

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

**Special Meeting – Administration Office Board Room
February 28, 2017 – 7:00 a.m.**

Present:			
Chris C. McElyea	President	Dr. Tim Hadfield	Superintendent
Nancy A. Masterson	Vice-President	Dr. Ryan Neal	Asst. Supt.
Selynn Barbour	Treasurer	Dr. Julie Dill	Asst. Supt.
Jackie Schulte	Member		
Tom Williams	Member	Linda Leu	Secretary
Laura Davis	Member		
Courtney R. Hulett	Member		
Absent:			

I. CALL TO ORDER & RECITE PLEDGE OF ALLEGIANCE

The Camdenton R-III Board of Education met in Special Session at the Administration Office Board Room on Tuesday, February 28, 2017. The meeting was called to order by President McElyea at 7:00 a.m. and the pledge of allegiance was recited.

II. APPROVAL OF AGENDA

Special Meeting – February 28, 2017
Strategic Plan Goal Area – Stakeholder Engagement

Motion: Move to approve the agenda of the special meeting of February 28, 2017, as presented.
Barbour/Schulte – all ayes.

III. STUDENT & STAFF RECOGNITIONS

Staff recognitions included:

- Gary Cuendet and the Transportation Department for achieving 100% first-time pass on state bus inspections. This is the 19th straight year the district has received the Fleet Excellence Award whereby 95% of the bus fleet passes on the first inspection.
Strategic Plan Goal Area – Stakeholder Engagement

No motion necessary.

IV. CONSENT ITEMS

A. Approve Laclede Electric Cooperative Inc. Easement Request

Laclede Electric requested an easement between Laker Pride Drive and Highway 5 on the High School property to relocate a pole and anchors due to erosion. The easement document was presented. Dr. Hadfield recommended the Board's consideration and approval to grant this easement to Laclede Electric.

Strategic Plan Goal Area – Facility Effectiveness

B. First Read of Board Policies & Regulations

The Board held a first read of the following policies and regulations.

Strategic Plan Goal Area – College & Career-Ready Curriculum, Stakeholder Engagement

<u>POLICY/REGULATION CODE</u>	<u>POLICY/REGULATION TITLE</u>
ECA	BUILDING AND GROUNDS SECURITY
ECA-Regulation	BUILDING AND GROUNDS SECURITY
GBA	EXEMPT AND NONEXEMPT EMPLOYEES
GBAA	STAFF EXTRA-DUTY ASSIGNMENTS
GCBA	PROFESSIONAL STAFF COMPENSATION
GCD	PROFESSIONAL STAFF RECRUITING AND HIRING
GDBA	SUPPORT STAFF COMPENSATION
GDC	SUPPORT STAFF RECRUITING AND HIRING

IGBCA	PROGRAMS FOR HOMELESS STUDENTS
IND	CEREMONIES AND OBSERVANCES
JEC	SCHOOL ADMISSIONS
JGF	DISCIPLINE REPORTING AND RECORDS
KK	VISITORS TO DISTRICT PROPERTY/EVENTS
BGB	BOARD-STAFF COMMUNICATIONS

C. Approve Agreement for School Support Services

The Board was asked to consider accepting this contract to provide Speech/Language services through DotCom Therapy to help close the gap in services being created by not filling our vacancy with a full FTE. This is a service backed by and supported by MSBA. Not only are they able to help with case management and service delivery on a regular basis, they are also able to serve as a sub to provide services when one of our therapists is absent. This agreement has been verified by our special education attorney and will take us through this school year and can be considered on a yearly basis, if services are needed. We anticipate utilizing this service ten hours per week for the remainder of the school year.

Strategic Plan Goal Area – Stakeholder Engagement

Motion: Move to approve consent items A. and C. as presented.
Masterson/Barbour - all ayes.

V. APPROVAL OF BILLS

Strategic Plan Goal Area – Stakeholder Engagement

Motion: Move to approve all bills as submitted excluding the bill from Phillips, McElyea, Carpenter & Welch.
Barbour/Schulte - all ayes.

Motion: Move to approve the Phillips, McElyea, Carpenter & Welch bill as presented.
Barbour/Masterson - all ayes; McElyea abstained, nepotism.

VI. UNFINISHED BUSINESS

A. BUDGET UPDATE FOR 2017-2018

An update regarding financial information was shared with the Board, looking at district comparisons in enrollment, expenditures, levy, assessed valuation, student/teacher ratios, student/administrator ratios, salaries, etc.; personnel needs information; and MSIP class size standards. The Board and administration will continue to investigate budget options.

Strategic Plan Goal Area – Stakeholder Engagement

No motion necessary.

VII. NEW BUSINESS

A. INSURANCE PLAN REVIEW

Representatives from Wallstreet Group and McGrath Insurance were present to provide preliminary insurance information reviewing the funding mechanism, administration of the plan, network access, and ancillary plans.

Strategic Plan Goal Area – Stakeholder Engagement

No motion necessary.

VI. UNFINISHED BUSINESS (Continued)

B. ANNUAL BOARD GOALS

The Board was presented the 2017 staff survey results to compare to the previous year’s results.

Strategic Plan Goal Area – Stakeholder Engagement

Motion: Move to table the Annual Board Goals agenda item until the March regular board meeting.

Schulte/Barbour – all ayes.

C. UPDATE ON FACILITY UPGRADE

The board discussed information related to possible field turf replacement at Bob Shore Stadium. A draft request for proposal was reviewed.

Strategic Plan Goal Area – Facility Effectiveness

No motion necessary.

Courtney left the meeting.

VIII. BOARD WRAP-UP

This is an opportunity for the Board to report on upcoming meetings, meetings attended, registrations, and deadlines.

- Board Activity Calendar
- Open House for Dawn Matthews – February 28, 10:00-2:00 p.m., High School Kitchen
- Hold a spring meeting at Hurricane Deck Elementary?
- March Board Meeting Report tentatively: Technology Report
- District Newsletter - Next Board letter due to Joi by March 13. Laura is working on this information.
- Elegant Evening Date – April 28, 2017
Strategic Plan Goal Area - Stakeholder Engagement

No motion necessary.

IX. 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) Leasing, purchase or sale of real estate by a public governmental body (610.021)(2).
- 2) Hiring, firing, disciplining, or promoting particular employees (610.021)(3).
- 3) Individually identifiable personnel records, performance ratings, or records pertaining to employees (610.021)(13).
- 4) Records which are protected from disclosure by law. (610.021)(14)
Strategic Plan Goal Area – Facility Effectiveness, College & Career-Ready Curriculum & Stakeholder Engagement

Motion: Move to adjourn to Executive Session.

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

X. ADJOURN MEETING

Motion: Move that the meeting adjourn.

Barbour/Schulte - all ayes.

Meeting adjourned at 8:51 a.m.

Linda Leu – Secretary of the Board

DRAFT

EXPLANATION: BUILDING AND GROUNDS SECURITY

This regulation has been updated in order to remain consistent with the changes made to policy ECA.

BUILDING AND GROUNDS SECURITY

The Board of Education enacts and adopts the following regulations for the maintenance of public order on real property owned, leased or otherwise used by the district.

1. No person on school property shall:
 - a. Injure or threaten to injure the person of another.
 - b. Damage the property of another or of the school district.
 - c. Violate any provision of the penal law of the state of Missouri relating to the maintenance of public order.
 - d. Conduct himself or herself in such manner as to impede, delay or otherwise interfere with the orderly conduct of the educational program of the school district or any other activity taking place on school property which has been authorized by the Board or principal.
 - e. Enter upon any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the Board.
 - f. Carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. Students may participate in school-sanctioned gun safety courses, student military or ROTC courses, or other school-sponsored or club-sponsored firearm-related events, provided the student does not carry a firearm or other weapon readily capable of lethal use into any school, onto any school bus, or onto the premises of any other function or activity sponsored or sanctioned by school officials or the district School Board.
2. Violators shall be dealt with as follows:
 - a. Students shall be subject to suspension and expulsion pursuant to the provision of Board policy.
 - b. Faculty shall be subject to the penalties and procedures provided in the revised statutes of Missouri or other appropriate penalties as may be determined.
 - c. Support staff shall be subject to suspension or dismissal or other appropriate penalties as may be determined.

- d. Any other person on school property may be requested by the principal or his or her agent to register at the proper office stating name, address and purpose or business on school property. Any person violating or threatening to violate the above rules relating to the maintenance of public order shall be directed to leave the premises forthwith. Should he or she fail or refuse to do so, the state police or sheriff's department shall be notified and requested to cause his or her ejection as a loiterer or trespasser as defined in the penal law of the state of Missouri.

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: 11/10/2003

Legal Refs: §§ 168.201, 171.011, 177.031, 211.181, .185, .188, 537.045, 571.030, .094, 574.085, RSMo.

Camdenton R-III School District, Camdenton, Missouri

EXPLANATION: EXEMPT AND NONEXEMPT EMPLOYEES

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

Currently, MSBA has two versions of this policy: one for districts that use comp time and one for districts that do not. However, many districts use comp time for some nonexempt staff but not for others. This policy update will allow districts to designate which employees are eligible for overtime and compensatory time. The policy update will also allow districts to designate which employees are eligible for overtime and compensatory time. The policy update establishes that all employees will be paid for overtime work unless their position is designated as a position for which comp time is awarded.

ELSA

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

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

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

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

is paid no less than \$913 per week. Further, the new regulations require that, beginning January 1, 2020, and every three years thereafter, the minimum salary necessary to qualify for the administrative or executive exemption be adjusted to reflect changes in wage rates. This change will not impact certified staff such as teachers or principals since there is a special exemption for these employees.

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

MSBA recommends that copies of this document be read 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 checked="" type="checkbox"/>	Board Secretary	<input checked="" type="checkbox"/>	Board Office	<input type="checkbox"/>	Classroom Supervisors
<input checked="" type="checkbox"/>	Human Resources	<input type="checkbox"/>	Business Office	<input type="checkbox"/>	Clerical
<input type="checkbox"/>	Health Services	<input type="checkbox"/>	Central Office	<input type="checkbox"/>	Librarian
<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Principal	<input type="checkbox"/>	Library/Media Center
		<input type="checkbox"/>	Counselor	<input type="checkbox"/>	Special Education
		<input type="checkbox"/>	Public Info/Communications	<input type="checkbox"/>	Technology

EXEMPT AND NONEXEMPT EMPLOYEES SUPPLEMENTARY PAY PLANS
(Overtime/Compensatory Time)

Definitions

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

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

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

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

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

Compensation

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

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

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excess of 40 hours. All comp time must be used by the end of the school year; unused comp time does not accumulate. Each employee will be automatically compensated for all unused comp time at the end of the school year or at the end of the employee's employment to use accrued comp time to avoid excessive accumulation or monetary liability.

2. Every effort will be made to permit the use of comp time at a time mutually agreed upon by the individual and his or her supervisor. However, when the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone comp time usage.

3. Upon leaving the district, individuals will be paid for any unused comp time at the rate of one hour for each hour worked in excess of the employee's job requirement up to 40 hours each workweek and at the rate of one and one-half hours for each hour of overtime worked in excess of 40 hours.

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

Required Breaks

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

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

Adopted: 08/03/1994

Revised: 01/12/2004; 12/12/2005; 05/09/2011

Legal Refs: Fair Labor Standards Act, 29 U.S.C. §§ 201 - 216
Garcia v. San Antonio Metro. Transit Auth., 469 U.S. 538 (1985)

Candidate: R-III School District, Candenton, Missouri

EXPLANATION: EXEMPT AND NONEXEMPT EMPLOYEES

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

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

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regular hours specified as a requirement of their job by the employee's immediate supervisor.

1. Unless the district and the employee have an agreement or understanding in substance that the employee will be given compensatory (comp) time off for overtime work, he or she will be paid one and one-half times his or her regular rate of pay for each hour worked over 40 hours within each workweek.

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2. The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

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

Compensatory Time

The district uses comp time in lieu of overtime compensation for all nonexempt employees.

This policy constitutes an agreement or understanding in advance that these employees will be given comp time off for overtime work. Employees will be awarded such comp time off at the rate of one hour for each hour worked in excess of their current job requirement up to 40 hours. Employees will be awarded such comp time off at the rate of one and one-half hours for each hour worked in excess of 40 hours.

The following provisions apply to comp time:

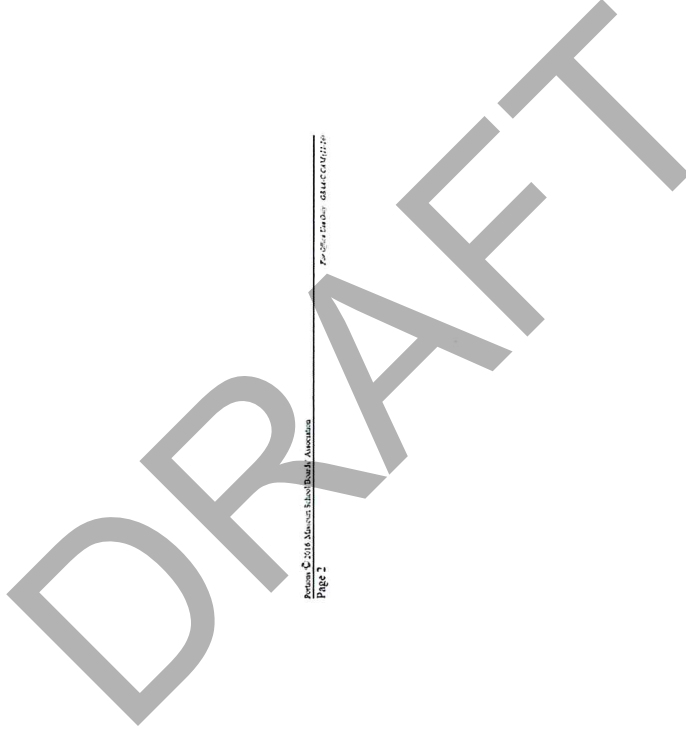
- 1. Comp time may be accrued up to 40 hours earned. Overtime work beyond this maximum accrual will be monetarily compensated or comp time awarded at the rate of one hour for each hour worked in excess of the employee's job requirement up to 40 hours each workweek and at the rate of one and one-half hours for each hour of overtime worked in excess of 40 hours.

EXPLANATION: STAFF EXTRA-DUTY ASSIGNMENTS

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

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

<input checked="" type="checkbox"/>	Executive Office	<input checked="" type="checkbox"/>	Special Services
<input checked="" type="checkbox"/>	Facilities Management	<input checked="" type="checkbox"/>	Legal
<input checked="" type="checkbox"/>	Human Resources	<input checked="" type="checkbox"/>	Literacy/Nutrition Center
<input checked="" type="checkbox"/>	Health Services	<input checked="" type="checkbox"/>	Special Education
<input checked="" type="checkbox"/>	Transportation	<input checked="" type="checkbox"/>	Technology



PROFESSORIAL STAFF EXTRA-DUTY ASSIGNMENTS

Professional staff members will be expected to assume perform reasonable duties over and above their regular teaching responsibilities when the district determines that such additional work is necessary to meet the needs of the district in an emergency situation or otherwise further the district's educational mission. The district may assign extra-duty assignments to teachers, administrators, support staff, or other employees. Schedules of supervisory assignments and activities will be established by the building principal. Administrators will strive to equitably share duties among teachers.

Pay-to-staff members outside the school day for extra-duty-for such activities as gate-keepers, academic competitions and approved activities will be paid at a rate established annually by the district. Pay-to-staff members will be approved in advance by the building administrator. Payment for extra-duty assignments will be made on a monthly basis. Payment for extra-duty assignments will be made on a monthly basis. Payment for extra-duty assignments will be made on a monthly basis.

Extra-duty assignments which make major demands on a teacher's time shall be compensated in accordance with an extraordinary allowance schedule established annually by the Board. Extra-duty assignments shall be defined as those duties and responsibilities in conjunction with but not a part of the regular teaching assignment that consist in a part of the teaching act. These duties are not to be assigned to the teacher as a condition of employment. Extra-duty assignments shall be made on a voluntary basis. Appointees will be treated as contract for the terms of their extra-duty employment during the particular assignment; its duration and the compensation to be paid. Most appointees will be paid on an annual or semi-annual basis, although certain assignments not related to the teaching act, performed at irregular or infrequent intervals, may be paid at an hourly rate. For example, employees may be assigned to sell tickets for extracurricular events or supervise students at district activities as part of their regular job duties.

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

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

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Compensated Extra-Duty Positions

If the Board determines that a particular assignment would make a major demand on an employee's time, the Board may assign an employee to a compensated extra-duty position. The majority of the Board is necessary to assign an employee to a compensated extra-duty position. The Board will approve regular extra-duty assignments and compensation for those assignments on an annual basis.

