee. (Drills may be postponed in periods of severe weather.) Two tornado drills will be conducted each year, one in the early fall and the other in connection with the state-wide tornado drill in the spring. Repeat of all drills will be submitted to the superintendent in May.

The district will conduct annual drills with the superintendent, the superintendent and building principal will coordinate emergency drills. Principals will coordinate emergency drills will provide the superintendent advance notice of the drill. The district will coordinate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committee. Payment for any annual preparation or training shall be coordinated and paid for by law enforcement personnel.

Emergency evacuation drills on school buses will be conducted for all students in grades K-12 through the end of the school year. The superintendent will coordinate the evacuation drill program through the end of the school year. The superintendent will coordinate the evacuation drill program through the end of the school year.

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MSBA requires each district to have a crisis intervention plan. The plan will be reviewed by the superintendent or designee. The plan will be reviewed by the superintendent or designee. The plan will be reviewed by the superintendent or designee.

| Emergency Response | Business Office | Classroom | Communications | Technology |
|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Business Office | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Classroom | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Technology | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|--------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Business Office | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Classroom | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Technology | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

REFERENCE COPY

FILE: EBCA
Basic/Critical

EXPLANATION: CRISIS INTERVENTION PLAN

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

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 districts equivalent of the title indicated.

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

FILE: EBCA
Basic/Critical

REFERENCE COPY

REFERENCE COPY

FILE: EBCA
Basic/Critical

CRISIS INTERVENTION PLAN

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

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

Reporting

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

Community Emergency Plan

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

Crisis and Emergency Plan Records

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

FILE: EBCA
Basic/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: 10/13/1997

Revised: 09/19/2002

Cross Refs: BDC, Closed Meetings, Records and Votes
JHD, Student Guidance and Counseling

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

Legal Refs: §§ 160.480, 610.021, RSMo

Camdenton R-III School District, Camdenton, Missouri

REFERENCE COPY

FILE: BCA
Critical

EXPLANATION: BUILDING AND GROUNDS SECURITY

MSBA has revised this policy for clarity and direction. MSBA has removed detailed information about criminal records, since those records are already discussed in policy 301C, and added a closed security record filed "Security Record." MSBA has also added a section titled "Security Personnel" that authorizes the director to employ or contract for security services. Many districts have become interested in employing security guards, contracting for security at public events (such as a football game) contracting with local law enforcement for school resource officers in some or all of the buildings, or even commissioning their own security forces.

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

In 2013 the Missouri legislature passed several bills that impact school security personnel. For example, House Bill 185 (2013), § 142.216, RSMo, authorizes any school district in the state to commission officers (presently employed directly by the district) to enforce laws relating to crimes committed on school premises, at district activities and on school buses by extending its understanding with each law enforcement agency with jurisdiction over the school's premises.

House Bill 153 and House Bill 678, § 148.459, RSMo, require school resource officers to complete 40 hours of basic training, including training on legal operations within an educational environment, intrusive training and planning, and training on juvenile law and other relevant topics.

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

House Bill 454 (2013) created the concept of the "school protection officer." Under this bill, school districts could designate a district teacher or administrator who volunteers, and who holds a concealed carry weapon endorsement, to receive training. After training, the school protection officer could carry a concealed weapon to school. This bill was VETOED by the governor and is not law. However, Senate Bill 42 (2013), § 590.266, RSMo, authorizes the school protection officer training for teachers, training centers and training programs. The bill does not require any other training.

As written, the policy only allows for law enforcement to bring weapons to school. If your district is considering allowing licensed employees to bring concealed weapons to school, please contact your district's private attorney firm. MSBA does not recommend this practice because, without the proper training and support, it could result in the loss of control of the school. MSBA is glad to assist the district in modifying the policy as directed.

Custom language regarding key access has been moved to section on property access.

MSBA recommends the content of this policy be added to the following areas because the content of this policy overlaps with other policies and procedures in the district. Please print and return to the district administrator.

| | | | | | |
|-------------------------------------|----------------------|-------------------------------------|-------------------------|--------------------------|-------------------|
| <input checked="" type="checkbox"/> | Board Security | <input type="checkbox"/> | Security Officers | <input type="checkbox"/> | Conduct/Signments |
| <input checked="" type="checkbox"/> | Facility Maintenance | <input checked="" type="checkbox"/> | Food Service | <input type="checkbox"/> | Gifted |
| <input checked="" type="checkbox"/> | Health Services | <input checked="" type="checkbox"/> | Communications | <input type="checkbox"/> | Special Center |
| <input checked="" type="checkbox"/> | Transportation | <input checked="" type="checkbox"/> | MSBA Risk/Communication | <input type="checkbox"/> | Special Education |
| | | | | <input type="checkbox"/> | Technology |

Page 2

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FILE: BCA
Critical

BUILDING AND GROUNDS SECURITY

The purpose of this document is to provide the district with facilities that facilitate the safe and secure operation of the district's activities. It is the responsibility of the Board of Education, administrative personnel and support staff members, and students to ensure that these facilities are used for their primary and intended purposes. The superintendent, with the consent of the Board of Education, shall ensure that the proper use of these facilities is maintained. The superintendent shall ensure that the proper use of these facilities is maintained and that the appropriate preventive measures are taken to ensure that the proper use of these facilities is maintained.

The superintendent shall ensure that the proper use of these facilities is maintained and that the appropriate preventive measures are taken to ensure that the proper use of these facilities is maintained.

All records relating to the maintenance of these facilities shall be maintained in a secure and accessible manner. The superintendent shall ensure that the proper use of these facilities is maintained and that the appropriate preventive measures are taken to ensure that the proper use of these facilities is maintained.

When special events or activities are scheduled, the principal may request permission from the superintendent to provide additional security measures. The superintendent shall ensure that the proper use of these facilities is maintained and that the appropriate preventive measures are taken to ensure that the proper use of these facilities is maintained.

In general, district buildings and property are not open to the public. Access to these facilities shall be restricted to those individuals who are authorized to do so. The superintendent shall ensure that the proper use of these facilities is maintained and that the appropriate preventive measures are taken to ensure that the proper use of these facilities is maintained.

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Page 3

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FILE: BCA
Critical

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, administrative personnel may report to law enforcement for citation or arrest, but the person from whom the weapon was removed shall not be arrested, cited or charged with a crime. This policy is in accordance with the Missouri Constitution, Article IV, § 2, and the Missouri Revised Statutes, §§ 57.020-57.025.