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

Occasional or Sporadic Extra Duties

If the Board decides to compensate employees for occasional or sporadic extra duties, such as making tickets at events, the superintendent or designee will annually recruit current employees who are interested in participating in extra duties and will set compensation for the duties. After approval, the superintendent or designee has the responsibility for equitably assigning approved employees to those extra duties throughout the year. A time card must be submitted by the employee in order to receive compensation.

The factors considered in determining the amount of stipends shall include such items as: the training, experience and ability of the staff members, the time required for the assigned duty, and the number of students participating in the activity.

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

Adopted: 08/08/1994

Revised: 10/13/1997

Legal Refs: Fair Labor Standards Act, 29 U.S.C. §§ 201-216

EXPLANATION: PROFESSIONAL STAFF COMPENSATION

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

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

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

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

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

MSBA has included an option where employees may be paid for extra duties during the season or month when the work is performed. Unfortunately, some districts have had negative experiences where workers are assigned extra duties during the season or month when they are not working and are not paid for that work. MSBA has added language that allows districts to recoup money that has already been paid. Districts can avoid this situation by paying for extra-duty stipends only in the months the compensation is earned.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The rates on this list may not match those used by the district. Please forward a copy of this document to the appropriate area.

Department	Responsible Person
X Board Secretary	X Business Office
X Health Maintenance	X Food Service
X Human Resources	X Principals
X Health Services	X Library/Media Center
X Transportation	X Public Info/Communication
	X Technology

PROFESSIONAL STAFF SALARY SCHEDULES/COMPENSATION

Incentive Salary

An incentive salary schedule is necessary to ensure new teachers who are personally competent and professionally well prepared to encourage the professional growth of teachers within the system and to retain the most competent teachers within the school system. The Board of Education shall annually adopt a salary schedule having the following essential features:

- A salary for those beginning in the system, which will be at or above the minimum salary established by state statute;

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

Administrative Staff

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

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

All Professional Staff Salary Schedules

The Board is required to adopt salary schedules for the compensation of teachers and may use a salary schedule to compensate administrative and non-certificated professional staff. When using a salary schedule, the Board may recognize characteristics beneficial to the district, such as certification in high-need areas, in addition to traditional factors, such as experience and education.

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

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The rates on this list may not match those used by the district. Please forward a copy of this document to the appropriate area.

Department	Responsible Person
X Board Secretary	X Business Office
X Health Maintenance	X Food Service
X Human Resources	X Principals
X Health Services	X Library/Media Center
X Transportation	X Public Info/Communication
	X Technology

PROFESSIONAL STAFF SALARY SCHEDULES/COMPENSATION

Incentive Salary

An incentive salary schedule is necessary to ensure new teachers who are personally competent and professionally well prepared to encourage the professional growth of teachers within the system and to retain the most competent teachers within the school system. The Board of Education shall annually adopt a salary schedule having the following essential features:

- A salary for those beginning in the system, which will be at or above the minimum salary established by state statute;

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

Administrative Staff

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

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

All Professional Staff Salary Schedules

The Board is required to adopt salary schedules for the compensation of teachers and may use a salary schedule to compensate administrative and non-certificated professional staff. When using a salary schedule, the Board may recognize characteristics beneficial to the district, such as certification in high-need areas, in addition to traditional factors, such as experience and education.

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

REFERENCE COPY

Employee Responsibility

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

Compensation Disbursement

In general, professional staff will be paid in equal installments over 12 months, even if the employee is required to work a shorter period of time. However, for overpayment or over amounts that are seasonal or limited to a specific timeframe may be paid in the month the work was performed.

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

Adopted: 03/03/1994

Revised: 10/13/1997;

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

DIB, Salary Deductions

HA, Negotiations with Employee Representatives

Legal Refs: §§ 163.172, 163.101, 110 (2), RSMo.

Equal Pay Act, 29 U.S.C. § 206(d)

Candelton R-III School District, Candelton, Missouri

EXPLANATION: PROFESSIONAL STAFF RECRUITING AND HIRING

This policy was revised to address the requirements of Senate Bill 997 (2016), which requires public employers to adopt a policy "that provides up-to-date, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness."

Notice Regarding Public Service Loan Forgiveness

In accordance with state law, the Camdenton R-III School District is required to provide all new employees with information regarding eligibility for the Public Service Loan Forgiveness Program.

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

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

In addition, MSBA has added language regarding the employment of persons who do not have full certification in the area in which they are working.

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

REFERENCE COPY

Screening Process

Persons interested in positions in the district must complete a formal application and provide all necessary information requested by the assistant superintendent.

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

All applications received are kept on file until December 31. Should a person desire to have his or her application considered for a second time, a new application form will be required.

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

Hiring

A position other than the superintendent's position will be filled by the Board of Education only after receiving the recommendation of the superintendent or assistant superintendent.

Before the Board votes to employ an applicant in a position that requires a certificate or other professional license, the superintendent or assistant superintendent will verify that the applicant currently possesses the appropriate license or certification.

MSBA recommends that copies of this document be posted in 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 in the district equivalent of the title indicated.

Table with 3 columns: Category, X, and Item Name. Items include Board Secretary, Business Office, Coaches/Sponsors, Facility Maintenance, Food Service, Golf, Human Resources, Principals, Library/Media Center, Health Services, Counselor, Special Education, Transportation, Public Info/Communications, Technology.

REFERENCE COPY

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

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

Board Members

The district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the Camdenton R-III School District Board of Education.

Spouses of Board Members

In accordance with law, a Board member's spouse will only be hired to fill a vacant or new position if the position has been advertised in accordance with this policy and the superintendent has submitted a written recommendation supporting the employment of the spouse.

Critical Shortage of Teachers

If the district determines that it has a shortage of certificated teachers, the district may hire retired certificated teachers receiving retirement benefits from the Missouri Public School Retirement System to teach full time for up to two years without loss of benefits to the teacher.

- 1. Made a good-faith effort to fill positions with candidates who have not retired.
2. Not offered early retirement incentives for either of the previous two years.
3. Posted the vacancy for at least one month and solicited applications through local newspapers, other media or teacher education programs.

PROFESSIONAL STAFF RECRUITING AND HIRING

Because an effective educational program requires quality staff members, the Board and the administration of the Camdenton R-III School District will make every effort possible to attract and retain the best-qualified, highly skilled and experienced personnel.

The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. All teachers and administrators must have valid certification to teach in Missouri schools or, when employment of a person without appropriate certification is unavoidable or necessary as determined by the district, must obtain the appropriate certification by a district-specified deadline.

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

Recruiting and Advertising

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee.

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

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

REFERENCE COPY

- 4. Determined that there is an insufficient number of eligible applicants.
5. Declared a critical shortage of certificated teachers that is active for one year.

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

Teachers holding a Missouri PCL or PCH certification are responsible for meeting the requirements for certification upgrade and submitting a current upgraded certificate to the superintendent's office.

Contracting

Probationary teachers, principals, assistant principals and other certificated employees in positions ineligible for tenure, except the superintendent, will receive a contract no later than May 15 of the year in which the current contract expires.

Tenured teachers shall be notified in writing by May 15 regarding the beginning date and length of the next school year and the amount of compensation to be received for the next school year as provided by the salary schedule adopted by the Board.

Employment Contracts

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

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

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

REFERENCE COPY

Eligibility for Public Service Loan Forgiveness

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

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

Adopted: 08/08/1994
Revised: 09/13/1999; 06/13/2005; 12/12/2005; 08/10/2009; 09/13/2010; 01/10/2011; 05/09/2011

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

MSIP Ref: 5.1, 8.4

Legal Ref: §§ 105.255, 144.5; 162.261, 301, 168.101 - 133, 169.331, 596, 213.010, .055, .070, 285.530, 290.490 - 410, 335.573, RSMo; Immigration Reform and Control Act of 1986, 8 U.S.C. § 1324a; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681; Equal Pay Act, 29 U.S.C. § 206(d); Age Discrimination in Employment Act, 29 U.S.C. §§ 621 - 634; The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794; Family and Medical Leave Act, 29 U.S.C. § 2615; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-7; Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e - 2000e-17; Genetic Information Nondiscrimination Act, 42 U.S.C. §§ 2000ff - 2000ff-11; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 - 6107; Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

Camdenton R-III School District, Camdenton, Missouri

EXPLANATION: SUPPORT STAFF COMPENSATION

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

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

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

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

MSBA has included an option where employees may be paid for extra duties during the season when they are not working. This is a common practice in many districts, and it is a good practice where an employee was assigned to coach a sporting sport, for example, and was paid for that duty over 12 months, but was unable to fulfill the coaching duties. It is difficult to recoup money that has already been paid. Districts can avoid this situation by paying for extra-duty stipends only in the months the compensation is earned.

MSBA recommends that copies of this document be mailed 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 entire organization of the district.

X	Business Administration	X	Finance	X	Contracts/Spouses
X	Human Resources	X	Legal Services	X	Gifted
X	Health Services	X	Principal	X	Library/Media Center
X	Transportation	X	Superintendent	X	Special Education
		X	Technology		

SUPPORT STAFF COMPENSATION

The Camdenton R-III School District needs highly qualified employees to accomplish its education mission and meet other competitive compensation to attract and maintain experienced staff. The Board of Education has reviewed the current salary schedule and has determined that the current employee compensation and benefit plan for district employees to meet competitive salary schedules and salary recommendations for the Board to consider, within the constraints of the district's finances.

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

Compensation Considerations

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

Salary Schedules

The Board may annually adopt salary schedules for the various categories of support staff personnel. Employees in these categories will be paid according to the salary schedule that applies to their position, limited to job category and experience with the district. When creating a salary schedule, the Board may recognize characteristics beneficial to the district, such as training, licenses and employment in high-need areas, in addition to traditional factors such as years of experience.

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

1. Salary schedules and other compensation will be determined along with the district budget by June 30. No salary schedule will be implemented until the Board has approved and continues to operate until Board action is taken to change or eliminate the salary schedule.
2. The Board may freeze the operation of the salary schedule when warranted by the financial condition of the district or for other relevant reasons, as determined by the Board. Once a

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:
- Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation
DLB, Salary Deductions
- Camdenton R-III School District, Camdenon, Missouri

REFERENCE COPY

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

3. An employee may not advance more than one step vertically and one column horizontally per year on the salary schedule unless such movement is allowed by the rules adopted by the Board and is uniformly applicable to that particular salary schedule or is otherwise approved by the Board.

4. Additional training or licenses obtained after the employee has begun work with the district may not be used to advance on a salary schedule unless the employee had prior administrative approval to participate in the training or obtain the license and count it for advancement on the salary schedule.

5. The district will recognize similar, previous experience of an employee when placing that employee on the salary schedule. The Board delegates to the superintendent or designee the authority to set guidelines on which previous experiences qualify. In addition, the district may recognize military service or work experience that the district considers beneficial to the position. It is the employee's responsibility to fully apprise the district of his or her relevant background when first being employed in the position. Once the employee is initially placed on the salary schedule, the district is under no obligation to review the placement.

Compensation for Extra Duties

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

Employee Responsibility

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

Compensation Disbursement

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

EXPLANATION: SUPPORT STAFF RECRUITING AND HIRING

This policy was revised to address the requirements of Senate Bill 997 (2016), which requires that the Board of Education (MSBA) provide information to each new employee regarding eligibility for public service loan forgiveness. Information to each new employee regarding eligibility for public service loan forgiveness, as required by the statute, will be provided by the Board of Education. The Public Service Loan Forgiveness Program provides to new employees within ten days of beginning employment. Current employees must receive the information by June 30, 2017. The Missouri Department of Higher Education is required to develop the information the district is required to provide, which can be found at: <http://dohi.mo.gov/resources/publicservices/employment/resizable>. The following is a sample notice districts could use:

Notice Regarding Public Service Loan Forgiveness

In accordance with state law, the Camdenton R-III School District is required to provide all new employees with information regarding eligibility for the Public Service Loan Forgiveness Program. Employees who work full-time in a public school district might be eligible for this program. The Public Service Loan Forgiveness Program forgives the remaining balance on Direct Student Loans for borrowers after they have worked 120 qualifying months in a public school district. For more information, visit www.dhs.gov/pslfs to determine whether you are eligible under this program, go to the Missouri Department of Higher Education's website at: <http://dohi.mo.gov/resources/publicservices/employees.php>.

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

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

REFERENCE COPY

Screening Process

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

Background checks on employees and applicants for employment in accordance with law and Board policy.

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

Hiring

A position will be filled by the Board of Education only after receiving the recommendation of the assistant superintendent. All candidates will be considered on the basis of qualifications, training, experience and ability to fulfill the requirements of the position. Any applicant found to have presented false credentials or any document referencing false credentials will immediately be removed from consideration. Support staff personnel may be offered employment prior to the beginning of the next school year or at any time a vacancy is created.

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

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

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

Table with 2 columns: MSBA recommends that copies of this document be mailed 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.

SUPPORT STAFF RECRUITING AND HIRING

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

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

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

Recruiting and Advertising

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

Recruitment procedures will not overlook the talents and potential of individuals already employed in the district. The superintendent or designee may accept the stated requirements may apply for new or vacant positions in the district.

Applications for support staff positions shall be made available in the assistant superintendent's office. Applications will remain on file until December 31.

All requests for information concerning vacancies in the district shall be directed to the assistant superintendent.

REFERENCE COPY

Board Members

The district will not accept an application of employment from a Board member, consider a Board member for re-election, or accept a resignation from a Board member or make any other action on the Camdenton R-III School District Board of Education Board members who wish to apply for employment in the district must first resign from the Board.

Spouses of Board Members

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

Critical Shortage

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

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

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

REFERENCE COPY

Eligibility for Public Service Loan Forgiveness

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

Note: The reader is encouraged to check the links 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: 09/13/1999; 06/13/2005; 12/12/2005; 08/10/2009; 09/13/2010; 01/10/2011; 05/09/2011;

Cross Refs:
BBF-A. Board Member Conflict of Interest and Financial Disclosure
DD. Grants

MSIP Refs: 8-1

Legal Refs:
§ 105.255, 114.05, 162.361, 201, 168.133, 213.010, 055, 070, 285.530, 290.400 - 410, 135.075, KSA's
Immigration Reform and Control Act of 1986, 8 U.S.C. § 1324a
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681
Equal Pay Act, 29 U.S.C. § 206(d)
Age Discrimination in Employment Act, 29 U.S.C. §§ 621 - 634
The Rehabilitation Act of 1973, Section 501, 29 U.S.C. § 791
Title VII and Medical Leave Act, 29 U.S.C. § 2401f
Title VIII of the Civil Rights Act of 1964, 42 U.S.C. §§ 20004 - 20004-7
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 20006 - 20006-17
Genetic Information Nondiscrimination Act, 42 U.S.C. §§ 20000f - 20000f-11
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 - 6107
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12113

Camdenton R-III School District, Camdenton, Missouri

The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless(s) or their parents/guardians or has been temporarily placed elsewhere.

If the district determines that placement should be in the school of origin, the student will continue in the school of origin until the end of the academic year. If the student is placed in a school other than the school of origin, the student will continue in that school until the end of the academic year, and for the remainder of the academic year even if the student becomes permanently housed during the academic year.

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

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

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

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

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is pending pending resolution of the dispute. The homeless student's parent or guardian shall be referred to the district homeless coordinator who will carry out the dispute resolution process as expeditiously as possible.

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

Services

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

which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students, vocational programs in career and technical education, school intervention programs, preschool programs, before- and after-school care programs, and programs for unaccompanied English proficiency learners. The district shall also offer the student separate school or in a separate program within a school based on the student's status as homeless.

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

Transportation

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

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

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

Records

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

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

and, when transfer records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents/guardians in accordance with the Family Educational Rights and Privacy Act (FERPA). Information about a homeless student's living situation shall be treated as a student education record and shall not be deemed to be directory information under FERPA.

Coordinator

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

Assistant Superintendent of Schools
Camden R-III School District
P.O. Box 1409
Camden, MO 64609
Phone: 573-346-9239 Fax: 573-346-9291

Responsibilities of District Liaison for Homeless Children and Youth

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

1. Homeless students, including homeless preschool-age children, are identified by school personnel and by other entities and agencies with which the school coordinates services through outreach and coordination activities with other entities and agencies in the district.
2. Homeless students are enrolled in and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students have access to and receive educational services for which they are eligible, including Head Start and Early Head Start, two-year intervention services under the Individuals with Disabilities Education Act (IDEA), and preschool services under the Individuals with Disabilities Education Act (IDEA), and preschool services, mental health and substance abuse services, housing services and other appropriate services based on their assessed needs.

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

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

Resolving Disputes

Parent - A complaint regarding the placement or education of a homeless student shall first be presented to the district homeless coordinator. If the complaint is not resolved, the parent may appeal the placement or education of the homeless student to the Missouri State Board of Education. The Missouri State Board of Education will make a final decision on the appeal of the placement or education of the homeless student. The Missouri State Board of Education will make a final decision on the appeal of the placement or education of the homeless student. The Missouri State Board of Education will make a final decision on the appeal of the placement or education of the homeless student.

Appeal

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Every effort is made to enroll preschool-age homeless children in preschool if they are not already enrolled.

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

1. Parents/guardians or unaccompanied youth will submit disputes to the district liaison, who will carry out the dispute resolution process as expeditiously as possible. The liaison will provide the parent/guardian or unaccompanied youth with information regarding the dispute resolution process, including information regarding the right to appeal the district's decision. The liaison will provide the parent/guardian or unaccompanied youth with information regarding the right to appeal the district's decision. The liaison will provide the parent/guardian or unaccompanied youth with information regarding the right to appeal the district's decision.

2. A description of why the action was proposed or refused;
3. A description of any other opinions the school considered;
4. The reasons other opinions were rejected;
5. A description of any other relevant factors to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses and evidence relied upon and their sources;
6. Appropriate timelines to ensure any relevant deadlines are not missed; and
7. Contact information for the local liaison and the state coordinator for homeless children and youth (state coordinator) and a brief description of their respective roles.

The liaison will discuss the explanation with the parent/guardian or unaccompanied youth and answer any related questions.

If the explanation provided to the parent/guardian or unaccompanied youth does not resolve the dispute, the parent/guardian or unaccompanied youth should notify the liaison, who will provide the parent/guardian or unaccompanied youth with the standard state complaint resolution process and ensure that the parent/guardian or unaccompanied youth has the contact information for the state coordinator. If requested, the liaison will assist any unaccompanied youth in submitting the appeal.

2. The liaison will discuss the explanation with the parent/guardian or unaccompanied youth and answer any related questions.
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2. If the parent/guardian or unaccompanied youth are English learners, use a native language other than English, or need additional supports due to a disability, the district shall make translators, interpreters or other support services available without charge and in the appropriate language.

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; 10/13/2005;
- Cross Refs: EEA, Student Transportation Services
JEC, School Admissions
JEC.A, Admission of Re-entry Students
JEC.H, Admission of Nonresident Students
JEC.C, Assignment of Students to Grade Level Classes
- Legal Refs: §§ 145.000, 181, 210.003, RSMo.
§§ C.S.R. 200.320-1
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
34 C.F.R. Part 99
McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431 et seq.; 11435

Cambden R. III School District, Cambden, Missouri

DRAFT

EXPLANATION: SCHOOL ADMISSIONS

MSBA has revised this policy to reflect the changes in the criminal code brought about by the adoption of Senate Bill 491 and House Bill 1711 (2014), which recodified many of the criminal statutes and renamed certain crimes. Specifically, House Bill 491 changed the names of the crimes listed in § 167.171, RSMo. If a student is charged with or convicted of one of these offenses, whether in adult or juvenile court, the district is prohibited from admitting that student into the regular school environment. These changes to the criminal code will go into effect on January 1, 2017, so districts should adopt the changes to this policy by that date.

Specifically, the bills:

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

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

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

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

Board Secretary	Business Office	Classroom Sponsors
Human Resources	IT	Gifted
Health Services	Principal	Library/Media Center
Transportation	Counselor	Special Education
	Public Info/Communications	Technology

SCHOOL ADMISSIONS

Student Admission

The Board of Education shall provide free public education to all students who are residents of the school district and who are between the ages of 5 and 21 years and who otherwise qualify for admission under Missouri law unless otherwise required by federal law. Federal law also requires the district to provide services to resident students qualifying for special education services between the ages of 3 and 21. Any senior qualifying for graduation at the end of the school semester and attending age 21 during the course of the semester may complete that particular semester tuition fee.

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

Persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, discipline and other eligibility prerequisites as established by board policy and law. Students who are homeless, in foster care or are otherwise entitled to admission will be admitted in accordance with board policy and law.

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

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

Entrance Ages

In accordance with law, a student is eligible for admission to attend the Candemont R-III 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; or

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

A student eligible to attend who has previously attended a kindergarten program or otherwise demonstrates to the satisfaction of the district that he or she is socially and academically ready to progress may be placed in a class, grade or program that would best meet the student's educational needs, after consultation with the student's parent/guardian. Likewise, a student who demonstrates that he or she is not socially or academically ready to enter kindergarten or the grade in which he or she is currently enrolled may be placed in a lower grade or a preparatory class or program offered by the district, after consultation with the student's parent/guardian.

Students who are entering kindergarten or first grade are encouraged to pre-enroll in the spring prior to the fall semester in which they are to begin attendance. Students entering first grade in the district will be required to present a birth certificate or other acceptable proof of age if necessary to determine whether the student is eligible to attend school.

Preschool and Pre-Kindergarten Entrance Ages

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

Requests for Student Records

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

Within 48 hours of enrolling a nonresident student placed in the district pursuant to §§ 210.044-210.046, RSMo, or foster homes, residential care facilities or child-placing agencies pursuant to law, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools 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 unmodified 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.

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: 08/03/1994
- Revised: 08/11/2003; 12/12/2005; 10/13/2008; 01/10/2011; 06/09/2014;
- Cross Refs: IGBCA, Programs for Homeless Students
IGBCA, Programs for Migrant Students
IGBE, Students in Foster Care
- Legal Refs: §§ 43.08, 160.051 - 053, 055, 261, 167.023, 101, 122, 161, 171, 210.003, 485.030, 031, 050, 110, 560.030, 032, 068, 069, 569.020, 040, 570.023, 579.020, RSMo.
McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431 - 11435

Candemont R-III School District, Candemont, Missouri

REFERENCE COPY

- 1. First-degree murder under § 565.020, RSMo.
- 2. Second-degree murder under § 565.021, RSMo.
- 3. First-degree assault under § 565.050, RSMo.
- 4. Forefeiture, (as it existed prior to August 28, 2013), or rape in the first degree under § 566.050, RSMo.
- 5. Fugitive (as it existed prior to August 28, 2013), or sodomy in the first degree under § 566.060, RSMo.
- 6. Statutory rape under § 566.032, RSMo.
- 7. Statutory sodomy under § 566.062, RSMo.
- 8. Robbery in the first degree under § 569.020, RSMo, as it existed prior to January 1, 2017, or robbery in the first degree under § 570.023, RSMo.
- 9. Distribution of drugs to a minor under § 195.212, RSMo, as it existed prior to January 1, 2017, or delivery of a controlled substance under § 579.020, RSMo.
- 10. Atton in the first degree under § 569.010, RSMo.
- 11. Kidnapping, or kidnapping in the first degree, when classified as a class A felony under § 568.110, RSMo.

Nothing in this section shall prohibit the readmission or enrollment of any student (a charge has been dismissed or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program, and the district determines that the placement is appropriate, a student subject to these admission restrictions may be admitted to such an alternative education program.

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

REFERENCE COPY

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

Statement of Prior Suspension, Expulsion or Criminal Offense

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restrictions" section of this policy. This registration statement 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 is currently suspended or expelled from another district. The parent/guardian or student may request a conference with the superintendent or designee to consider whether the conduct of the student would have resulted in a suspension or expulsion from 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 from another school or district effective, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. The superintendent or designee shall determine whether the student has received the due process required by law before making any decision.

A student conference will be held in accordance with Board policy prior to the enrollment of any student following a suspension or expulsion from another school for an act of school violence as defined in § 160.261.2, RSMo. The reinstatement conference will be held regardless of whether such act was committed at a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

Admission Restrictions

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

EXPLANATION: DISCIPLINE REPORTING AND RECORDS

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

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

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

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

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

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

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

Reporting to School Staff

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any criminal act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

Reporting to Law Enforcement Officials

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

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement agency. The following criminal acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, 021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, 024, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, 027, RSMo.
34. First- or second-degree kidnapping under § 565.110, 120, RSMo.
45. First-, second- or third-degree assault under §§ 565.030, 06052, 06054, RSMo.
56. Rape in the first or second degree under § 566.030, 031, RSMo.
67. Sodomy in the first or second degree under §§ 566.060, 061, RSMo.
78. Burglary in the first or second degree under §§ 569.160, 170, RSMo.

69. Robbery in the first degree under § 569.020-023, RSMo.
910. Possession of a weapon under chapter 571, RSMo; 18 U.S.C. § 921.
1011. Distribution of drugs and distribution of drugs to a minor/Manufacture of a controlled substance under §§ 495-211-242 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
1413. Arson in the first degree under § 569.040, RSMo.
- 14—Felony sexual abuse under § 466.120, RSMo.
1414. Property damage in the first degree under § 569.100, RSMo.
1415. First-, second- or third-degree child molestation in the first degree pursuant to chapter 569, RSMo.
4616. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
1617. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
1618. First-degree harassment under § 565.090, RSMo.
1619. First-degree stalking under § 565.225, RSMo.

* Immediate reporting of third-degree assault under § 565.060-054, RSMo, may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement agency and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

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

Reporting Third-Degree Assault

The superintendent and the appropriate local law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

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

Confidentiality

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

Liability

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

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

Adopted: 09-18-1996

Revised: 09-19-2002; 09-13-2004; 07-10-2006; 09-13-2010; 05-09-2011; 06-09-2014;

Legal Refs: §§ 160.261, 522, 167.020, 115 - 117, 122, 210.855, 211.032, 565.002, RSMo.

Camdenton R-III School District, Camdenton, Missouri

EXPLANATION: VISITORS TO DISTRICT PROPERTY/EVENTS

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

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

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

VISITORS TO DISTRICT PROPERTY/EVENTS

District Property

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

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

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

Parent/Legal Guardian Access to Classrooms

Due to the disruptive effect on instructional activities and breach of student confidentiality which can occur due to unstructured observations by parents/legal guardians of students during classroom instructional time, it is the policy of Camden/R-III Schools that no parents/legal guardians or relatives of students may observe classes during instructional time during the school day. Parents or guardians of students (both regular education and qualified disabled) have several established ways of gaining information as to the academic performance of their student without direct observation during instructional time. Some of these established options are as follows:

- Parent-Teacher conference
- Open house
- Meetings with counselors
- Meetings with professional personnel or administrators
- Meetings with principal or assistant principal
- Report cards and/or progress reports
- Homework samples
- Classroom work samples
- Standardized testing data
- SIS K-12 Parent Portal Gradebook

REFERENCE COPY

Parents' guardians of students who have concerns with regard to the assessment or evaluation of academic programs, teachers or student performance can request a professional administrator observe their student's classroom and review these findings with the parents or guardians through an individual conference with the professional administrator. Only administrators or practicing professionals will be allowed to observe classes during instructional time.

Should parents/legal guardians wish to discuss the academic performance of their student with a classroom teacher (either regular education or special program), they will contact that teacher to arrange an appointment to meet with him or her outside of instructional time. Conference time is available during the school day for this purpose. Also, conference time is available during the school day for special education teachers to discuss a student's Individual Education Program (IEP) or progress.

Appropriate Behavior

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

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

Registered Sex Offenders and Persons Prohibited on or Near District Property

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

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

REFERENCE COPY

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 566.060-573.000, RSMo.
5. Promoting a sexual performance by a child, § 566.090-573.200, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

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

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

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. The superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events, indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student or may benefit

REFERENCE COPY

the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Enforcement

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

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

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: 09/19/2002; 12/12/2005; 01/03/2007; 09/13/2010; 06/11/2012;

- Cross Refs:
- AC, Prohibition against Discrimination, Harassment and Retaliation
 - AH, Use of Tobacco Products and Initiation Tobacco Products
 - BDDI, Public Participation at Board Meetings
 - ECA, Building and Grounds Security
 - ECD, Traffic and Parking Controls
 - EGC, Annals on District Property
 - JEDC, Speakers at District Events
 - JEDC, Student Dismissal Preventions

Legal Refs: Mo. Const. art. IX, § 1(a)
§ 566.149, 589.400, RSMo.
U.S. Postal Serv. v. Greenburgh Civ. Ass'n., 453 U.S. 114 (1981)
Embry v. Levitt, 215 F.3d 884 (8th Cir. 2000)

REFERENCE COPY

Lovern v. Edwards, 190 F.3d 648 (14th Cir. 1999)
Vukobratovich v. Board of Sch. Trustees of Mich. Ctr., 978 F.2d 403 (7th Cir. 1992)
Miller v. Montgomery County R-II Sch. Dist., 2011 WL 1299536 (April 1, 2011)

Camden/R-III School District, Camden/R-III, Missouri

Descriptor Code: BGB

Camdenton (T.A.C.), MSTA/CTA, and MNEA/NEA

BOARD-STAFF COMMUNICATIONS

The success of the school district requires effective communication between the Board and the school staff. Such communication is necessary for facilitating proposals for the continuing improvement of the educational program and for the proper disposition of personnel matters which may arise.

The Camdenton School District Board of Education recognizes the Teachers' Association of Camdenton (T.A.C.) and MSTA/CTA as the professional bodies representing the teaching staff in the Camdenton Public Schools. The district also recognizes the Classified Employee Association (C.E.A.). The basic line of communication will be through the superintendent.

Staff Communications to the Board

All communications to the Board of Education from certificated professional staff or classified support staff employees of the school district shall be filed in writing with the superintendent of schools. However, this procedure will not be construed as denying the right of any employee to appeal to the Board regarding alleged misapplication of policy or administrative decisions, provided that the superintendent shall have been notified of the forthcoming appeal, and that it is processed in accordance with Board policies and regulations on staff complaints and grievances.

Board meetings are public meetings. As such, they provide an excellent opportunity to observe first-hand the Board's deliberations on problems of staff concern. Staff members may participate in Board meetings in accordance with the policies and regulations regarding public participation at such meetings. Further, at times and with the knowledge of the superintendent, the Board may invite staff members to speak at Board meetings, or to serve on advisory committees to the Board.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent, and the superintendent will employ such media as are appropriate to keep the staff fully informed of the Board's concerns and actions.

Visits to Schools

Individual Board members who, in their parental capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit other schools or classrooms as an informal expression of interest in school affairs will inform the appropriate building administrator.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other

Camdenton R-III

Date Adopted:

8/8/1994

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For Office Use Only: [0]



AGREEMENT FOR SCHOOL SUPPORT SERVICES

This agreement for school support services is between the Camdenon R-III School District (Customer) and Research To Practice, Inc. (RTP).

1. **Nature of Agreement.** The Customer agrees to retain RTP to provide services as defined in the Attachment A, section 4, as an independent contractor for the duration specified in this agreement and RTP agrees to perform the services assigned by the Customer per the terms and conditions specified in the Attachment A.
2. **Terms.** Subject to the provisions set forth in paragraph eight (8) below, the terms of this agreement shall begin and automatically terminate on the dates specified in the Attachment A, section 1.
3. **Services.**
 - a. The contracted provider assigned by RTP (Provider) will work as needed remotely via video (Telepractice) and, as appropriate, on-site at the locations specified by the Customer, to complete the assigned tasks and consult with the Customer's staff on related matters, as determined by the representative(s) designated by the Customer.
 - b. Services will be implemented by RTP and its providers as indicated in each student's IEP.
 - c. The Provider will participate in meetings through video conferencing, in-person, or through a written report submitted to the Customer, at district's request.
 - d. The Customer will provide an appropriate working space and support staff as required for the contracted services.
 - e. RTP agrees to provide documentation of IEP implementation and IEP progress on a monthly basis or more frequently if requested by the Customer.
4. **Confidentiality.** RTP shall comply with the confidentiality requirements of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).
5. **Wage Rate and Expenses.**
 - a. Subject to the provisions in paragraph four (4), section c below, the Provider shall be paid according to the rates specified for the services outlined in the Attachment A.
 - b. The Customer will not be charged for additional minor services including: brief communication (10 minutes or less) face-to-face or via phone calls, fax or email; or time needed for administrative functions.
 - c. The Provider shall be guaranteed the rate specified in the Attachment A., for each hour the Provider is scheduled to perform services or attend meetings, except in the following circumstances:
 - i. In the case where on-site services are to be performed and all scheduled services are cancelled for the day, such as a snow day or all children scheduled to receive school services are absent and the Provider has received direct notice prior to leaving his or her office, through written or phone conversation initiated by the member school district. If such notice

wasn't provided, the Customer will be charged for one hour of service and travel time to and from the site.