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

District personnel and members of the staff are required to report incidents of vandalism, theft, or other property damage to the district, as well as the nature of the person or persons believed to be responsible.

The superintendent and/or principal shall be authorized to sign nonpayment, press charges and pursue civil litigation against persons or vendors who are responsible for damage to district property. Notification for the damages shall be submitted to the district's insurance carrier. The superintendent and/or principal shall be authorized to sign nonpayment, press charges and pursue civil litigation against persons or vendors who are responsible for damage to district property.

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

Security Notices

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

Adopted: 09/02/1994
Revised: 11/02/2003; 06/10/2009;

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For Office Use Only: BSA-COM-019

Page 5

REFERENCE COPY

FILE: BCA
Critical

The superintendent or designee shall be responsible for the security of the district's property and equipment. The superintendent shall ensure that the proper use of these facilities is maintained and that the appropriate preventive measures are taken to ensure that the proper use of these facilities is maintained.

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Page 4

REFERENCE COPY

FILE: BCA
Critical

Cross Ref: BKS, Closed Meetings, Records and Votes
JFC, Weapons in School
JG, Student Suspension and Expulsion
KG, Community Use of District Facilities
KG, Violence to District Property/Events
KQ, Audio and Visual Recording

Legal Ref: §§ 192.232, 192.201, 177.021, 177.031, 211.181, 185, 188, 337.045, 571.080,
694.097, 574.085, 610.021, RSMo.

Camden R-III School District, Camden, Missouri

that is required under the FMLA. If an employee fails to provide the required notice, the district may delay or deny the FMLA-provided leave.

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

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

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

Leave Use

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

All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:

- The birth and first-year care of the employee's child.
- The adoption or foster placement of a child with the employee.
- A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
- A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the armed forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.

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

When an employee has an absence that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave while in absent under paid or unpaid leave in accordance with law or district policy. If an employee is on a Workers' Compensation leave, the employee's FMLA leave will be applied to the FMLA-qualified absence and charged against the employee's FMLA-provided time entitlement.

FMLA leave may be taken intermittently as required for the health of the employee or family member or as a reduced-schedule leave in accordance with the employee's greater than the FMLA-qualified absence. FMLA leave may be taken in increments of less than one hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Intermittent employees may take intermittent or reduced-schedule leave to be with a healthily newborn only when the district and the employee have reached agreement for how the leave will be used.

FMLA-qualified event or condition of the employee or employee's spouse, child, parent or next of kin and notification or certification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the FMLA-qualified absence. The district may require an employee to provide certification of FMLA-qualified absence and district may also require that an employee present a certification of fitness to return to work.

Instructional Employees

Instructional leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to an FMLA-qualified absence to be placed on an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to protect the employer's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualified reason for absence would otherwise apply. This special rule will not apply to an employee who is on FMLA-qualified leave for a purpose other than the care of a child or parent of the employee (usual FMLA entitlement). In cases where the special rule for instructional employees applies, the requirement may apply those special rules or the general FMLA rules as best serves the interest of the district.

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

Adopted: 08/10/2009
Revised: 01/10/2011;
Cross Refs: DLR, Salary Deductions
Legal Refs: 10 U.S.C. § 1010(N)(1)
29 C.F.R. §§ 825.100 - 825.702

Casselman R-III School District, Casselman, Missouri

eligible employees who are absent for FMLA-qualified reasons generally may not be required to use FMLA-qualified leave until the expiration of the FMLA-qualified leave. However, an employee who fails to return to work after the expiration of his or her leave protection, however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

Eligible employees who are absent for an FMLA-qualified reason generally may not be required to use FMLA-qualified leave until the expiration of the FMLA-qualified leave. However, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

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Leave Protection

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Eligible employees who are absent for FMLA-qualified reasons generally may not be required to use FMLA-qualified leave until the expiration of the FMLA-qualified leave. However, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

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Rest and Recuperation

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Employment

The FMLA-qualified event or condition of the employee or employee's spouse, child, parent or next of kin and notification or certification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the FMLA-qualified absence. The district may require an employee to provide certification of FMLA-qualified absence and district may also require that an employee present a certification of fitness to return to work.

EXPLANATION: STAFF USE OF COMMUNICATION DEVICES

This policy was amended to conform to Senate Bill (SB) 1013, § 304.020, RSMo, which makes it an infraction and a moving traffic violation for a person to operate a commercial motor vehicle while using a handheld mobile telephone or a wireless communication device in hand, or while operating a commercial motor vehicle, unless the person is using the device in a manner described in this section.

MSBA's policy actually goes further than the law in some respects. For example, the law only prohibits a person from driving a commercial motor vehicle while using a handheld mobile telephone or a wireless communication device in hand, or while operating a commercial motor vehicle, unless the person is using the device in a manner described in this section. MSBA's policy prohibits a person from driving a commercial motor vehicle while using a handheld mobile telephone or a wireless communication device in hand, or while operating a commercial motor vehicle, unless the person is using the device in a manner described in this section.

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

Table with 2 columns: MSBA's policy and the law. Rows include: Facility Maintenance, Human Resources, Branch Services, Transportation, Business Office, Food Service, Principal, Computer, Public Information Services, Conducting Business, Office, Library/Media Center, Special Education, Technology.

STAFF USE OF COMMUNICATION DEVICES

The Camden R-III School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices while at work, or who use communication devices in a manner that would violate the district policy on student-staff relations.

Definitions

Communication Device - Any mobile telephone, tablet, digital assistant, pager, which is used to send, receive, or store electronic messages, text messages, audio messages, or other electronic communications, or provides access to the Internet.

Use of - Driving, answering the phone, talking on the phone, reading, watching or responding to any text messages, or using any other electronic communication device, or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students. An employee is considered to be using a device even when the use is hands-free.

General Use

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

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

Supervision of students is a priority in the district, and employees who are responsible for the supervision of students are prohibited from using any communication device while on duty. The following conditions apply to the use of communication devices when they are responsible for supervising students within any of the following conditions occur:

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

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

Even when these conditions exist, the employee is responsible for obtaining substitutes in a mutually agreeable manner during the approved use so that students are supervised at all times.