- ii. The Provider cancels scheduled services for any reason (such as illness, hazardous road conditions, etc.)
 - d. The Provider shall be reimbursed for other reasonable expenses related to the performance of services listed in Attachment A.
 - e. The Provider shall be reimbursed at the rate of .37 per mile for travel between the Provider's office and the Customer designated site.
- 6. Payment.**
 - a. RTP shall submit statements to the Customer specifying the services provided no earlier than the last day of the month in which services were provided.
 - b. The Customer shall make payment within thirty (30) days of receipt of statement.
- 7. Independent Contractor.** The Provider shall be retained as an independent contractor and shall not be considered an employee of the Customer for any purpose. Accordingly, the Customer shall not be responsible for withholding taxes or any other employee related liability or benefits.
- 8. Exclusivity.** During the term of this agreement, the Customer shall not contract with any other third party for Telepractice based services selected in the Attachment A.
- 9. Equipment and Supplies.** During the term of this agreement, the Customer shall provide the equipment and supplies, after consultation with and obtaining input from the Provider, deemed necessary to provide the services hereunder. The Provider shall not purchase, nor authorize purchase of any goods, services, supplies or other items for the Customer without prior written authorization.
- 10. Service Billing.** The Customer shall determine whether services will be billed to Medicaid, when appropriate, and enter into a separate agreement with the MSBA Medicaid Consortium to support billing. The Customer shall directly receive all revenues from such billings.
- 11. Liability Insurance and License.** The Provider shall furnish a copy of the required license to the Customer and shall maintain adequate professional liability insurance. The liability insurance shall provide minimum limits of \$1 million per occurrence with an annual aggregate of \$3 million, and RTP shall provide the District with a certificate of insurance upon request.
- 12. Termination.** Either party may terminate this agreement on the dates specified in the Attachment A, section 1 or at the conclusion of any given contracted school year. Should the Customer be dissatisfied with the level of the services provided by the Provider, the Customer can notify RTP of the specific causes and RTP will have 30 days to rectify the Provider's performance. If RTP is unable to resolve the situation to the Customer's satisfaction, the Customer shall have the right to request that RTP replace the Provider of contracted services with a new Provider.
- 13. Non-Discrimination.** RTP shall not discriminate in the performance of this contract. No person, shall, on the grounds of race, age, color, sex, national origin, sexual orientation, or disability, be excluded from participation in or be denied benefits under this contract. The Contractor shall treat all students in compliance with and in accordance with Title VI of the Civil Rights Act of 1964 and other applicable civil rights laws.

14. Defense.

(a) RTP therapists shall cooperate in the defense of the District in any child complaint filed with the Missouri Department of Elementary and Secondary Education regarding any individual student served by or consulted about under this contract, including providing information and documentation to the investigator, or to the District and the District's lawyer, as requested by the District.

(b) RTP therapists shall cooperate in the defense of the District in any due process hearing proceeding filed with the Missouri Department of Elementary and Secondary Education regarding any individual student served by or consulted about under this contract, including providing information and documentation as requested by the District or its lawyer, as well as any necessary witness testimony.

(c) RTP shall cooperate in the defense of the District in any complaint filed with the U. S. Department of Education's Office for Civil Rights regarding any individual student served by or consulted about under this contract, including providing information and documentation to the investigator, or to the District and the District's lawyer, as requested by the District.

(d) RTP shall cooperate in the defense of the District in any proceeding or complaint filed with the Missouri Commission on Human Rights or court of competent jurisdiction, involving the work performed under this contract, including providing information and documentation to the investigator, or as requested by the District or its lawyer, as well as any necessary witness testimony.

15. Compliance. RTP agrees it shall comply with all applicable state and federal laws and the rules, policies and regulations of the District as they relate to the provision of special education and related services.

16. E-Verify. RTP is required to be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, RTP must affirm the same through sworn affidavit and provision of documentation. In addition, RTP must sign an affidavit that is does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

17. Entire Agreement. This instrument contains the entire agreement of the parties. It may be amended only by an agreement in writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this agreement for School Support Services.

Ashley R. Beumer
RTP Inc.

2/21/2017
Date

[Signature]
Camdenton R-II

2/28/2017
Date

Attachment A

1. The terms of the agreement shall begin on or about January 22, 2017 and shall terminate on or about the final date of the 2016-2017 School Year.
2. Services Provided and Billable Rates:

All Providers are licensed to provide school-based services in the state of Missouri.

MSBA Member Pricing

Committed Services - Services of Full Time Equivalents (FTE) or average hours per month for the duration of the Contract.

On-demand Services - Services delivered upon request

	Check	Committed	Check	On-demand
Speech/Language				
Speech Language Supervision/Related Services	X	\$65		\$75
Direct Services to Students	X	\$65		\$75
Consultations/Coaching to Staff	X	\$65		\$75
Total FTE/Hours per month	1.0 FTE			
Mental Health Services				
Psychological/Psychoeducational Evaluations		\$70		\$80
Psychological Services		\$70		\$80
Behavior Counseling		\$70		\$80
Consultations/Coaching		\$70		\$80
Total FTE/Hours per month				

- Please check all desired services and enter the committed FTE or hours per month
- Conversion from "On demand" to "Committed" plan requires 30 day notice.

3. Travel time: Billed at 50% of the Billable Rate plus \$.37 per mile.
4. Charging guidelines:
 - a. Services will be billed based on hours delivered.
 - b. The Customer will not be charged for additional minor services including: brief communication (10 minutes or less) face-to-face or via phone calls, fax or email; or time needed for administrative functions.
 - c. Services will be charged in 15 minute increments.
 - d. Minimum billed for a day, or any portion thereof, scheduled in advance and cancelled less than an hour before the scheduled time : One hour at the billable rate.

February 28, 2017

Check Preview

Board of Education

Vendor Name	Invoice Number	Invoice Description	PO Number	Amount
A Special T	3474	T-Shirts	408-5121	632.00
Total A Special T				632.00
Ace Graphics & Printing	8450	Decals		105.00
Total Ace Graphics & Printing				105.00
ASAP Rebuilders, LLC	3237	Starter Warranty	110-4913	107.73
Total ASAP Rebuilders, LLC				107.73
Auto Jet Wulfler Corp	401759	Parts		259.12
Total Auto Jet Wulfler Corp				259.12
Berco Printer Products	735338	Toner	105-4883	944.00
Berco Printer Products	735336	Toner	105-4882	236.00
Berco Printer Products	735337	Toner	105-4881	316.00
Berco Printer Products	735350	Toner	105-4966	306.00
Total Berco Printer Products				1,802.00
Bledsoe Automotive Service, Inc.	103266	Service 800-15		57.50
Total Bledsoe Automotive Service, Inc.				57.50
Butcher Shop LLC	14661	Pulled Pork	105-3196	243.47
Butcher Shop LLC	14715	MS Wrestling Hospitality Room	873-3668	176.76
Total Butcher Shop LLC				420.23
Chalfant & Tompkins Title Agency	16-179-C	Informational Commitment & tracts		400.00
Total Chalfant & Tompkins Title Agency				400.00
DECA Inc.	00061530	Student Dues	873-5029	80.00
DECA Inc.	00061538	Student Dues	873-5029	10.00
Total DECA Inc.				90.00
Digi-Key Corporation	56408015	Robotics Parts & Supplies	106-4818	167.90
Total Digi-Key Corporation				167.90
eze Exchange	2016297	E Rate Consulting		1,250.00
Total eze Exchange				1,250.00
EdCounsel, LLC	3699	Attorney Fees		1,862.00
Total EdCounsel, LLC				1,862.00
Fisher Scientific	8725338	Supplies	105-4400	81.70
Total Fisher Scientific				81.70
Franklin Covey	829606	Travel Expense	408-5122	32.93
Franklin Covey	32278049	Principal's Academy guide	402-5065	165.90
Franklin Covey	32278035	Principal's Academy Participation Gd	404-5306	165.90

February 28, 2017

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Berco Printer Products	735336	Toner	105-4882	236.00
Berco Printer Products	735337	Toner	105-4881	316.00
Berco Printer Products	735350	Toner	105-4966	306.00
Total Berco Printer Products				1,802.00
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Total Bledsoe Automotive Service, Inc.				57.50
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Butcher Shop LLC	14715	MS Wrestling Hospitality Room	873-3668	176.76
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February 28, 2017

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Board of Education

2796439	Books	205-4419	583.80
2798833	Records	205-4669	274.44
2757049	Share drum	205-4309	416.25
2745811	Bar sax repair	205-4311	75.00
2817627	Clarinet repair	205-5253	76.00
2813680	Sax repair	205-5099	95.00
2665406	Jamstands keyboard bench	105-3292	99.98
1504105F	Bus parts		2,351.03
64	Services provided		81.40
2820060	Nursing care	410-5050	825.00
5942 - 2/2/17	Team meal	873-4947	1,430.88
5954 - 2/13/17	Pizza + \$9 Tip	873-5146	110.00
17-030504	Download		106.99
519903	Pizza + \$5. Tip	873-5064	216.99
520386	Pizza	873-4928	107.45
520370	Pizza	404-4868	131.00
05674913	Volunteer items	412-4889	94.50
95222	HS Scholarship notice\		45.00
915919	Coffee	105-1079	270.50
911891	Coffee	205-0839	164.81
915923	Coffee	205-0839	55.96
893982	Coffee	205-0839	351.90
INV-1099	Banners & Posters	408-5120	81.80
67461	Oak Ridge	106-4950	122.70
			679.10
			802.60
			802.60
			750.00

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Board of Education

77858	Ozage Beach Elem	106-4950	750.00
77841	Hawthorn Elm	106-4950	750.00
4273590	Binders	205-4310	2,500.00
4273147	Worksaver dividers	106-5069	93.90
3855374	Laundry bags	205-4502	27.49
3938228	Bluetooth speaker	402-4769	37.15
3915864	Colored paper	402-4769	12.61
3994118	Supplies	800-4888	517.00
4079682	Chart tablet, etc.	404-4926	226.57
4041374	Supplies	406-4924	43.26
3906193	Personal headphone	404-4581	261.03
3954707	Supplies	205-4851	1,180.00
4023456	Mug note cube gift	205-4851	72.35
4121876	Pocket folders	402-4956	269.85
4083135	Crayola markers	404-4926	159.80
3827875	Easel pad	106-4745	2.49
3875724	Pencils	106-4745	68.38
5879254	Dry erase boards	404-4813	15.56
29488	Engine assy	110-4705	2,987.44
Palen, Lisa			110.39
MO State Hwy Patrol			600.00
MO State Hwy Patrol			22.85
Whitworth, Jennifer			10588 - Lunch refund
			10589 - Title Transfers
			10590 - SP-Price
			10591 - Found book
9486264	PASS OBE & HDE	106-4710	6.00
2/6/17	MS - Piano tuning	205-5133	263.85
2/6/17	HS Piano tuning	105-5157	567.31
T869464	Bus parts		190.00
T869061	Buzzer piezo		285.00
			258.40
			88.18

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Check Preview

Board of Education

162.00	Credit		
135.74	Pipe, fluid		
320.32	Construction paper	404-4783	583.80
125.46			274.44
460.00	Donation CHS Key Club	873-5186	416.25
460.00	Bus parts		75.00
50.00	DW Vault Keys	402-5089	76.00
130.00	HS Keys	105-4799	95.00
80.00	MS Keys	205-4807	99.98
200.00	Health sciences	110-5026	2,351.03
410.00	Carpentry	110-5026	81.40
13.00	Lumber	110-4942	825.00
26.00			1,430.88
595.45			110.00
595.45			106.99
150.00	Splid Invite Girls Swim	873-5075	216.99
150.00	Ozark Invite Girls Swim	873-4935	107.45
300.00	Project board	105-4517	131.00
95.98	Supplies	700-4727	94.50
98.83	Paper	105-4517	45.00
17.89	Tabletop file folder	700-4490	270.50
13.70	Pencils	105-4517	164.81
16.89	Folders, Tape	105-4517	55.96
93.59	3D Systems Gen3 Print pad	106-4605	351.90
356.88	Books	205-4771	81.80
116.50	Sandwiches	403-4988	122.70
116.50	Sandwiches	403-5082	679.10
171.90	Sandwiches	403-5127	802.60
49.15			802.60
67.00			750.00
44.90			

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Board of Education

161.05	Team meal	873-5014	583.80
162.50	Pull station	800-4996	274.44
200.12	Controller, Module	800-4841	416.25
200.12	Professional Services		75.00
1,473.17	Onsite testing	410-5073	76.00
3,313.50	DOT Onsite testing	205-2600	99.98
745.50	Student Services		2,351.03
291.00	TSA Membership 16-17	700-4797	81.40
1,034.50	Checks	873-5303	825.00
32,555.99	Official/Mileage - MS BB	873-5302	1,430.88
32,555.99	Official/Mileage - MS BB		110.00
545.00	Participation fee, 11/30/16	205-4457	216.99
545.00	9th Gr. Boys BB	873-2837	107.45
494.78	Stool, standing desk	107-4754	834.00
494.78	Cake	408-4377	29.99
153.60	Supplies	106-3884	4.59
190.00			107,157.21
343.60			
180.00			
180.00			
125.00			
125.00			
834.00			
834.00			
29.99			
4.59			
34.59			
107,157.21			

District	Student Enrollment	Teachers Fund Expenditures	Levy Funds 1,2,4	Total Levy	Per Pupil
Camdenton	4302	\$26.4 Million	\$2.56	\$2.87	\$6136
Lebanon	4702	\$22.5 Million	\$2.75	\$3.59	\$4785
Sedalia	4939	\$25.7 Million	\$3.2728	\$3.9128	\$5203
Rolla	4135	\$24.9 Million	\$2.96	\$3.2112	\$6021
Washington	4192	\$26.3 Million	\$3.681	\$4.0510	\$6273
Waynesville	6081	\$37.1 Million	\$2.75	\$2.75	\$6100
Branson	4558	\$24.2 Million	\$3.4489	\$4.1489	\$5309
SOTO	1947	\$11.9 Million	\$2.40	\$2.849	\$6111

Data from 2014 -2015 Annual Secretary of the Board Report

District	Student Enrollment	Teachers Fund Expenditures	Levy Funds 1,2,4	Total Levy	Per Pupil
Camdenton	4302	\$27.2 Million	\$2.56	\$2.87	\$6322
Lebanon	4702	\$22.6 Million	\$2.75	\$3.59	\$4806
Sedalia	4939	\$26.7 Million	\$3.2601	\$3.9601	\$5406
Rolla	4135	\$25.5 Million	\$3.0557	\$3.3057	\$6167
Washington	4192	\$26.8 Million	\$3.7038	\$4.0738	\$6399
Waynesville	6081	\$36.4 Million	\$2.75	\$2.75	\$5985
Branson	4558	\$24.9 Million	\$3.5222	\$4.2222	\$5462
SOTO	1947	\$12.0 Million	\$2.49	\$2.9390	\$6163

Data from 2015 – 2016 Annual Secretary of the Board Report

District	Student Enrollment	Certified Staff	Total Levy	Assessed Valuation	APR	Free and Reduced
Camdenton	4304	411	\$2.87	1,146,700,855	97.1%	56.1%
Lebanon	4624	382	\$3.59	307,878,225	95.4%	61.8%
Sedalia	5053	416	\$3.9582	340,141,567	91.1%	80.0%
Rolla	4122	335	\$3.4154	399,794,805	97.5%	51.0%
Washington	4152	462	\$4.0738	745,966,149	91.8%	34.4%
Waynesville	6129	489	\$2.75	303,649,658	97.5%	44.6%
Branson	4782	381	\$4.2566	632,176,509	96.1%	58.4%
SOTO	1947	175	\$3.0490	544,736,467	95.7%	53.1%

Data from 2016 – 2017 School Directory and School Report Card

District	Student Enrollment	Student/Teacher Ratio	Admin/Student Ratio	Years Experience	% with advanced degree	Average Teacher Salary	Average Admin Salary
Camdenton	4304	18	230	13.9	56.1	49,800	90,820
Lebanon	4624	20	222	12.5	37	41,652	82,982
Sedalia	5053	19	273	11	46.6	42,409	90,796
Rolla	4122	20	227	13.5	64.7	52,608	93,506
Washington	4152	17	195	12.9	54	48,746	96,173
Waynesville	6129	19	227	12.2	62.4	51,653	98,327
Branson	4782	19	248	12.2	47.2	47,571	90,356
SOTO	1947	17	133	12.5	61.9	48,754	87,833

Data from 2016-2017 School Directory and School Report Card

District	Student Enrollment	SpEd Teacher Expenditures
Camdenton	4304	\$3.4 Million
Lebanon	4624	\$3.0 Million
Sedalia	5053	\$4.3 Million
Rolla	4122	\$2.7 Million
Washington	4152	\$3.9 Million
Waynesville	6129	\$5.0 Million
Branson	4782	\$3.6 Million
SOTO	1947	\$1.3 Million

Data from 2015-2016 ASBR

PERSONNEL NEEDS TO IMPLEMENT 2017-2018 EDUCATIONAL PROGRAM

Actual Enrollment Numbers				Projected Enrollment				Middle of the Road				High End of Road			
School	Enrollment	Teachers	Actual Average Class Size	Projected Enrollment 17/18	Projected Teachers	Projected Average Class Size	Increase or Decrease	Student Enrollment Numbers	Teachers	Projected Average Class Size	Increase or Decrease	Student Enrollment Numbers	Teachers	Projected Average Class Size	Increase or Decrease
Dogwood															
Kindergarten	206	11	17	203	10	21	-1	203	10	21	-1	203	9	23	-2.00
1st Grade	228	11	20	206	10	21	-1	206	10	21	-1	206	9	23	-2.00
2nd Grade	220	10	22	228	10	23	0	228	10	23	0	228	10	23	0.00
Building Tota	654	32	20	637	30	21	-2	637	30	22	-2	637	28	23	-4.00
Hawthorn															
3rd Grade	232	11	21	220	10	22	-1	220	10	22	-1	220	9	27	-2.00
4th Grade	247	11	23	232	10	24	-1	232	10	24	-1	232	9	27	-2.00
Building Tota	479	22	22	452	20	23	-2	452	20	23	-2	452	18	27	-4.00
Oak Ridge															
5th Grade	339	12	29	347	14	25	2	347	14	25	2	347	12	30	0.00
6th Grade	318	12	27	339	13	26	1	339	13	26	1	339	12	30	0.00
Building Tota	657	24	27	686	27	25	3	686	27	25	3	686	24	30	0.00
Hurricane Deck															
Kindergarten	45	2	23	33	2	17	0	33	2	17	0	33	2	25	0.00
1st Grade	35	2	18	45	2	23	0	45	2	23	0	45	1	25	-1.00
2nd Grade	28	2	14	35	2	18	0	35	2	18	0	35	2	25	0.00
3rd Grade	44	2	22	28	2	14	0	28	2	14	0	28	2	27	0.00
4th Grade	33	2	17	44	2	22	0	44	2	22	0	44	2	27	0.00
Building Tota	185	10	19	185	10	19	0	185	10	19	0	185	9	26	-1.00

	Osage Beach			Osage Beach			Osage Beach			Osage Beach			
Kindergarten	73	3	25	63	3	21	63	3	21	63	3	25	0.00
1st Grade	62	3	21	73	3	25	73	3	25	73	3	25	0.00
2nd Grade	51	4	13	62	3	21	62	3	21	62	3	25	-1.00
3rd Grade	60	3	20	51	3	17	51	3	17	51	2	27	-1.00
4th Grade	67	3	23	60	3	20	60	3	20	60	3	27	0.00
Building Total	313	16	20	309	15	21	309	15	21	309	14	26	-2.00
Elem Total	2,288	104	22	2,269	102	22	2,269	102	22	2,269	93	26	-11.00

\$47775.03 per person

Principals Students	FTE	Hurricane Deck Students	Osage Beach FTE Students	Dogwood FTE Students	Hawthorn FTE Students	Oak Ridge FTE Students	Middle School FTE Students	High School FTE Students
1-100								
401-500	1.25	165	309	1	452	2		
501-600	1.75						650	2
601-700	1.75			637	2			
801-900	2.25							
901-1000	2.25							
1001-1100	2.75							
1101-1200	3							
1201-1300	3.25							
1301-1400	3.5							1343
1401-1500	3.75							
1501-1600	4							
1601-1700	4.25							
1701-1800	4.75							
1801-1900	5							
2001-2100	5.25							
2101-2200	5.5							
2201-2300	5.75							
2301-2400	6							

Guidance Counselors Students	FTE	Hurricane Deck Students	Osage Beach FTE Students	Dogwood FTE Students	Hawthorn FTE Students	Oak Ridge FTE Students	Middle School FTE Students	High School FTE Students
1-100	0.2							
101-200	0.4							
201-300	0.6							
301-400	0.8							
401-500	1				452	2		
501-600	1.2							
601-700	1.4				637	2		
701-800	1.6						650	2
801-900	1.8							
901-1000	2							
1000-1100	2.2							
1101-1200	2.4							
1201-1300	2.6							
1301-1400	2.8							1343
1401-1500	3							
1501-1600	3.2							
1601-1700	3.4							
1701-1800	3.6							
1801-1900	3.8							
1901-2000	4							

Literarians Students	FTE	Hurricane Deck Students	Osage Beach FTE Students	Dogwood FTE Students	Hawthorn FTE Students	Oak Ridge FTE Students	Middle School FTE Students	High School FTE Students
1-200	0.2							
201-300	0.4							
301-400	0.6							
401-500	0.8							
501-600	1				452	1		
601-700	1.2							
701-800	1.4				637	1		
801-900	1.6						650	1
901-1000	1.8							
1001-1100	2							
1101-1200	2.2							
1201-1300	2.4							
1301-1400	2.6							1343
1401-1500	2.8							
1501-1600	3							
1601-1700	3.2							
1701-1800	3.4							
1801-1900	3.6							
1901-2000	3.8							
2001-2100	4							

Back

January 2017 Results Overview

Respondents: 192 displayed, 192 total

Status: Open

Launched Date: N/A

Closed Date: 02/01/2017

Display: Page 1

Active Report Filters: None Active.

Manage Filters: 0 filters

Share Results: Enabled

More

1. Have you ever heard of or seen the following school board goals?

Yes	Response Total	Response Percent
Yes	115	57%
No	57	33%
Total Respondents		172
(skipped this question)		20

2. Board Goals - How well do you think the school board will do to meet these goals?

	Very Well	Satisfactorily	No Opinion	Some Progress	Little Progress	Response Total
a. Maintain financial resources to keep our district solvent.	34.38% (66)	47.92% (92)	10.42% (20)	5.21% (10)	2.08% (4)	192
b. Obtain and maintain a ranking within the top two districts in the Ozark Conference in relation to compensation.	25% (48)	39.06% (75)	15.62% (30)	16.15% (31)	4.17% (8)	192
c. Become one of the top ten percent of Missouri school districts in relation to salary.	18.32% (35)	32.46% (62)	16.75% (32)	24.61% (47)	7.85% (15)	191
d. Board action will be directly aligned with district goals and board goals will be reviewed annually.	35.79% (68)	43.16% (82)	15.79% (30)	4.74% (9)	0.53% (1)	190
e. The board will perform annual self-evaluation and will also survey the staff regarding the performance of the board at the end of January.	39.58% (76)	43.23% (83)	11.46% (22)	4.17% (8)	1.56% (3)	192
f. The board is supportive of a technology rich learning environment for students and staff. The board will support this environment by budgeting 12-15% of the capital projects budget for technological improvements in the District.	23.96% (46)	37.5% (72)	10.94% (21)	21.35% (41)	6.25% (12)	192
g. The board will annually review parameters for a strategic scorecard.	28.65% (55)	44.27% (85)	22.4% (43)	4.17% (8)	0.52% (1)	192
h. The board will improve out-of-bound communication and two-way communication via a semi-annual board newsletter and board member attendance of at least two events in each school per year.	22.11% (42)	46.32% (88)	18.95% (36)	9.47% (18)	3.16% (6)	190
Total Respondents						192

3. Which of these goals do you feel is most important?

View responses to this question	view
Total Respondents	144
(skipped this question)	48

http://camdentonschools.schoolwires.net/cms/modules/selectsurvey/ResultsOverView.aspx?DisplayHeader=Yes&SurveyID=n2MK46&DomainID=1208&type=...

4. Board goals are posted on the district website, where are you most likely to get information from the board? How else could we efficiently communicate with staff?

View responses to this question	view
Total Respondents	117
(skipped this question)	75

5. Can you suggest another goal for the school board currently or in the future?

View responses to this question	view
Total Respondents	63
(skipped this question)	129

6. Do you think school board members know how their decisions impact staff at the classroom level?

	Response Total	Response Percent
All Do	57	31%
Some Do	112	60%
None Do	17	9%
Total Respondents		186
(skipped this question)		6

7. Do you ever see board members at events in your building or at school events at other locations?

	Response Total	Response Percent
Frequently	41	22%
Sometimes	119	63%
Hardly Ever	22	12%
If hardly ever, what building/program? Give an example to support your answer.	6	3%
Total Respondents		188
(skipped this question)		4

8. Do you think the school board micromanages the school district?

	Response Total	Response Percent
Yes	12	7%
No	162	92%
If yes, give an example.	2	1%
Total Respondents		176
(skipped this question)		16

9. Do you think the school board allows too much autonomy to the district superintendents/program directors? In other words, are his/her decisions accepted as fact and not adequately questioned?

	Response Total	Response Percent
Yes	33	19%
No	132	77%
If yes, give an example.	6	4%
Total Respondents		171
(skipped this question)		21

10. Do you feel comfortable contacting board members (as a last resort) without fear of retaliation?

	Response Total	Response Percent
Any Board Member	49	28%
Select Board Members	73	41%
No Board Members	55	31%
Total Respondents		177

http://camdentonschools.schoolwires.net/cms/modules/selectsurvey/ResultsOverView.aspx?DisplayHeader=Yes&SurveyID=n2MK46&DomainID=1208&type=...

(skipped this question) 15

11. The school district has three strategic goals for the current school year. What is your opinion of how well our school district will meet these goals?

	Very Well	Satisfactorily	No Opinion	Some Progress	Little Progress	Response Total
College & Career-Ready: The Camden R-III School District will offer curriculum that prepares students effectively for the next phase in their lives and will keep that curriculum current with changing student and marketplace needs.	23.53% (36)	51.63% (79)	9.8% (15)	13.73% (21)	1.31% (2)	153
Facility Effectiveness: The Camden R-III School District will have facilities that are safe, and that enable, rather than inhibit, the delivery of a high-quality education.	26.81% (37)	49.28% (68)	8.7% (12)	13.04% (18)	2.17% (3)	138
Stakeholder Engagement: The Camden R-III School District will effectively engage all stakeholder groups to build a stronger school district/community relationship through enhanced one-way (outbound from the district) and two-way communications initiatives.	14.39% (19)	47.73% (63)	20.45% (27)	14.39% (19)	3.03% (4)	132
Total Respondents						190
(skipped this question)						2

12. What could our district have done in the past and do in the future to be better in the three areas above?

View responses to this question	view
Total Respondents	70
(skipped this question)	122

13. Do you have any ideas regarding what the board can do to further improve the safe and orderly environment in our school district and in your school building? Surveys from many of our students indicate that they do not feel safe in their school environment and quite frankly, this concerns the board and we are unsure why they would answer that way.

View responses to this question	view
Total Respondents	97
(skipped this question)	95

14. Do you have any ideas regarding what the board can do to help our students be more respectful and caring to others?

View responses to this question	view
Total Respondents	88
(skipped this question)	104

15. Is there anything else you would like to share with the school board?

View responses to this question	view
Total Respondents	69
(skipped this question)	123

Staff Survey - January 2016 Results Overview

Respondents: 102 displayed, 102 total

Status: Open

Launched Date: N/A

Closed Date: 02/18/2016

Display: Page 1

Active Report Filters: None Active

Manage Filters: 0 filters

Share Results: Enabled

Macro

1. Have you ever heard of or seen the following school board goals?

Response	Total	Response Percent
Yes	78	80%
No	19	20%
Total Respondents		97
(skipped this question)		5

2. Board Goals

	Very Well	Satisfactorily	No Opinion	Some Progress	Little Progress	Response Total
a. Maintain financial resources to keep our district solvent.	30.39% (31)	55.88% (57)	6.86% (7)	4.9% (5)	1.95% (2)	102
b. Gain and maintain a ranking within the top two districts in the Ozark Conference in relation to compensation.	23.53% (24)	36.27% (37)	12.75% (13)	18.63% (19)	8.82% (9)	102
c. Become one of the top ten percent of Missouri school districts in relation to salary.	20.59% (21)	29.41% (30)	13.73% (14)	24.51% (25)	11.76% (12)	102
d. Board action will be directly aligned with District goals and board goals will be reviewed annually.	32.67% (33)	51.49% (52)	13.86% (14)	0.99% (1)	0.99% (1)	101
e. The Board will perform annual self-evaluation and will also survey the staff regarding the performance of the Board at the end of January.	36.63% (37)	45.54% (46)	13.86% (14)	2.97% (3)	0.99% (1)	101
f. The board is supportive of a technology rich learning environment for students and staff. The board will support this environment by budgeting 12-15% of the capital projects budget for technological improvements in the District.	27.72% (28)	42.57% (43)	5.94% (6)	18.81% (19)	4.95% (5)	101
Total Respondents						102

3. Which of these goals do you feel is most important?

View responses to this question	view
Total Respondents	93
(skipped this question)	9

4. Board goals are posted on the district website. Where are you most likely to get information from the board? How else could we efficiently communicate with staff?

View responses to this question	view
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marketplace needs.

Facility Effectiveness: The Camdenton R-III School District will have facilities that are safe and that enable, rather than inhibit, the delivery of a high-quality education.

Stakeholder Engagement: The Camdenton R-III School District will effectively engage all stakeholder groups to build a stronger school/district/community relationship through enhanced one-way (outbound from the district) and two-way communications initiatives.

	Very Well	Satisfactorily	No Opinion	Some Progress	Little Progress	Response Total
Facility Effectiveness: The Camdenton R-III School District will have facilities that are safe and that enable, rather than inhibit, the delivery of a high-quality education.	44.55% (45)	41.58% (42)	2.97% (3)	10.89% (11)	0% (0)	101
Stakeholder Engagement: The Camdenton R-III School District will effectively engage all stakeholder groups to build a stronger school/district/community relationship through enhanced one-way (outbound from the district) and two-way communications initiatives.	23.76% (24)	43.56% (44)	12.87% (13)	17.82% (18)	1.58% (2)	101
Total Respondents						101
(skipped this question)						1

12. What could our district have done to be better in the three areas above?

View responses to this question	view
Total Respondents	33
(skipped this question)	69

13. Is there anything else you would like to share with the school board?

View responses to this question	view
Total Respondents	32
(skipped this question)	70

Total Respondents 78
(skipped this question) 24

5. Can you suggest another goal for the school board currently or in the future?

View responses to this question view

Total Respondents 46
(skipped this question) 58

6. Do you think school board members know how their decisions impact staff at the classroom level?

Response	Total	Response Percent
All Do	33	32%
Some Do	65	64%
None Do	4	4%
Total Respondents		102

7. Do you ever see board members at events in your building or at school events at other locations?

Response	Total	Response Percent
Frequently	36	36%
Sometimes	56	55%
Hardly Ever	9	9%
I hardly ever, what building/program? Give an example to support your answer.	0	0%
Total Respondents		101
(skipped this question)		1

8. Do you think the school board micro-manages the school district?

Response	Total	Response Percent
Yes	3	3%
No	91	97%
If yes, give an example.	0	0%
Total Respondents		94
(skipped this question)		8

9. Do you think the school board allows too much autonomy to the district superintendents/program directors? In other words, are his/her decisions accepted as fact and not adequately questioned?

Response	Total	Response Percent
Yes	19	20%
No	76	80%
If yes, give an example.	0	0%
Total Respondents		95
(skipped this question)		7

10. Do you feel comfortable contacting board members (as a last resort) without fear of retaliation?

Response	Total	Response Percent
Any Board Member	47	48%
Select Board Members	33	34%
No Board Members	18	18%
Total Respondents		98
(skipped this question)		4

11. The school district has three strategic goals for the current school year. What is your opinion of how well our school district will meet these goals?