Use in Vehicles

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

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

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

- 1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Notify emergency responders, administrators, dispatchers, or other persons permanently posted to the building, in the manner advised by law.
5. Any other use that is necessary to the safe operation of the vehicle, the school bus, or other district-owned or district-operated vehicle while operating the vehicle or supervising students as described above.
6. Obtain directions from a school employee or an emergency person, or to use a telephone if being used in association with the employee's job and adequate safety precautions are taken.

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

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their job duties. These devices are provided to employees on the condition that they will be used in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices while at work, or who use communication devices in a manner that would violate the district policy on student-staff relations.

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

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable policy. An employee whose use exceeds these limitations will be subject to disciplinary action. Employees who use district-provided communication devices for personal purposes are not entitled to the same privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the most allocation submitted in the request for the E-Rate discount.

Note: The reader is encouraged to check the folder located on the left margin of this section for other pertinent policies and to review administrative procedures and other forms for related information.

Adopted: 01/10/2011
Revised: 04/06/2014

Course Ref: AC, Prohibition against Discrimination, Harassment and Retaliation
2016, Technology Usage

Legal Refs: § 201.420, RSMo;
U.S. Const. amend. IV
47 C.F.R. §§ 34.301, 313

Camden R-III School District, Camden, Missouri

EXPLANATION: REFERENCES

MSBA has revised this policy to reflect the changes brought about by House Bill 505 (2017). School districts are already voluntarily required to meet the following obligations:

1. If the Children's Division (CD) of the Department of Social Services has substantiated a complaint against any former employee of the district involving sexual misconduct with a student, and another public school contacts the district for a reference, the district is required to disclose the results of the CD investigation.
2. If an employee's previous job involves contact with children¹, it is increased or raised to a level of sexual misconduct or sexual harassment if the employee is substantiated, the district must disclose the allegations to a potential employing district.

House Bill 505 now requires school districts to also provide this information when the potential employer is a charter school. This policy change is important because the statute makes the superintendent responsible for management involvement if the district fails to provide the information as required by law.

MSBA has also made other clarifying changes.

MSBA recommends that copies of this document be sent to the following areas to ensure the content is of equal quality to the district representative of the MSBA network.

| | | |
|-------------------------|-----------------------------------|----------------------------|
| Board Secretary | Business Office | Communications |
| Chief Financial Officer | Human Resources | Legal |
| Director of Operations | Information Technology | Public Information Officer |
| Executive Director | Physical Plant | Superintendent |
| Human Resources | Public Safety/Community Relations | Technology |
| Intelligence | Public Safety/Community Relations | Technology |

REFERENCES

Definitions
Employee – Any staff member or student teacher of the Cantonment R-10 School District.

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

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

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

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

General

The district will maintain information regarding current and former employees as confidential within the limits of the law. Only the superintendent or a person or persons specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. The superintendent or designated person may require a current or former employee to provide information regarding the current or former employee's employment with the district. The superintendent or designated person may require a current or former employee to provide information regarding the current or former employee's employment with the district.

Employees other than the superintendent or designee may provide personal references at the request of a current or former employer, but by doing so, they are acting outside of the scope of their employment. The superintendent or designee may require a current or former employee to provide personal references only and may not use district facilities or resources. The superintendent or designee may require a current or former employee to provide personal references only and may not use district facilities or resources. The superintendent or designee may require a current or former employee to provide personal references only and may not use district facilities or resources. The superintendent or designee may require a current or former employee to provide personal references only and may not use district facilities or resources.

Disclosing Allegations of Sexual Misconduct to Other Public Schools

If a potential public or charter school employer requests a reference regarding a former employee whose job involved contact with children, the district will, in accordance with state law, verify the potential public or charter school employer if the employee was terminated, nonrenewed or allowed to resign in lieu of termination as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated by the CD's child abuse and neglect review board. If a potential public or charter school employer contacts the district for a reference for any former employee about whom the CD has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, the district will provide the results of the CD investigation to the potential public or charter school employer, regardless of whether the employee's job involved contact with children.

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

Recordkeeping

When the district is contacted for a reference for a current or former employee, the superintendent or designee will verify the date, the name of the person and entity requesting the information, the employee's status at the time of the request, the request or disclosure, the information provided, when applicable, by the consent received.

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

Notes

The district will notify all current employees of this policy. The superintendent or designee will provide notification and enforcement of this policy to all potential employers who contact the district for a reference. The superintendent or designee will also provide notification and enforcement of this policy to all potential employers who contact the district for a reference. The district will also provide copies of this policy to former employees upon request.

Contact

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

1. Name
2. Position
3. Salary/Range
4. Length of service

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

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

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

Annually

Any district employee who is permitted under this policy to respond to requests for references regarding former employees and who communicates only the information authorized by this policy in good faith and without malice is entitled to immunity against any civil action for damages brought by any person. District employees who do not communicate only the information authorized by this policy may request the attorney general to defend them if need.

Note: This number is encouraged to check the index located at the beginning of this section for job title, permanent position and to review administrative procedures under forms for related information.

Adopted: 06/28/2017

Revised:

Consent: AC, Prohibition against Discrimination, Remuneration and Retention
BDC, Closed Meetings, Records and Work
BDD, Release of Information
JHO, Reporting and Investigating Child Abuse/Neglect

Legal Refs: §§ 161.080, 200.152, 610.031, ISMAs,
Michigan's State Dept. of Soc. Serv., 718 S.W. 3d 390 (Mo. 2007)

Cantonment R-10 School District, Cantonment, Michigan

REFERENCE COPY

FILE: IL
Critical

EXPLANATION: ASSESSMENT PROGRAM

MSBA has revised this policy to remove outdated references to adequate yearly progress (AYP) and the School Improvement and Other-Related portions of the policy. MSBA has revised the policy to clarify the Board's role in reviewing and approving the assessment program. MSBA encourages the Board to review student performance data several times per year, even monthly. School districts should be generating data through their own student performance assessments administered frequently throughout the year rather than waiting for state assessments. This will become especially important when new evaluation tools are implemented and current student performance is a part of those evaluations.