	Very Well	Satisfactorily	No Opinion	Some Progress	Little Progress	Response Total
College & Career-Ready: The Camdenton R-III School District will offer curriculum that prepares students effectively for the next phase in their lives and will keep that curriculum current with changing student and	27.72% (28)	55.45% (56)	2.97% (3)	13.86% (14)	0% (0)	101

Goals for the Camdenton R-III Board of Education

Approved 6/13/16

- I. The Board will annually review parameters for a strategic scorecard.**
- II. To improve out-bound communication and two-way communication the board will:**
 - A. Develop and distribute a semi-annual Board Newsletter**
 - B. Board member attendance in a minimum of two (2) events in each school, per year.**
- III. The Board is supportive of a technology rich learning environment for students and staff. The Board will support this environment by budgeting 12-15% of the capital projects budget for technological improvements in the District.**
- IV. The Camdenton R-III Board of Education will annually review the following progress indicators in order to make an informed decision regarding staff compensation. Items to review include:**
 - A. Maintaining at least a 25 percent fund balance in the General and Special Revenue Funds**
 - B. Obtain and maintain a ranking within the top two districts in the Ozark Conference in relation to compensation**
 - C. Become one of the top ten percent of the districts in the State of Missouri in relation to salary**
- V. Board action will be directly aligned with District goals and Board goals will be reviewed annually.**
- VI. The Board will perform annual self-evaluations and also will survey the staff regarding the performance of the Board at the end of January.**

Table of Contents

Request for Bids
Camdenton School District
Stadium & Practice Field Turf Replacement

For
Camdenton High School
Camdenton, MO

Athletic Surfaces Plus Consulting
435 River Ridge Cove
Memphis, TN 38120
Phone: (901) 494-4440
Tim Cowan, E-mail: tim@athleticsurfacesplus.com

Bid Date
Tuesday, March 21, 2017 @ 2pm

SECTION A ANNOUNCEMENT
About the Camdenton High School Stadium Field and Practice Field Project
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SECTION B SCOPE OF SERVICES
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Trade Packages
Purpose
Proposal Requirements
Field Rendering

SECTION C PROPOSAL / INSTRUCTIONS TO RESPONDENTS
Bid Form / Bidder's Assurances and Disclosures

SECTION D Technical Specifications for Synthetic Turf Project

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Project requirements

SECTION D-2 SYNTHETIC TURF SPECIFICATIONS
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Lines and Markings
Shock Absorbency
Embedded Items
Manufacturers
Executions
General
Installation
Field Markings and Decorations
Clean Up
Other Materials and Equipment

SECTION A
Announcement
Request for Proposals:
Synthetic Turf Field Project

With this request for proposal (this "RFP", Camdenton School District ("Owner") hereby solicits bids, on a competitive basis, from qualified companies ("Respondents") to provide Owner the services described herein, all in accordance with the terms and conditions detailed herein. In particular, the services sought by Owner will require the Respondent to provide removal of the existing turf field and install a NEW Turf field at Camdenton High School Stadium, and the Practice Field.

Each Respondent must submit their mission statement and customer focus with their Proposal.

The Respondents are to have current Missouri Contractors licenses and proof of insurance.

Owner reserves the right to accept or reject any or all documents submitted. Owner shall have the right to consider factors other than the proposal response in awarding a contract.

Respondents are required to include a copy of standard contract, modified as deemed necessary for this RFP. This contract will be considered only as a sample. Owner reserves the right to modify or reject the sample contract in the event the Respondent is selected.

(All such services are referred to herein as the "Services"). More information about the requirements pertaining to the Services is set forth in Section B of this RFP.

About Camdenton School District Synthetic Turf Project

Camdenton School District for Camdenton High School has initiated a project to replace the existing turf fields at the Stadium and the Practice Field with high quality new synthetic turf surfaces. Companies interested in bidding, may submit: Removal/Loading/Disposal of existing turf field, synthetic turf & installation, and/or a complete price for both, or all.

Submission of Proposals
Bids will be accepted until 2:00 PM CST Tuesday, March 21, 2017. PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED. One (1) original, and two (2) copies of your bid must be submitted. Owner expects to award a contract to the successful contractor/s not later than 4/1/ 2017. OWNER RESERVES THE RIGHT TO CONTRACT IN THE BEST INTEREST OF OWNER, AND TO REJECT ANY AND ALL BIDS AT ANY TIME PRIOR TO AWARD.

Bids must be sealed in a container marked on the lower left-hand corner with the name and address of the Respondent. Owner will date stamp the container with the submission date and the submission time. In addition, the sealed container in which the Bid is submitted should be labeled "Stadium Turf Project". FAXED RESPONSES WILL NOT BE ACCEPTED. Further instructions for submitting Bids may be obtained from:

Camdenton School District
172 Dare Blvd
Camdenton, MO 65020
Attn: Dr. Tim Hadfield, Superintendent
Email: thadfield@camdentonschools.org

All completed Bids and accessory documents should be mailed or delivered to:

Camdenton School District
172 Dare Blvd
Camdenton, MO 65020
Attn: Dr. Tim Hadfield, Superintendent
Email: thadfield@camdentonschools.org

Inquiries for electronic B/D documents, information regarding scope of work, Bid submission requirements or other specification concerns may be directed to the Owner's Representative: Mr. Tim Cowan @ 901-494-4440 or at: tim@athleticsurfacesplus.com

SECTION B
SCOPE OF SERVICES

1.1 THE SERVICES
Owner is soliciting bids from qualified synthetic turf manufacturers to supply and install Synthetic Turf. All work to be performed is at Camdenton High School Stadium field and Practice field.

Project Description
The project will consist of the: Dismantle, removal, and disposal/load of the old turf field, base renovation, and the synthetic turf and its installation. SEE SPECIFICATIONS & RENDERINGS FOR COMPLETE DESCRIPTION OF WORK

Trade Packages: Will include the following General Scope of work and description in the BID documents.

- Trade package#1- Dismantle/Removal/Disposal:
Dismantle, remove and properly dispose of the existing turf of the Stadium Field
- Trade package#2- Dismantle/Removal/Disposal:
Dismantle, remove and properly dispose of the existing turf of the Soccer Field
- Trade package#3- Dismantle/Removal/Load:
Dismantle, remove and load existing turf of the Stadium Field onto owner provided trailers and trucks
- Trade package#4- Dismantle/Removal/Load:
Dismantle, remove and load existing turf of the Soccer Field onto owner provided trailers and trucks
- Trade package#5-Renovation of Base per field:
Laser grade, compact and assure planarity acceptable to the Owner's Representative & Turf Contractor
- Trade package#6-Synthetic Turf:
Manufacture, deliver, and install synthetic turf as specified for the Stadium Field
- Trade package#7- Synthetic Turf:
Manufacture, deliver, and install synthetic turf as specified for the Practice Field
- Trade package#8- Alternate Turf Bid Stadium Field
Manufacture, deliver, and install Alternate synthetic turf for the Stadium Field
- Trade package#9- Alternate Turf Bid Soccer Field
Manufacture, deliver, and install Alternate synthetic turf for the Practice Field
- Trade package#10- Combinations of packages ___ & ___ Complete
- Trade package#11- Combinations of packages ___ & ___ Complete
- Trade package#12- Combinations of packages ___ & ___ Complete
- Trade package#13- Combinations of packages ___ & ___ Complete

**Contractors choice of combinations

Purpose of Synthetic Turf

The existing athletic field is a synthetic turf field that was built in 2005, and incorporates herringbone flat drains and perimeter trench drains around the existing field.

The synthetic turf itself shall be pervious, allowing water to quickly infiltrate (20+ inches per hour) from the surface to the drainage network below. The drainage network consists of an aggregate layer and a geotextile membrane that separates the underlying soil from the drainage layer. The field and drainage layer will also provide water storage capacity, slowing the outflow of precipitation even when the infiltration capacity of the underlying soil is exceeded during a large storm event.

Proposal Requirements

Contractors shall present their qualifications, sample of warranty forms and samples of the product to be installed that meet the attached specifications and requirements (where requested). In addition, the cost proposal shall be submitted on the forms provided, Bond documentation, bidder's assurances and disclosure, submittals and all included as part of the bid. Failure to include requirements or submittals could cause rejection.

FIELD RENDERING: Please pay close attention to the written specifications on markings. Everything that currently has turf will be replaced with new synthetic turf. Total square footage of the Stadium turf is approximately 85,000 sq/ft, and the Practice Field is approximately 90,000 sq/ft. We encourage you to make a visual onsite inspection prior to bidding.

Field Renderings

These field renderings are provided to show the markings on the field, but please refer to the description in the RFP.

Location of the Fields The Stadium field is located to the South of the High School Practice Field

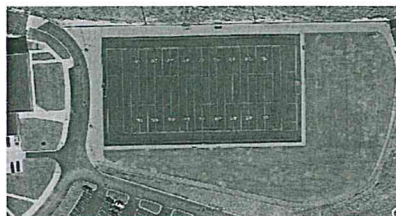


Stadium Field



Practice Field

The Practice field will have Yellow Soccer Lines



Evaluation Process

Camdenton RFP process for the construction of the turf fields will include an evaluation component. After the conclusion of the BID openings, an evaluation committee will grade and evaluate the vendors based on the following criteria. This evaluation will provide the basis for a more complete assessment of the Turf companies. We encourage companies to present 1 (one) informational binder for the appropriate scope of work, that provides the following information in the order shown below.

Synthetic Turf Companies

VIABILITY	Total Points 25
Business Tenure/Resources	20%
Customer References	20%
Experience	10%
Post Installation Support	20%
Meets Timeframe for Completion (Include: Construction Sequence Schedule, as specified in RFP)	40%
SUBMITTALS	Total Points 20
Evidence of 3 Warranties	25%
Meets Turf Specifications	60%
Mission Statement / Customer Focus	15%
TURF EVALUATION SAMPLES	Total Points 15
Rubber Infill Sample	20%
Raw Turf Sample	30%
Turf Sample with Infill	50%
PROJECT PROPOSAL/PRICE	Total Points 40
RFP Bid Price (\$)	60%
Base Construction Partner (15% if applicable)	20%
Turf Manufacturer/Installation Crew (30% if no Base Partner)	20%
SCORES	
Total Points Possible	100.00

SECTION C: BID
For Camdenton School District STADIUM & PRACTICE TURF FIELD PROJECT

Company MO License #

Name

Address

City / State / Zip

Phone/fax/email

Representative: Signature:

Pursuant to and in compliance with the Bidding Documents, applicable trade package scopes and the proposal Contract Documents, including Addenda _____, I hereby propose and agree to furnish material and labor to construct the project work set forth in summary of work Section 01310, for the Camdenton High School Stadium / Practice field in strict accordance with the Contract Documents for the sum of Five hundred _____ Dollars (\$ _____) (in words) for the work _____.

Seven days after award of the bid, the contractor shall provide a schedule of work and lead times for material and equipment. Please provide the cost for the Performance & Payment Bond in blank in your BID. I further agree to perform the work if required for addition to the Contract Sum at the following unit prices, (if applicable) which include all expenses, including overhead and profit:

Installation of (2x) 28"x12" owner provided Hog Logs between 20-30 yd lines \$ _____ Each

- Trade package#1- Dismantle/Removal/Disposal: _____ Dollars(\$)
- Trade package#2- Dismantle/Removal/Disposal: _____ Dollars(\$)
- Trade package#3- Dismantle/Removal/Load: _____ Dollars(\$)
- Trade package#4- Dismantle/Removal/Load: _____ Dollars(\$)
- Trade package#5-Renovation of Base per field: _____ Dollars(\$)
- Trade package#6-Stadium Synthetic Turf: _____ Dollars(\$)
- Trade package#7-Practice Synthetic Turf: _____ Dollars(\$)
- Trade package#8- Alternate Turf Bid Stadium Field: _____ Dollars(\$)
- Trade package#9- Alternate Turf Bid Practice Field: _____ Dollars(\$)

- *Trade package#10- Combinations of packages ___ & ___ Complete _____ Dollars(\$)
- *Trade package#11- Combinations of packages ___ & ___ Complete _____ Dollars(\$)
- *Trade package#12- Combinations of packages ___ & ___ Complete _____ Dollars(\$)
- *Trade package#13- Combinations of packages ___ & ___ Complete _____ Dollars(\$)

**Contractors choice of combinations (if more than 2 trade packages write in the blanks provided)

Bidder Assurances and Disclosure **
School District Bid
(enclose in Bid envelope)

Did you or your company assist the school district or any agent of the school district with the development of the bid specifications? Yes No

TIME SCHEDULE

Completion Time: Work shall begin after 5/30/17, and should be ready for synthetic turf contractor no later than 6/20/17. Turf installation shall take no more than 21 calendar days on Stadium Field and 28 calendar days on Practice Field. Expected Final Completion date of the Stadium Field is prior to 7/15/17, and Practice Field prior to 7/1/17. Any excessive weather delays logged will be left up to the discretion of the Owner's Representative.

In submitting this proposal, it is understood that the right is reserved by the Owner to reject any or all proposals. No bid shall be withdrawn for a period of time to not exceed thirty (30) days subsequent to the opening of the Bids, without the consent of the owner. The owner intends to move forward with this project within 2 weeks of reviewing the Bids.

Name of School District: Camdenston School District, Camdenston, MO

Bid Description: Stadium & Practice Turf Field Project

Bid Opening Date: 3/21/17

Assurances:

I, _____ hereby state:

- I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and school district officials, as well as facts pertaining to the giving or offering of things of value to school district personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.
- I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.
- Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - To any collusion with any school district official or employee as to quantity, quality or price in the prospective contract; or as to any other terms of the prospective contract;
 - In any discussions between bidders and any school district official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.
- I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of the school district.

Disclosure:

- Does any school board member or employee of the school district have a financial interest in your business or hold a position as officer, director, trustee, partner, or other top level management? Yes No
- Does any school board member or employee of the school district have a family relationship with anyone employed by your business? Yes No

If the answer is yes to either of the above questions, provide details in a separate attachment to this form.

If yes:

- Were you or your company compensated? Yes No
- Is your company's name or identity included anywhere within the specifications? Yes No
- Were you offered any preferential treatment in the pre-bid process? Yes No

Signature _____ Date _____

Name _____ Title _____

Company _____

Submitted and sworn to before me this _____ day of _____, 2017

Notary Public

**** Enclose in your Bid envelope with bid**

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INSTRUCTIONS TO BIDDERS

1. Securing Documents: Copies of the RFP documents are free of charge and can be obtained from: Mr. Tim Cowan email: tim@thehillsurfplus.com or call 901-494-4440

2. General Instructions, Terms and Conditions:

a. These General Instructions, Terms and Conditions and any special terms and conditions become part of any contract entered into in the event any part or the entire bid is accepted by The Camdenston School District.

3. Definitions:

a. All definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201, are applicable to these Instructions to Bidders.

b. Bidding documents include the advertisement or invitation to bid, execution of the contract which modify or interpret the bidding documents, including drawings and specifications, by addition, deletions, clarifications or corrections. Addenda will become part of the Contract Documents when the construction contract is executed.

c. The words vendor, bidder, offerer, company, proposer and contractor may be used synonymously in this document.

d. The terms "District", "Owner" or Owner's Representative are used interchangeably and refer to the Camdenston School District.

e. Pursuant to Missouri Code, the State encourages all small, minority, and women business enterprises to submit bids for capital improvements. Encouragement is also made to all general contractors that in the event they subcontract portions of their work, consideration is given to the identified groups.

4. Examination of Drawings, Specifications, and Site of Work:

a. Before submitting a bid, each bidder shall carefully examine the Drawings, read the Specifications and all other proposed Contract Documents, and visit the site of the Work. Each Bidder shall fully inform himself prior to bidding as to all existing conditions and limitations under which the Work is to be performed, and he shall include in his bid a sum to cover all costs of all items necessary to perform the Work as set forth in the proposed Contract Documents. No allowance will be made to any bidder because of lack of such examination or knowledge. The submission of a bid will be construed as conclusive evidence that the bidder has made such examination.

b. Should the bidder find discrepancies in, or omissions from the drawings, or other bidding documents, or should he be in doubt as to their meaning, he should at once, notify the owner, who will send a written addendum to all bidders. The Owner will not be responsible for any oral instructions. Any addenda issued during the time of bidding are to be covered in the proposal and in closing a contract; they will become a part thereof.

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10. Conflict of Interest:

a. By submitting a bid, the Contractor represents and warrants that no director, board member or employee of the District is in any manner interested directly or indirectly in the bid or contract which may result from the bid or in any of the expected profits which might arise therefrom; further, that no attempt has been made to influence or gain favorable advantage by communicating directly or indirectly with any official of the School District. It is understood that any action taken which might tend to degrade the integrity of the competitive bidding process will be considered as grounds for disqualification or a breach of this contract.

11. Qualifications of bidders:

a. The bidder will not be acceptable if he is engaged on any other work which impairs his ability to finance this contract or provide proper equipment for the proper execution of same.

b. The bidder must be prepared to furnish a performance bond and labor & material payment bond in accordance with the Contract Documents written by a surety company authorized to do business in the State of Missouri.

c. Contractor shall name any sub-bidder whose bid he proposes to use. In determining the responsibility of the low bidder, the following will be considered, whether the sub-contractor has:

- State contractor's license.
- Permanent place of business.
- Experienced job superintendent available.
- Adequate equipment.
- Financial ability to perform contract.
- Had appropriate experience.

12. Rejection of bids:

a. The Bidder acknowledges the right of the School District to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the Bidder recognizes the right of the School District to reject a bid if the Bidder failed to furnish any required bid security, or to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular. The School District may reject any and all bids and may reject a bid of any party who has failed to perform, been unfaithful and/or delinquent in any former relationship with the School District. The School District shall be the sole judge as to which bid is best and, in determining that bid, may consider the contractor's business integrity, financial resources, experience, facilities and/or capacity for performing the work.

13. Submission of post-bid information:

a. Upon receipt of written notice of the acceptance of his bid, the successful Contractor shall execute a contract, in accordance with good and sufficient surety or sureties, within ten (10) calendar days after the prescribed forms are presented for signature. Required bond and insurance documents shall be furnished with the executed contract.