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

MSBA recommends that copies of this document be sent to the following areas because the content is of critical importance to the district's assessment program. Copies should be sent to the following areas:

| Area | Comments/Notes |
|-------------------------------|----------------|
| Board Secretary | |
| Business Office | |
| Chief Financial Officer | |
| Chief Information Officer | |
| Chief Legal Officer | |
| Chief of Staff | |
| Director of Assessment | |
| Director of Instruction | |
| Director of Student Services | |
| Director of Technology | |
| Director of Transportation | |
| Director of Facilities | |
| Director of Safety | |
| Director of Special Education | |
| Director of Title I | |
| Director of Title II | |
| Director of Title III | |
| Director of Title IV | |
| Director of Title V | |
| Director of Title VI | |
| Director of Title VII | |
| Director of Title VIII | |
| Director of Title IX | |
| Director of Title X | |
| Director of Title XI | |
| Director of Title XII | |
| Director of Title XIII | |
| Director of Title XIV | |
| Director of Title XV | |
| Director of Title XVI | |
| Director of Title XVII | |
| Director of Title XVIII | |
| Director of Title XIX | |
| Director of Title XX | |

REFERENCE COPY

FILE: IL
Critical

ASSESSMENT PROGRAM

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

In cooperation with the administrative and instructional staff, the Board will annually 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 assessment requirements for students with disabilities, conducted by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

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

District Assessment Plan

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

The purpose of the district-wide assessment plan is to facilitate and provide information for the following:

- Student Achievement** - To provide information about relative student achievement so that parents/guardians, faculty and students have a better understanding of the district's performance and to provide information to the superintendent or designee for the purpose of making adjustments to the assessment program.
- Student Guidance** - To serve as a tool for implementing the district's student guidance program.
- Instructional Change** - To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.

REFERENCE COPY

FILE: IL
Critical

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 Statewide Standards for Student Achievement as required by the Missouri State Board of Education.

Each year, the Board will review the results of the MAP assessments with the superintendent or designee. The superintendent or designee will determine what percent of the assessment grade will be reported to the Board.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason is unable to take the assessment, the superintendent or designee will determine if the student is eligible to take the assessment. The EOC assessment will be administered to the student at the end of the course. The superintendent or designee will determine when to administer the EOC assessment. The superintendent or designee will determine when to administer the EOC assessment. The superintendent or designee will determine when to administer the EOC assessment.

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 complimentary work as a consequence of performance.

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

National Assessment of Educational Progress

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

Note: The reader is encouraged to check the index located at the beginning of this handbook for related information, policies and to review administrative procedures under forms for related information.

Adopted: 08/08/1994

REFERENCE COPY

FILE: IL
Critical

REFERENCE COPY

FILE: IL
Critical

- Help the professional staff formulate and recommend instructional policy and curriculum.
- Help the Board of Education adopt instructional policies.
- Set and Direct Evaluation - To provide indicators of the progress of the district and individual schools toward established goals.
- Adoptive Policy - To determine student progress toward meeting the goals of the district and to ensure that the district is meeting the goals of the district.

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 communicating the program. Every effort will be made to ensure that the assessment program is implemented in a manner that is consistent with the district's goals and objectives. The superintendent or designee shall be responsible for ensuring that the assessment program is implemented in a manner that is consistent with the district's goals and objectives.

Reading Assessment

The district will administer a reading assessment to students in kindergarten through sixth grade to determine whether additional reading instruction and remediation are 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 identified students with limited English proficiency.

EXPLANATION: COMPULSORY AND PART-TIME ATTENDANCE

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

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 |

COMPULSORY AND PART-TIME ATTENDANCE

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

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

Compulsory Attendance

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

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

Part-Time Attendance

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

Replace "vocational" with "career and technical."

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

Students Withdrawing from or Dropping Out of School

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

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

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

Adopted: 08/08/1994

Revised: 07/10/2000; 01/08/2007; 01/10/2011§

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

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

Camdenton R-III School District, Camdenton, Missouri

REFERENCE COPY

FILE: JEC
Critical

EXPLANATION: SCHEDULED ADMISSIONS

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

House Bill 1577 (2013), 160,190, RSMo, requires school districts to make certain exceptions when enrolling, placing and graduating students in foster care. This is the second such piece of legislation in the past few years, and MSBA anticipates that more will be forthcoming. For that reason, MSBA is moving much language about foster care students to policy ICRB, which is specific to foster care students.

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

MSBA recommends that copies of this document be mailed to the following areas because the contents of this policy are the direct responsibility of the following: Please forward copies to the director of the following:

| Area | Responsible |
|----------------------|-------------------------|
| Board Secretary | Board Office |
| Health Services | X Health Services |
| Physical Education | X Physical Education |
| Transportation | X Public Educ/Community |
| Food Service | Food Service |
| Gifted | Gifted |
| Library/Media Center | Library/Media Center |
| Technology | Technology |

REFERENCE COPY

FILE: JEC
Critical

needs, after consultation with the student's parent/guardian. Likewise, a student who demonstrates a need for special services should be referred to the appropriate personnel. If a student who would otherwise be placed under a pre-admission or other appropriate data or program offered by the district, after consultation with the student's parent/guardian.

Students who are entering kindergarten or first grade are encouraged to participate in the pre-admission program which they may begin in the summer. Students entering the school in the district will be asked to complete a health history form and acceptable proof of age. It is necessary to determine whether the student is eligible to attend school.

Request for Student Records

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

Within 60 days of enrolling a nonresident student placed in the district pursuant to §§ 216.1481 - 216.1484, the district shall request those records required by district policy for student transfer, including discipline records, from all schools and facilities previously attended by the student, the Department of Social Services, the Department of Mental Health, the Department of Elementary and Secondary Education, and any entity involved with the placement of the student within the last 24 months.

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

Foster Children

The district designates the superintendent as the foster care child care officer. The officer will provide advisory assistance regarding all aspects of the enrollment, placement, transfer and withdrawal of foster care children.

Statutes of Prior Suspension, Expulsion or Criminal Offense

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

REFERENCE COPY

FILE: JEC
Critical

- 5. Forcible sodomy or forcible penetration under § 208.010 or sodomy in the first degree under § 208.040, RSMo.
6. Statutory rape under § 565.032, RSMo.
7. Statutory sodomy under § 565.032, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Distribution of drugs in a minor under § 193.212, RSMo.
10. Arson in the first degree under § 599.040, RSMo.
11. Kidnapping, when classified as a class A felony under § 565.110, RSMo.

Nothing in this section shall prohibit the readmission or enrollment of any student if a charge has been dismissed or a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under the Individuals with Disabilities Education Act, who is a participant in an alternative education program, and the district determines that the placement is appropriate, a student subject to these admissions restrictions may be admitted to such an alternative education program.