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5. Bidding Procedures:

a. Bids shall be made upon the bid form issued by the Owner. The signature of the individual authorized to bind the bidder shall be in longhand, no oral, telegraph or telephonic proposals will be considered, but modifications by telegraph or fax of bid already submitted will be considered if received prior to the hour set for opening.

b. Bids shall also include "Bidder Assurances and Disclosure" form contained in this document. Failure to include the "Bidder Assurances and Disclosure" form may result in disqualification.

c. Bids, including "Bidder Assurances and Disclosure" form, must be signed by an individual authorized to bind the bidder. The person signing the bid should show title or authority to bind bidder firm to a contract. Signature must be in ink. Failure to sign the bid may result in disqualification. Bid must be completed in ink or typed. "Bidder Assurances and Disclosure" form must be notarized.

d. Bids shall be addressed to and mailed to the Owner at the address shown on the Bid form or delivered to the place designated for opening of bids before the time for opening the bids as set forth in the Notice to Bidders, enclosed in a sealed envelope, addressed as stated above, marked "Bid" and bearing the title of work and the name and address of the bidder.

e. Bids received prior to the time of opening will be kept unopened. No bid received after the hour set for their opening, will be considered, except that when a bid arrives by mail after the time fixed for opening, but before the award is made, and is shown to the satisfaction of the Owner that the non-arrival on time was due solely to delay in the mails, a fault for which the bidder was not responsible, such bids will be received and considered. No responsibility will be assumed by any person for the premature opening of a bid not properly addressed and identified.

f. In case of a difference in written words and figures the amount in written words shall govern.

6. Bid Bond:

a. Bids must be accompanied by a Bidder's Bond in an amount equal to 5% of Bid, executed by a surety company approved by the Owner, and authorized to do business in the State of Missouri. The Bidder may furnish a cashier's check, in an amount equal to 5% of Bid, drawn on National Bank or a Bank having a membership in the Federal Reserve System and signed by the President or Cashier, in lieu of bond. The successful bidder's security will be retained until he has signed the Contract and furnished the required Labor and Material Payment and Performance Bonds. The Owner reserves the right to retain the security of the next lowest bidder until the lowest bidder enters into contract or until 60 days after bid opening, whichever is shorter. All other bid security will be returned as soon as practicable. If any bidder refuses to enter into a contract, the Owner will retain his bid security as liquidated damages but not as a penalty.

7. Wage Requirements:

a. Contractors attention is called to the fact that the wage rates for laborers and mechanics engaged in the construction of the project will be not less than required in full compliance with any state minimum wage law that may be applicable.

8. Construction Time:

The Agreement will include a stipulation that the Work be completed in a period of time established in the Bid Form. Work shall begin after 5/30/17, and should be ready for synthetic turf contractor no later than 6/20/17. Turf installation shall take no more than 21 calendar days. Expected Final Completion date must be prior to 7/15/17 for the Stadium Field, and 7/1/17 for the Practice Field. Any excessive weather delays logged will be left up to the discretion of the Owner's Representative. Turf Contractor will be assessed liquidated damages in the amount of \$500 per day for each day past the 21 days allowed on respective fields.

9. Substitutions:

a. Where a definite material is specified, it is not the intent to discriminate against any "approved equal" product of another manufacturer. It is the intent to set a definite standard.

b. Open competition is expected, but in all cases, complete data must be submitted for comparison and test when required by the Owner.

c. The materials, products and equipment described in the Bidding documents establish a standard of required function, dimensions, appearance and quality to be met by any proposed substitution.

d. No substitution will be considered prior to receipt of Bids unless written request for approval has been received by the Owner at least ten days prior to the date for receipt of Bids. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, and other information necessary for an evaluation. Information shall be submitted in a format that compares the proposed product in a direct comparison to the specified product; line number to line number in specifications. A statement setting forth changes in other materials, equipment or other portion of the Work including changes in the work of other contracts that incorporation of the proposed substitution would require shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Owner's decision of approval or disapproval of a proposed substitution shall be final.

e. If the Owner approves a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.

f. No substitutions will be considered after the Contract award unless specifically provided in the Contract documents.

g. No substitution shall be made unless authorized in writing, by the Owner.

h. All bidders shall base their proposals on the material or specialty specified. Any proposal for substitution shall be submitted within 10 days after the award of the contract.

i. Should a substitution be accepted and should the substitute material prove defective or otherwise unsatisfactory for the service intended within the warranty period, the Contractor shall replace this material or equipment with that which was originally specified, without cost to the Owner.

20. Proprietary Information:

All information submitted in response to this bid is public after the bid opening. The bidder should not include as a part of the response to the invitation to bid any information which the bidder believes to be a trade secret or otherwise privileged or confidential. If the bidder wishes to include such material with a bid, then the material should be supplied under separate cover and identified as confidential. The District does not warrant or agree to, but will endeavor to, keep that information confidential. Contractor acknowledges that information in the possession of the District may be subject to the provisions of the Missouri Freedom of Information Act.

21. Reservations:

The RFP does not commit the District to award a contract, to pay any costs incurred in the preparation of a bid in response to the invitation, or to procure or contract for services or supplies. The District reserves the right to accept, or reject, in part or its entirety, any bid received as a result of the RFP, it is in the best interest of the District to do so.

22. Severability:

The finding or determination of any part or parts of the General Instructions, Terms and Conditions is void, unenforceable, invalid or voidable shall result in only that part being stricken with the remainder to continue in full force and effect.

23. Withdrawal of Bid: A bid may be withdrawn before the expiration of the time during which bids may be submitted, without prejudice, by submitting a written request for its withdrawal to the owner.

b. Within seven (7) days after execution of the contract, the Contractor shall furnish to the owner: a statement of costs for each major item or the work included in his bid and a list of the subcontractors proposed for the principal portions of the work. The bidder will be required to establish to the satisfaction of the Owner the reliability and responsibility of the proposed subcontractors to furnish and perform the required work.

c. The Contractor will be required to keep an accurate accounting of all labor and materials entering into the job, it will be required that this be brought up to date each week.

14. Assignments:

Neither this contract nor any interest therein nor claim there under may or shall be assigned or transferred by the Contractor except as expressly authorized in writing by the School District. No contract, subcontract or agreement shall be made by the Contractor with any other party for furnishing any of the product, work or services herein contracted without the written approval of the School District.

15. Contract Changes:

In no event shall any understanding or agreement, contract modification, change order or other matter which would constitute a deviation from the terms of this contract be effective or binding upon the School District unless expressly stated and agreed to in writing executed by the School District official possessing contractual authority for said district.

16. Contract Guidelines:

Bidders agree that a contract does not become effective until it is awarded and a written agreement, purchase order, award letter, or other notice to proceed is executed or issued by the School District.

17. Non-Collusive Affidavit:

By submitting a bid, the company and the individual personally signing the bid represent and warrant that such bid is genuine and is neither collusive nor made for or on behalf of any person not named, and that he has neither induced nor solicited any other party to place a sham bid nor directly or indirectly caused another company to refrain from or be unable to present a bid.

18. Penalty for Collusion:

If at any time it shall be found that the person, firm or corporation to whom a contract has been awarded has, in presenting any bid, colluded with any other party or parties, then, in the sole discretion of the District, the contract so awarded shall be null and void or considered breached and the contractor shall be liable to the District for any and all loss and damage of whatsoever nature, which the District may suffer and the District may seek a new contractor.

19. Non-Discrimination:

The company shall not discriminate against, or segregate, a person or a group of persons on account of race, color, creed, religion, sex, sexual orientation, marital status, familial status, national or gun, ancestry, disability of condition of acquired immune deficiency syndrome (AIDS) or AIDS-related complex in carrying out its duties and obligations pursuant to this agreement nor shall the company or any person claiming under or through the company establish or permit any such practice or practices of discrimination or segregation. The company must include in any and all subcontracts a provision similar to the proceeding.

Section D Technical Specifications for Synthetic Turf Project

D-1 Athletic Field Subsurface Drainage System

1.1. SCOPE OF WORK / PROJECT REQUIREMENTS

- A. Contractor will laser grade the aggregate base and roll the surface for compaction and planarity after the removal of the synthetic turf. The intent is to recreate the existing grade and planarity while maintaining a smooth uniform surface. Acceptance of the final surface will be determined by the Owner's Representative. If additional aggregate base (washed #57 or #89 stone) is required, the Owner will provide the materials delivered to the site. Contractor is to coordinate with the Owner's Representative. Contractor shall be responsible for placement, grading, and compaction of Owner provided materials.
D. Coordinate work and confirm tolerances and approval with Owner's Representative prior to turf installation.

SECTION D-2 INFILLED SYNTHETIC TURF

Part 1 - General

1.1 Summary

Drawings and general provisions of the Contract, including General and Supplementary Conditions apply to this section.

1.2 Scope of Work

Furnish all labor, materials, tools and equipment necessary to install. In place, all synthetic turf materials as indicated on the plans and as specified herein. The installation of all new materials shall be performed in strict accordance with the Manufacturer's written installation instructions, and in accordance with all approved shop drawings.

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Part 2 - Products

2.1 General

- A) All components and their installation method shall be designed and manufactured for use on outdoor athletic fields. The materials, as hereinafter specified, should be able to withstand full climate exposure in Southwest Missouri, be resistant to insect infestation, rot, fungus and mildew; to ultra-violet light and heat degradation, allowing free movement of surface run-off where such water may flow to the sub-base and into the field drainage system.
B) The finished playing surface shall appear as mowed grass with no irregularities and shall afford excellent traction for conventional athletic shoes of all types. The finished surface shall resist abrasion and cutting from normal use. The installed system shall be ideal for football, soccer, lacrosse, baseball, softball, PE classes, intramurals and recreational use. All football five yard lines, as well as soccer and football boundary lines, will be factory tufted in the approaching rolls to meet the required field layout and dimensions as noted in the drawings.

2.2 Synthetic Turf Surface

- A. The turf fiber shall be a low abrasive, proven, UV resistant 100% polyethylene slit-film system designed for heavy sports and athletic play.
B. The Synthetic Turf Surface shall meet the following properties:
1. Minimum pile length 2.00"
2. Maximum pile length 2.125"
3. Minimum yarn denier Slit-film 8,000
4. Filament Minimum Thickness slit-film 100 microns
5. Pile weight 42 ounces/sq yd
6. Stitch gauge 3/8"
7. Tuft Bind Slit-Film >12lbs average
8. Minimum total Urethane secondary backing weight 24 ounces/sq yd
9. Porous backing by means of 1/16" - 1/4" perforations on minimum of 4" Centers capable of draining 20.25" of water per hour
C. The Carpet shall consist of FIELD GREEN COLOR 100% Tencate XP Blade (Old Xp Pro), OR EQUAL Domestic parallel slit-film fibers tufted into a porous or perforated primary backing.

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- B. All sub-surface fasteners shall be fully corrosion resistant materials of hot dipped galvanized or stainless steel type. Zinc or cadmium plated will not be accepted. Wedge Anchors are required and will be on 2' centers minimum, and no more than 6" off the end of a board.

2.8 Manufacturers

Only Manufacturers with the ability to supply synthetic turf (carpet) in strict accordance with the product specifications and installation specifications will be considered for the award.

Part 3 - Execution

3.1 General

- A. The installation shall be performed in full compliance with approved shop drawings.
B. Only factory-trained technicians, skilled in the installation of athletic caliber synthetic turf systems working under the direct supervision of the synthetic turf manufacturer's installation supervisor, shall undertake the placement of the system.
C. The surface to receive the synthetic turf shall be inspected and certified by the turf manufacturer as ready for the installation of the synthetic turf system and must be perfectly clean as installation commences and shall be maintained in that condition throughout the process.

3.2 Installation

- A. The Owner's Representative will inspect the turf prior to removal from truck to determine that the turf meets specification.
B. The Contractor Project Superintendent shall thoroughly inspect all materials delivered to the site both for quality and quantity to assure that the entire installation shall have sufficient materials to maintain the schedule.
C. Synthetic turf shall be loose laid across the field, stretched and attached to the perimeter edge in detail in accordance with the Manufacturer's standard procedures. Turf shall be of sufficient length to permit full cross-field installation. No head or cross seams will be allowed, except as required for in-laid fabric striping or to accommodate programmed cut-outs.
D. All seams, except for in-laid markings, shall be sewn or bonded via hot melt adhesive per Manufacturer's recommendations. All seams shall be flat, tight and permanent with no separation or fraying. In-laid markings shall be adhered to a standard tape with a high strength polyurethane adhesive applied per the Manufacturer's special procedures for outdoor applications.

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1.3 Submittals

A. Submit the following:

- 1. 12" x 12" Raw Sample of proposed Synthetic Turf, and same box sample with specified rubber infill material
2. 8 oz. bag of specified SBR rubber granules.
3. Injury documentation/background on system being bid.
4. Past project experience with references per paragraph 1.5 A below.
5. Copy of Testing data on proposed product
6. Copies of (total of 3) 8 yr warranties on Fiber, Manufacturer, & Installation

B. Prior to order of materials, the Contractor shall submit the following:

- 1. Product Warranty.
2. Details on construction, especially any details that may deviate from plans and specifications.

C. Prior to the beginning of installation, the manufacturer/installer of the synthetic turf shall inspect the base and supply a Certificate of base Acceptance for the purpose of obtaining manufacturer's warranty for the finished synthetic playing surface.

D. Prior to Final Acceptance, Contractor shall submit the following to the Owner:

- 1. Three (3) copies of Maintenance Manuals, which will include the necessary instructions for the proper care and preventive maintenance of the synthetic turf system, including painting and striping.
2. The Contractor shall provide the necessary testing data to the owner's representative that the finished field meets or exceeds the required shock attenuation property (G-Max) per paragraph 1.5.B2 and will not exceed that level throughout the warranty period.

1.4 Shop Drawings

A. Shop drawings shall be prepared at the scale of the construction documents and contain all pertinent information regarding installation. These drawings shall be submitted to the owner for approval prior to the manufacturing and shipment of materials.

B. Submit drawings for:

- 1. Seaming plan
2. Installation details, edge detail, goal post detail, other inserts and covers.
3. Striping plan, layouts showing any field lines, markings and boundaries, and field logos per project drawings.

1.5 Quality Assurance

A. Manufacturer/Installer's Experience 20

Alternate Synthetic Turf

Manufacturers may Bid an Alternate turf, but you must include all documentation and specification sheets, samples (rag and infilled product) and meet or exceed all specified standards shown in this RFP.

D. The Carpet shall be furnished in 15' wide rolls with white yard line factory tufted on the edge of the roll. Rolls shall be long enough to go from sideline to sideline without splicing. Head seams, other than at sidelines, will not be acceptable.

E. The Carpet's primary backing shall be a triple-layered polypropylene woven/non-woven or combination approved. The secondary backing shall consist of an application of 24oz per sq/yd of porous, heat-activated urethane to permanently lock the fiber tufts in place. Urethane with excessive fillers and air will not be acceptable.

2.3 Infill Material

The infill system shall provide a safe, highly playable system similar in play, performance and feel to the best natural grass system.

The infill system shall consist of 1.5 lbs of sand per square foot as a ballast layer with balance of infill being ground SBR ambient processed rubber. The infill must meet the high standards listed below.

Sand must be material designed for synthetic turf infill, and have sub-rounded to rounded shape angularity from Kaw Valley, or approved equal.

- Rubber material shall have less than 0.002% free metal content as measured in accordance with ASTM D 5603 3.1.2
• Rubber material shall have less than 0.001% free fiber content as measured in accordance with ASTM D 5603 3.4
• Rubber material shall have less than 0.002% free mineral content as measured in accordance with ASTM D 5603 3.1.1
• Rubber material shall have less than 0.3% particles smaller than 35 MESH in accordance with test sieve DIN 3310-1

The rubber shall be installed in 1/8" lifts by a drop or broadcast spreader, and brushed using a Laymor sweeper to fill the voids between the fibers and allow the fibers to remain vertical and non-directional. The rubber shall be 8-18 Mesh. The infill shall be 3/8" inches less than the turf fiber length. There should be 3.0+ Pounds of rubber per sq/ft.

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E. Infill materials shall be installed in accordance with the Manufacturer's standard procedures. The infill material shall be installed to a depth in order to achieve specified G-max requirements.

F. The Contractor shall provide an adequate size trash container on site during the duration of the project. The trash container shall not be allowed to overflow and shall be dumped regularly. Demolished materials and trash shall not be placed on the ground around or about the trash container. The owner or their representative shall determine the location of the trash container. The school's trash containers shall not be used for disposal.

3.3 Field Markings and Decorations

A. Game markings, lettering and logos will be in-laid and installed per approved project shop drawings.

B. All designs, markings, layouts and materials shall conform to all currently applicable Missouri Athletic Association rules and/or other standards that may apply to this type of synthetic turf installation.