A student who has graduated from a high school approved by the Department of Elementary and Secondary Education and who is currently enrolled in a high school in a foreign country is not eligible to enroll in a Conductor High School.

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

Adopted: 08/08/1994
Revised: 08/17/2003; 12/17/2005; 10/13/2008; 01/7/2020
Cover Refs: ICRBA, Programs for Homeless Students; ICRB, Students in Foster Care

REFERENCE COPY

FILE: JEC
Critical

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

Students Suspended or Expelled from Another District

Without the superintendent's or designee's permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district. If it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district, the superintendent or designee shall determine whether the student should be considered for enrollment in this district.

The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion effective. The superintendent or designee shall not make such suspension or expulsion effective until the due process required by law before making any decision.

A reinstatement conference will be held in accordance with Board policy prior to the enrollment of any student who has been suspended or expelled from another district for an act which is defined in § 160.261.2, RSMo. The reinstatement conference will be held for a student who was suspended or expelled from a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Admission Restrictions

In accordance with § 167.171, RSMo, no student may be readmitted or reenrolled in a regular program of instruction in the school district which the student has been convicted of or charged with an act that is committed by an adult, would be one of the following:

- 1. First degree murder under § 565.020, RSMo.
2. Second degree murder under § 565.021, RSMo.
3. First degree assault under § 565.030, RSMo.
4. Forcible rape, § 216.1481, RSMo, or § 216.1482, RSMo, in the first degree under § 565.030, RSMo.

REFERENCE COPY

FILE: JEC
Critical

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

Enrollment Age

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

- 1. Reaches the age of five before August 1 of the school year in which he or she plans to enroll.
2. Has attended school, or the summer school, prior to a kindergarten school term, in the St. Louis City School District or the Kansas City School District, regardless of the age of the student.

It is a child in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who has successfully completed an accredited pre-kindergarten program or has attended an accredited kindergarten in another state, regardless of the age of the student.

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

EXPLANATION: ADMISSION OF STUDENTS (District, Allow, Waiver, Prohibit, Transfer, Residency, Student to Enroll and Attend)

Please note: There are two versions of this policy. This version is for districts that DO allow nonresident students to enroll and attend upon payment of tuition.

In the past few years the exceptions in the residency rules for enrollment to public schools have changed. The Board of Education has reviewed the current rules for enrollment of nonresident students, and NCIC, Admission of Nonresident Students, have already been amended together. MSBA has combined these policies to avoid confusion and to more clearly set out the legal requirements for attendance.

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

1. Students Living in K-8 Districts
Section 167.141, RSMo., allows students living in a district that does not have a kindergarten or an adjoining county for those outside grade levels. MSBA has added language addressing this circumstance to the policy. If the district does not have any K-8 or K-8 districts in the same or an adjoining county, the district may remove this language.
2. Transfers from Unaccredited Districts
Two cases from the Missouri Supreme Court have now affirmed that students residing in unaccredited districts may transfer to accredited districts in the same or adjoining county pursuant to § 167.131, RSMo. MSBA has included language to this effect in this policy. MSBA has also revised model procedures outlining how to facilitate these transfers. MSBA has increased in these sample procedures liability contact for the MSBA Policy Department.
3. Military
Missouri 167.140, RSMo., § 167.094, RSMo., expanded state student to allow for enrollment of students who are in the military. MSBA has revised the policy to allow for enrollment of one or both of the student's parents or guardians is deployed by the military. In addition, if the active duty orders expire during the school year, the student may finish the school year in the district in accordance with law.

This is really not new in that existing law requires districts to enroll students who are living in the district for reasons other than purely attending the district's schools, which would qualify in this circumstance. Nevertheless, MSBA has included the exception on the list.

4. Unusual or Unreasonable Transportation Handicap
Section 167.121, RSMo., allows the Commissioner of Education to assign students to unaccredited districts if attendance in the resident district "constitutes an unusual or unreasonable transportation handicap for the student or the student's family or other person residing in the district." The district of residence must then pay tuition for the student to attend the neighboring school. While this does not happen often, MSBA has included this provision in the policy.
5. Summer School
Section 167.227, RSMo., allows districts to enroll nonresident students for summer school as long as the students are not attending summer school in another district. The district is not required to enroll those students, but if it does it may either collect state tuition or require payment of tuition by the parent/guardian or other district if the student is a nonresident student cannot receive the program paid for solely by federal funds.

6. Process for Removing Students
MSBA has revised several parts from districts that have allowed students who were no longer residents of the district or who otherwise did not qualify to attend the district. While it is tempting to remove the student immediately, students have a property right in a public education and should not be removed from school without the district first offering the students and parents/guardians appropriate due process. See 2008, *State v. Loring School District Board of Education*, 564 P.2d 1059 (C.D. Mo. 2008). The Board of Education should follow the process outlined in the policy that includes a hearing, was used to a student removed from the district with due to lack of residency.
7. Educational Larceny
Section 167.020, RSMo., makes it a crime in knowingly school false information regarding residency. This statute also allows school to file civil actions to recover tuition if a parent/guardian files false information regarding residency. MSBA has

added language to this policy making it clear when the district may seek recourse for false information.

MSBA recommends that copies of this document be retained by the following areas because the content is of particular importance to them. The table on the left lists areas that may be added to the district. Please forward a copy of this document to the appropriate area.

| Area | Responsible Area | Comments/Signatures |
|----------------------|---------------------------------|----------------------|
| Board Secretary | X Board Office | Global |
| Facility Maintenance | X Food Service | |
| Human Resources | X Principals | Library/Media Center |
| IT/Network Services | Director | Special Education |
| Transportation | Public Relations/Communications | Technology |

In general, in order to be admitted to the Commission R-III School District, a student, the parent, legal guardian, military guardian, person acting as a parent or the student admission provider must apply in the district and request a waiver of proof of residency (a condition between this policy and MSBA's policy) and pay the appropriate fee. The student must be a resident of the district at the time of enrollment. Students who do not meet the residency requirements must pay a nonresident fee. The district may only apply for admission in accordance with the policy or request a waiver of proof of residency without payment of tuition. If permitted in this policy or requested by law, this district allows immediate admission to living in Missouri who are otherwise entitled to attend the Commission R-III School District to enroll or attend this district upon payment of tuition.

The Board delegates the responsibility or designee to create procedures for enrolling students and for collecting tuition or other payments where applicable and authorized under this policy.

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

1. The student physically resides and is domiciled in the district. The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military-issued guardianship or common-law legal guardian. A "parent of attorney" does not constitute a parent for purposes of this policy. The domicile of a student who is a member of the military, is transferred to the household of an active duty member of the military, is transferred to satisfy the "contingent" appointed legal guardian "requirement."
2. The student physically resides in the district for reasons other than obtaining access to the district's school, regardless of whether the student is living, and has a waiver of proof of residency on file.
3. The student is otherwise legally entitled to attend school in the district including, but not limited to, a student who is a nonresident military student attending a school not in the student's district or residence or a participant in an inter-district transfer program established under a reciprocal agreement between the districts. The student must be a resident of the district at the time of enrollment. A student who is a participant in a reciprocal transfer program established under a reciprocal agreement between the districts shall be considered a resident of the district for purposes of this policy. A "parent of attorney" does not constitute a parent for purposes of this policy. A student who is a member of the military, is transferred to the household of an active duty member of the military, is transferred to satisfy the "contingent" appointed legal guardian "requirement."

ADMISSION OF RESIDENT STUDENTS (District, Allow, Waiver, Prohibit, Transfer, Residency, Student to Enroll and Attend)

In general, in order to be admitted to the Commission R-III School District, a student, the parent, legal guardian, military guardian, person acting as a parent or the student admission provider must apply in the district and request a waiver of proof of residency (a condition between this policy and MSBA's policy) and pay the appropriate fee. The student must be a resident of the district at the time of enrollment. Students who do not meet the residency requirements must pay a nonresident fee. The district may only apply for admission in accordance with the policy or request a waiver of proof of residency without payment of tuition. If permitted in this policy or requested by law, this district allows immediate admission to living in Missouri who are otherwise entitled to attend the Commission R-III School District to enroll or attend this district upon payment of tuition.

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2. The student physically resides in the district for reasons other than obtaining access to the district's school, regardless of whether the student is living, and has a waiver of proof of residency on file.
3. The student is otherwise legally entitled to attend school in the district including, but not limited to, a student who is a nonresident military student attending a school not in the student's district or residence or a participant in an inter-district transfer program established under a reciprocal agreement between the districts. The student must be a resident of the district at the time of enrollment. A student who is a participant in a reciprocal transfer program established under a reciprocal agreement between the districts shall be considered a resident of the district for purposes of this policy. A "parent of attorney" does not constitute a parent for purposes of this policy. A student who is a member of the military, is transferred to the household of an active duty member of the military, is transferred to satisfy the "contingent" appointed legal guardian "requirement."

educational programs or students attending a regular or cooperative alternative education program, or a student attending an alternative education program on a contractual basis.

4. The student is a nonresident military student who was enrolled in the Commission R-III School District, but is placed in the care of someone other than the student's parent or guardian. The student must be a resident of the district at the time of enrollment. A student who is a participant in a reciprocal transfer program established under a reciprocal agreement between the districts shall be considered a resident of the district for purposes of this policy. A "parent of attorney" does not constitute a parent for purposes of this policy. A student who is a member of the military, is transferred to the household of an active duty member of the military, is transferred to satisfy the "contingent" appointed legal guardian "requirement."

In cases where a student living in the district wishes to register but the student does not live with a parent, military guardian or non-resident guardian in the district and is not otherwise allowed to attend school in the district, the student must apply for a waiver of proof of residency. A waiver of proof of residency may only be granted on the basis of hardship or good cause. Good cause shall include situations where the student is living in the district for reasons other than attending school in the district. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver.

The Board delegates to the superintendent or designee the responsibility of bringing to the Board attention any application for a waiver in which the student is not clearly entitled to attend school in the district. All other applications will be accepted and granted by the superintendent or designee on the Board's behalf. Once an application for a waiver has been received for Board review, the Board shall consider the application and make a decision on the application. The Board may appoint a committee of the Board to act in lieu of the Board to consider waiver requests.

Once a waiver of proof of residency has been requested and the superintendent or designee has approved the waiver, the student may enroll in the district. The superintendent or designee shall register and attend school until such time as the Board decides to grant or deny the waiver request. If the Board grants the waiver request, the student will be allowed to continue attending school in the district. If the Board denies the waiver request, the student shall not be allowed to continue attending school in the district.

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

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

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

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

| | | |
|----------------------|----------------------------|----------------------|
| Board Secretary | Business Office | Coaches/Sponsors |
| Facility Maintenance | Food Service | Gifted |
| Human Resources | Principal(s) | Library/Media Center |
| Health Services | Counselor | Special Education |
| Transportation | Public Info/Communications | Technology |

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

Children whose parents or guardians own real estate of which 60 acres or more are used for agricultural purposes and upon which their residence is situated may attend school, without paying tuition, in any district in which a part of such real estate, contiguous to that upon which his or her residence is situated, lies, provided that 35 percent of the real estate is located in the district of choice. Such parents or guardians are required to send notification by June 30 to all school districts involved specifying which district their children will attend. If notification is not received, such children shall attend the school in which the majority of the parent or guardian's property lies. Attendance at any other district will require the payment of tuition.

- Children residing in institutions located within the district that provide a place of residence for three or more such children whose domicile is not in the state of Missouri may be admitted pursuant to a contractual arrangement, provided that the school district, its taxpayers, the state of Missouri or its political subdivisions bear no financial burden as a result of the placement.
- In the event the Board allows nonresident teachers employed by the district to send their children to the district, such children will be considered resident students for the purpose of determining average daily attendance. The Board shall not solicit or receive money from a teacher employed by the district for the purposes of paying tuition or any other expenses of the operation of schools. Furthermore, the Board may allow nonresident regular employees of the district to send their children to the district and consider them resident students for the purposes of determining average daily attendance.
- Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the school district. Such enrollment will be conditioned upon approval of the superintendent and in accordance with procedures set forth by the superintendent or designee. The Board of Education reserves the right to limit the number of foreign exchange students enrolled in a given year. Attendance by foreign exchange students is a privilege, not a right.
- The district may admit nonresident students pursuant to a contractual arrangement, the Enrollment Option Act or as otherwise permitted by law. A nonresident student enrolled pursuant to an enrollment option program shall be counted as a resident pupil for the purposes of determining state aid.

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

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

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

- The following nonresident students will be admitted and are exempt from complete or partial tuition charges:
 - Children placed by the department of mental health, the department of social services or by court order in facilities or programs located within the district will be admitted even if the child's domicile is in another district.
 - The district is entitled to local tax effort from each student's domiciliary district. The district may, if such funds are available and pursuant to law, receive payment from the Department of Elementary and Secondary Education (DESE) for such students in lieu of the local tax effort payments from the domiciliary district.
 - Orphaned children, as defined by the courts, who have a permanent or temporary home within the school district may attend school without paying tuition.
 - Children with only one living parent who have a permanent or temporary home within the school district may attend school without paying tuition.
 - Children whose parents do not contribute anything to their support and are unable to pay tuition, and who have a permanent or temporary home within the school district, may attend school without paying tuition.
 - Children whose parents or guardians pay school taxes on property in the school district but do not live in the district may attend school in the district and pay tuition on a tuition/tax credit basis. School taxes paid to the school district by the parents or guardians of nonresident students shall be deducted from the tuition charge applicable to the school term or fractional part thereof, concurrent with the calendar year in which the taxes are paid. The deduction will be prorated among the number

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

Adopted: 08/08/1994

Revised: 01/12/2004; 12/12/2005

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

Legal Refs: §§ 162.1040 - 1059, 163.011, 167.121 - 151, 168.151, RSMo.
8 U.S.C. §§ 1101, 1192

Camdenton R-III School District, Camdenton, Missouri

EXPLANATION: DISCIPLINE REPORTING AND RECORDS

MSBA has updated this policy to reflect changes in state law brought about by House Bill 215 (2013), § 161261, RSMo. Among other things, these bills changed the name for certain offenses and the reporting requirements for districts to have as that they can meet the reporting requirements of the Safe Schools Act. There updates reflect the name change.

In addition, MSBA has revised the policy to clarify that reports of crimes must be made immediately to law enforcement. This change is necessary to ensure that reports of crimes are made to law enforcement as soon as possible. This change is necessary to ensure that reports of crimes are made to law enforcement as soon as possible.

MSBA has created a chart, "Reporting between District and Law Enforcement and Exchange from School," to enter districts with their reporting obligations. This chart is available on MSBA's website at: <http://www.msba.org/law-policy-and-labor-relations/legal-guidance/legal-guidance-and-policy.html>

MSBA recommends that copies of this document be stored in the following areas because the content is of a confidential nature and may not be made public by the district. Please provide copies in the appropriate locations.

Table with 2 columns: Location and Access/Control. Locations include Board Secretary, Business Office, Counselor/Dean, District Office, Food Service, Health Administrator, Principal, Library/Media Center, Physical Education, Transportation, Public Health/Infectious Disease, and Technology.

DISCIPLINE REPORTING AND RECORDS

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

Definitions

The following definitions and terms apply to this policy:
Any School Violence/Weapon Possession - The creation of physical force by a student with the intent to harm or injure another student, staff member, or other personnel, or the possession of a weapon in a school building or on school grounds or at a school activity.
Serious Physical Injury - Physical injury that creates a substantial risk of death or that causes serious disfigurement or prolonged loss or impairment of any part of the body.
Serious Violation of District's Discipline Policy - One or more of the following acts if committed by a student enrolled in the district:

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

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

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

Reporting to School Staff

School administrators shall report acts of school violence to all teachers at the attendance area in which the involved students are enrolled and to other school district employees with a need to know the information to adequately supervise the student and to protect themselves or others. In addition, any person of a student's educational program (PEP) team is related to determined. This information shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that is reported to the district by a teacher or other school district employee. The superintendent or designee will also inform the State Board of Education of any act committed or allegedly committed by a student in the district that is reported to the district by a teacher or other school district employee. The superintendent or designee will also inform the State Board of Education of any act committed or allegedly committed by a student in the district that is reported to the district by a teacher or other school district employee.

Reporting to Law Enforcement Officials

Any crime listed in this section, or any act that is committed by an adult would be a crime, listed in this section, that is committed on school property, on school transportation, or at any school activity must be reported immediately to the appropriate law enforcement agency. The reporting of such activity must be reported immediately to the appropriate law enforcement agency. The reporting of such activity must be reported immediately to the appropriate law enforcement agency.

- 1. First- or second-degree murder under §§ 565.020, 021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, 024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. Rape, sexual abuse or third-degree sexual abuse under §§ 565.030, 060, 070, RSMo.
5. Child abuse or neglect under §§ 565.030, 060, 070, RSMo.
6. Stalking under § 565.050, RSMo.
7. Bribery in the first or second degree under §§ 569.190, 170, RSMo.
8. Racketry in the first degree under § 569.020, RSMo.
9. Racketry in the second degree under § 569.020, RSMo.
10. Distribution of a weapon under § 569.040, RSMo.
11. Arson in the first degree under §§ 193.211, 212, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child maintenance in the first degree under § 566.067, RSMo.
15. Child maintenance in the second degree under § 566.067, RSMo.
16. Sexual abuse under §§ 565.067, 068, 069, 070, RSMo.

superintendent or designee shall report acts of school violence to all teachers at the attendance area in which the involved students are enrolled and to other school district employees with a need to know the information to adequately supervise the student and to protect themselves or others. In addition, any person of a student's educational program (PEP) team is related to determined. This information shall be provided to any teachers and other district employees with a need to know the information.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any suspension of the district's discipline policy for each student enrolled in the district. Such records shall be maintained in a secure location and shall be accessible only to those personnel who have a need to know the information. The superintendent or designee shall ensure that the records are accurate and up-to-date. The superintendent or designee shall ensure that the records are accurate and up-to-date.

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

Confidentiality

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

Liability

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

Adopted: 09/18/1996

Revised: 09/19/2002; 09/13/2004; 07/10/2006; 09/13/2010; 05/09/2011.

Approved: 09/18/1996

Approved: 09/18/1996

Approved: 09/18/1996

Approved: 09/18/1996

Approved: 09/18/1996

Approved: 09/18/1996

Legal Ref: §§ 160.361, 352, 167.020, 115 - 117, 122, 210.065, 211.032, 565.030, RSMo.

Camden R-III School District, Camden, Missouri

REFERENCE COPY

FILE: JHCD
Critical

EXPLANATION: ADMINISTRATION OF MEDICATIONS TO STUDENTS

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

REQUIREMENTS

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

OPTIONAL

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

Here is a summary of the changes districts MAY include:

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

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

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

| | | | | | |
|-------------------------------------|----------------------|-------------------------------------|----------------------------|-------------------------------------|----------------------|
| <input type="checkbox"/> | Board Secretary | <input type="checkbox"/> | Business Office | <input checked="" type="checkbox"/> | Coach(es)/Sponsors |
| <input type="checkbox"/> | Facility Maintenance | <input checked="" type="checkbox"/> | Food Service | <input type="checkbox"/> | Gifted |
| <input type="checkbox"/> | Human Resources | <input checked="" type="checkbox"/> | Principals | <input type="checkbox"/> | Library/Media Center |
| <input checked="" type="checkbox"/> | Health Services | <input type="checkbox"/> | Counselor | <input checked="" type="checkbox"/> | Special Education |
| <input checked="" type="checkbox"/> | Transportation | <input type="checkbox"/> | Public Info/Communications | <input type="checkbox"/> | Technology |

FILE: JHCD
Critical

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

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FILE: JHCD
Critical

ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions

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

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

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

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

General

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

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

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

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

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

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

Students are not to carry any medication (prescription or over-the-counter) on their person except as specified below for those students self-administering medications. Controlled substances are not allowed on school transportation. A parent/guardian must deliver medications to school unless they are self-administered as specified below.

Over-the-Counter Medications

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

Prescription Medications

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

Possession and Self-Administration of Medications

The district will permit a student to possess and self-administer medications in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition as required by law and as allowed in this section. However, permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

Students with Diabetes

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

Students with IEPs or Section 504 Plans

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

Students with Other Chronic Health Conditions

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

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.

3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Emergency Medications

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

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

Consequences

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

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

Adopted: 08/08/1994

Revised: 12/13/1999; 07/10/2006; 01/08/2007; 05/09/2011; 04/08/2013;

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

Legal Refs: §§ 167.621 - .635, §800 - .824, §335.016, .066, 338.059, 577.625, .628, RSMo.
Davis v. Francis Howell Sch. Dist., 138 F.3d 754 (8th Cir. 1998)
DeBard v. Board of Educ. of Ferguson-Florissant Sch. Dist., 126 F.3d 1102 (8th Cir. 1997)

Camdenton R-III School District, Camdenton, Missouri

Camdenton R-III Schools

Faculty & Staff

Thursday, June 5, 2014

Brunch

High School Commons

10:30 a.m. – Noon

Assembly

RC Worthan Auditorium

Noon – 1:30 p.m.

TAG Meeting

Bel Cantos/Concert Choir Ensemble

◆ National Anthem

◆ Pledge of Allegiance

Welcome

Superintendent Tim Hadfield, Ed.D.

Introduction of Board of Education

Superintendent Tim Hadfield, Ed.D.

Pre-Teacher Preparation Program – Cooperating Teacher Recognition

Assistant Superintendent Ryan Neal, Ed.D.

Camdenton R-III Education Foundation – Classroom Impact Grant Award &

Selynn Barbour, Education Foundation President Educator Scholarship Information

Additional Classroom Impact Grant funded by the Community Foundation of the Lake

Recognition of Teacher of the Year Candidates and Recipients

Assistant Superintendent Roma Lee France

Recognition of Educator of the Year Candidates and Recipient

Superintendent Tim Hadfield, Ed.D.

Celebrations

Superintendent Tim Hadfield, Ed.D.

Retirement Presentations

Presentation of Retirement Plaques

Board of Education – Chris C. McElyea, President

Classified Employees

Classified Employee Association – Kim Simpson, President

Certified Employees

MSTA/CTA - Lisa Jackson & Nickie Jones

CMNEA – Paul Brother

Teacher Association of Camdenton – Randy Gum

Closing Remarks

Linda Stark

2014 Leadership Summit

Check Date: 06/02/2014 09:00 AM
 Paid Date: 06/02/2014 10:18 AM
 Address: 1601 N. Rock, Cape Girardeau, MO

Missouri School Boards' Association

Selected By: Linda Lsu
 Tim Hatfield

Amounts Charged From Other Bill Entries:

| | |
|---|------------------|
| Registration Fee | \$500.00 |
| Child Support Payment | \$10.00 |
| Child Support Payment - Speaker | \$10.00 |
| Missouri Leadership Summit Registration | \$500.00 |
| Missouri Leadership Summit Lodging | \$85.00 |
| Missouri Leadership Summit Dinner | \$85.00 |
| Total | \$1330.00 |

Amount Due: \$0.00
 Registration Total: \$0.00

4/22/2014 8:31 AM

1 of 1

2014 Leadership Summit

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4/22/2014 8:31 AM

1 of 1

Registration - \$1000

MSBA Leadership Summit
 2014 Leadership Summit Registration Form - Complete by June 3, 2014

Register Here

Registration includes Saturday breakfast, banquet, lodging, and dinner. Registration fee includes everything you need for the entire summit.

Tentative Schedule

General Session - Common Core Focus
 8:00 AM - 4:00 PM
 Lunch - 12:00 PM to 1:00 PM

Concurrent Sessions - 4:00 PM to 6:00 PM
 - New Approaches to Common Core
 - Common Core Implementation Strategies
 - Common Core Assessment Strategies
 - Common Core Professional Learning Communities
 - Common Core Implementation Strategies
 - Common Core Assessment Strategies
 - Common Core Professional Learning Communities

6:00 PM - 7:00 PM
 - 2014 Leadership Summit Reception

7:00 PM - 9:00 PM
 - 2014 Leadership Summit Dinner

9:00 PM - 10:00 PM
 - 2014 Leadership Summit Entertainment

Registration - \$1000

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9:00 PM - 10:00 PM
 - 2014 Leadership Summit Entertainment

Breakfast and Awards Ceremony
 Awards Reception

Saturday, June 7

Early Bird Session for New Governance Representatives
 - REC Chair Orientation
 - Advisory Committee Meeting
 - School Resources Committee Meeting
 - Leadership Development Committee Meeting

Breakfast & General Session - Stand Up for Public Education
 Swear in new president
 CRM Essentials Training (separate registration required)