C. In-laid markings that cannot be tufted into the fabric shall be installed by the removal of the existing green turf, and bonding the field marking by means of seaming tape and glue. When installed the fiber tips shall be equal in height to the surrounding green turf and not create a raised area on the playing surface. Shearing or trimming of fibers to achieve this requirement is not allowed.

3.4 Clean Up

A. Contractor shall provide the labor, supplies and equipment as necessary for final cleaning of surfaces and installed items.

B. All usable remnants of new material shall become the property of the Owner.

C. The Contractor shall keep the area clean throughout the project and clear of debris, utilizing a job site dumpster.

C. The surface and project site shall be cleaned as necessary to leave the work area in a clean, immaculate condition ready for immediate occupancy and use by the Owner.

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The installer shall have the experience of at least ten (10) acceptable installations of full-size football or soccer fields (minimum of 70,000 SF) in the United States within the past three (3) years of infilled polyethylene long fiber systems. The Contractor must have at least 3 installations with the same manufacturer as proposed, and provide information in the reference list of these installations. The Contractor shall employ only qualified, experienced supervisors and technicians skilled in the installation of the specified system.

B. Warranty

The Contractor shall submit its Manufacturer's Warranty guaranteeing the usability and playability of the synthetic turf system for its intended use for an eight (8) year period commencing with the date of Substantial Completion. The warranty coverage shall not be limited to the amount of usage.

The warranty submitted must have the following characteristics:

- 1. Must provide full coverage for eight (8) years from the date of Substantial Completion;
2. Warranty must state that the average G-Max of the play area will not exceed 135 for the life of the warranty.
3. Must warrant materials and workmanship; with a non-prorated warranty.
4. Must warrant that the materials installed meet or exceed the product specifications;
5. Must have a provision to either make a cash refund or repair or replace such portions of the installed materials that are no longer serviceable to maintain a serviceable and playable surface.
6. Must be a manufacturer's warranty from a single source and a total of three warranties 1)workmanship and all self-manufactured or procured materials; 2) a fiber warranty 3) an installation warranty
7. Guarantee the availability of replacement materials for the synthetic turf system installed for the full warranty period;
8. By submitting a bid, the Contractor agrees that upon notification of synthetic turf material failure that the Contractor will, within twenty-four (24) hours, initiate repair of same.

Owner reserves the right to request the addition of a bonded warranty to the specified scope of the work at a cost to be negotiated with the low bidder. Said cost shall be the direct cost of the insurance policy only and shall exclude any markup from the contractor. Owner also reserves the right to send turf sample to TSI for testing and verification of meeting required specifications. If sample does not meet specifications contractor's bid can be dismissed, and contractor liable for reimbursement of testing costs.

1.6 Surface Area

The Contractor is to verify all field measurements.

1.7 Utilities

The Contractor shall supply electricity for installation.

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2.4 Seams

All seams shall be sewn using heavy nylon thread, or glued using 360° hot melt bonding, or approved alternate system. Seams shall be flat, tight and permanent with no separation or fraying.

2.5 Lines and Markings

A. Stadium Field: All perimeter lines and five yard lines will be tufted in. The five yard lines will be tufted on the outside edge of the 15' wide rolls. The 50yd line and 20 yd lines will be white with Purple on the 50 and Vegas Gold on the 20's (4" lines on either side. The perimeter white line shall be tufted into the individual's deline rolls, and measure 6" in width. The coaches box shall be 6" solid white, with 6" Purple or Players Box behind it. The end zones will be Purple with 18" letters CAMDITITION in Vegas Gold, with white trim. The center logo will be 28" C, with camera ready artwork to be supplied. Standard 6' x 4' yard numbers (no G required) will be White Gettysburg font, with Purple Shadowing. Practice Field: The practice field will be marked for football (as currently shown) and have complete YELLOW soccer lines and a center 25' C. No other markings on the field.

B. All markings, lettering and lines not tufted in shall be in-laid and comply with all currently applicable National Federation of State High School Association rules and/or any other rules or standards.

C. In-laid markings that cannot be tufted into the fabric shall be installed by removal of the existing green fiber and bonding the field markings to seaming tape in the same manner as the seams. The fiber tips shall be equal in height to the surrounding green turf and not create a raised area on the playing surface.

2.6 Shock Absorbency

Shock Impact Attenuation and ball response characteristics are critical to the successful installation of this field. The Contractor shall test the installed field with the Owner's Representative for computerized G-max testing to assure that the installed system meets the Consumer Products Safety Commission requirements. The Contractor shall also be responsible to ensure that the installed system meets the 135 maximum G-max requirements throughout the warranty period. The method used to measure the shock absorbency of the playing system shall be ASTM F-355, Procedure A and ASTM F1935 - 07e1.

2.7 Embedded Items

We do not anticipate any need for replacement of the nailer boards, but if required, the following will apply. Materials will be purchased by the owner and the identified hourly rate for 2 laborers.

- A. All sub-surface synthetic wood blocking and synthetic wood nailer boards shall be of wood polymer composite materials as manufactured by TREX or CHOICE DEK or approved equal.

Part 4 - Other Materials and Equipment

A. Repair Materials

Upon Substantial Completion, provide directly to Owner the following items in the minimum quantities specified:

- 1. Seaming Tape - 200 LF
2. Seaming Adhesive - 6 Quik Tubes of TurfBond or equal Adhesive
3. Turf - 15' x 10' solid green section of playing field turf, 5'x10' piece of Blue and Red
4. 4" Wide x 10' Long section of each color used as inlays
5. 500 pounds of SBR Rubber infill material

(End of Document)

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**Camdenton R-III School District
Board Meeting – February 28, 2017**

Market Review

- Funding Mechanism**
 - Fully-Insured
 - Self-Funded
- Administration**
 - Administrative Services Only via large carrier (Anthem/Cigna, etc.)
 - Independent Third Party Administrator (Med-Pay – current administrator)
 - Carrier-owned TPA (UMR – used to access United Healthcare's network)
- Network Access**
 - HealthLink – Anthem's rentable network in Missouri (Current)
 - Aetna – access through Aetna's TPA (Meritain) or independent TPA
 - Cigna – access through ASO relationship or independent TPA
 - United Healthcare – only access through UMR
 - Other Rentable (First Health, etc.) – discounts not comparable
- Ancillary**
 - In-progress – comparing market results to ensure best pricing, benefits and networks

Future considerations:

- Premium Funding
- Plan Design
- Pharmacy Benefits and Formulary
- Stop Loss Renewal



Medical Rate Summary

Camdenton RIII School District 7/1/2017		Current Self-Funded	United Healthcare Fully-Insured
Network Utilized:		HealthLink	UHC
Plan Type:		PPO	Choice+
Plan Design:		3-Tier	GVR RX H9
Individual Deductible:	Network:	\$1,500	\$1,500
	Non-Network:	\$5,000	\$5,000
Family Deductible:	Network:	\$4,500	\$4,500
	Non-Network:	\$15,000	\$15,000
Coinsurance:	Network:	80%/70%	80%
	Non-Network:	50%	50%
Individual Out of Pocket Max*	Network:	\$6,350	\$6,350
	Non-Network:	\$10,000	\$10,000
Family Out of Pocket Max*	Network:	\$12,700	\$12,700
	Non-Network:	\$30,000	\$30,000
Inpatient Services:	Network:	Ded. + Coins.	Ded. + Coins.
	Non-Network:	Ded. + Coins.	Ded. + Coins.
Outpatient Services:	Network:	Ded. + Coins.	Ded. + Coins.
	Non-Network:	Ded. + Coins.	Ded. + Coins.
Office Visit Copay:	Network:	\$30	\$30
Primary Care Physician:	Non-Network:	Ded. + Coins.	Ded. + Coins.
Office Visit Copay:	Network:	\$40	\$40
Specialist:	Non-Network:	Ded. + Coins.	Ded. + Coins.
Prescription Copay:	Deductible:	\$0	\$0
	Tier 1:	\$10	\$10
	Tier 2:	\$30 + 20%	\$30
	Tier 3:	\$50 + 20%	\$50
Emergency Room Copay:	Network:	10% max \$1,500/yr	N/A
	Non-Network:	Ded. + Coins.	Ded. + Coins.
Urgent Care Copay:	Network:	\$30	\$30
	Non-Network:	Ded. + Coins.	Ded. + Coins.
Approximate Annual Expected Liability		\$5,085,421	\$5,870,135
Approximate Annual Maximum Liability		\$6,356,777	\$5,870,135
First Year Estimated Claims Run-Out		NA	\$1,000,000
First Year Total Estimated Plan Cost		\$5,085,421	\$6,870,135

Anthem not viable due to network; Responses from Aetna/Cigna still outstanding
 This is only a summary of benefits. Carrier's proposals, summaries & certificate booklets supersede this Medical Rate Summary
 *Out of Pocket Maximum includes deductible and coinsurance
 Rates are subject to change based on underwriting and final enrollment

Census	
401	Employee Only
53	Employee/Child(ren)
117	Employee/Spouse
21	Family

2/24/2017

**Camdenton R-III School District
7/01/2017 Fixed Cost Comparison**

LIFE RATE SUMMARY

COMPANY	Life Amount	RATE PER \$1,000.00			Dependent Life per EE	Voluntary Life	VOLUME	Total Monthly Premiums	Total Annual Premium	Rate Guarantee
		LIFE	AD&D	TOTAL						
Guardian - Current / Renewal*	1 x Earnings/ \$550K Max	\$0.08	\$0.02	\$0.10	\$1.57	No Change	\$25,810,350	\$2,581.04	\$30,972.42	24 Months
Anthem - Option	1 x Earnings/ \$550K Max	\$0.08	\$0.02	\$0.10	\$1.57	Matching Current	\$25,810,350	\$2,581.04	\$30,972.42	24 Months
Sun Life - Option	1 x Earnings/ \$550K Max	\$0.07	\$0.02	\$0.09	\$1.57	Matching Current	\$25,810,350	\$2,422.93	\$27,875.18	24 Months

*Guardian renewal requires all lines to renew for current rates + 24 month rate guarantee
 These are preliminary rates only. Final rates are subject to medical underwriting and/or final enrollment.
 This is only a summary of benefits. Carrier's proposals, summaries & certificate booklets supersede this Rate Summary.

Census: 642

Third Party Administrator UR/CM Vendor Network	2016/2017	2017	2017	2017	2017
	Current/Renewal Med-Pay Med-Pay HealthLink/PHP	Option Med-Pay Cigna	Option HealthSCOPE Benefits Cigna	Option UMR UMR United Healthcare	Option Cigna ASO Cigna
Fixed Costs					
Medical Third Party Admin	\$ 13.50	\$ 13.50	\$ 16.98	\$ 31.30	\$ 34.85
Network Access	\$ 7.00	\$ 16.75	\$ 14.07	Included	Included
Utilization Review	\$ 1.00	Included	\$ 2.25	Included	Included
Case Management: COBRA/HIPAA	\$ 1.00	Billed hourly \$ 1.00	Included	Included	Included
Broker Fee	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
Total Fixed Cost, per employee per month	\$ 24.50	\$ 33.25	\$ 35.27	\$ 34.25	\$ 34.85
Estimated Annual Admin	\$ 188,748	\$ 256,158	\$ 271,720	\$ 263,862	\$ 268,484
Estimated Run-Out Cost**	N/A	N/A	\$ 26,000	\$ 26,000	\$ 26,000
Total Annualized Fixed Costs (first year)	\$ 188,748	\$ 256,158	\$ 297,720	\$ 289,862	\$ 294,484

**Run-out cost estimate is inclusive of three-months administrative fees at 100% of current Med-Pay fee

DENTAL RATE SUMMARY

Carrier: Network: Plan Option:	Guardian DentalGuard Preferred Base	Guardian DentalGuard Preferred Buy-Up	Anthem PPO Base	Anthem PPO Buy-Up	Sun Life Assurant Dental Base	Sun Life Assurant Dental Buy-Up		
Coinsurance:	In/Out 100%	In/Out 100% / 100%	In/Out 100%	In/Out 100%	In/Out 100%	In/Out 100%		
Basic (B):	50%	90% / 80%	50%	90% / 80%	50%	90% / 80%		
Major (C):	0%	60% / 50%	0%	60% / 50%	0%	60% / 50%		
Orthodontia (D):	n/a	n/a	n/a	n/a	n/a	n/a		
(A) (B) & (C) Calendar Year Maximum:	\$750	\$1,000	\$1,000	\$1,000	\$750	\$1,000		
(D) Lifetime Maximum if applicable:	n/a	n/a	n/a	n/a	n/a	n/a		
Individual Deductible:	\$50	\$50	\$50	\$50	\$50	\$50		
Family Deductible:	\$150	\$150	\$150	\$150	\$150	\$150		
Deductible Waived for Preventive:	Yes	Yes	Yes	Yes	Yes	Yes		
Deferred Major:	N/A	No	N/A	No	N/A	12 Months		
UCR:	90%	90%	90%	90%	90%	90%		
Endodontics & Periodontics Coverage Level:	Not Covered	Major	Not Covered	Major	Not Covered	Major		
MONTHLY RATES:	Base		Buy-up		Base		Buy-up	
	Current	Renewal	Current	Renewal	Option	Option	Option	Option
Employee Only:	\$19.93	\$19.93	\$36.21	\$36.21	\$19.32	\$35.10	\$20.51	\$37.26
Employee + 1 dependent:	\$38.91	\$38.91	\$69.89	\$69.89	\$37.72	\$67.76	\$40.04	\$71.93
Employee + 2 or more:	\$71.49	\$71.49	\$122.44	\$122.44	\$69.31	\$118.70	\$73.57	\$126.00
Rate Guarantee:	24 Months		24 Months		24 Months		12 Months	

*These are preliminary rates only. Final rates are subject to underwriting and/or final enrollment.
This is only a summary of benefits.
Carrier's proposals, summaries, & certificate booklets (when issued) preside over this summary.*

Prepared for: Camdenon R-III 2/24/2017

Prepared by: Wallstreet Group

VISION RATE SUMMARY

Carrier: Network:	Guardian VSP Choice	Guardian Davis Vision	Anthem Blue View Vision	Sun Life VSP Choice
Examinations:	Once every 12 mos.	Once every 12 mos.	Once every 12 mos.	Once every 12 mos.
Glasses or Contact Lenses:	Once every 12 mos.	Once every 12 mos.	Once every 12 mos.	Once every 12 mos.
Frames:	Once every 24 mos.	Once every 24 mos.	Once every 24 mos.	Once every 24 mos.
Exams (every 12 mo)	Network: \$10 copay	Network: \$10 copay	Network: \$10 copay	Network: \$10 copay
Non-Network:	\$10 copay	\$10 copay	Up to \$59 allowance	Up to \$52 allowance
Glasses (Lenses & Frames):	Network: \$25 Lenses & Frames / \$120 allowance for Frames	Network: \$25 Lenses & Frames / \$120 allowance for Frames	Network: \$25 copay Lenses & Frames / \$130 allowance for Frames	Network: \$25 copay Lenses & Frames / \$130 allowance for Frames
Non-Network:	Reimbursement Schedule	Reimbursement Schedule	Reimbursement Schedule	Reimbursement Schedule
Contact Lens	Network: Up to \$120 Max.	Network: Up to \$120 Max.	Network: \$130 allowance	Network: \$130 allowance
Non-Network:	Up to \$120 Max.	Up to \$105 Max.	\$120 allowance	\$105 allowance
Rate Guarantee:	24 Months	24 Months	36 Months	24 Months
MONTHLY RATES:	VSP Choice		Davis	
	Current	Renewal	Current	Renewal
Employee Only:	\$9.67	\$9.67	\$9.67	\$9.67
Employee + 1:	\$17.44	\$17.44	\$17.44	\$17.44
Employee + 2 or more:	\$29.93	\$29.93	\$29.93	\$29.93
Option			\$9.33	\$9.67
Option			\$16.83	\$17.44
Option			\$28.87	\$29.93

*These are preliminary rates only. Final rates are subject to underwriting and/or final enrollment.
This is only a summary of benefits.
Carrier's proposals, summaries, & certificate booklets (when issued) preside over this summary.*

Prepared for: Camdenon R-III School District 2/24/2017

Prepared by: Wallstreet Group

SHORT-TERM DISABILITY RATE SUMMARY

Carrier	Elimination	Duration	Weekly Benefit	Rate per \$10 of Weekly Benefit	Rate Guarantee
Guardian - Current / Renewal	8/15	13 Weeks	60% to \$500 Max.	\$0.88	24 Months
Anthem - Option	8/15	13 Weeks	60% to \$500 Max.	\$0.79	24 Months
Sun Life - Option	8/15	13 Weeks	60% to \$500 Max.	\$0.84	24 Months

This is only a summary of benefits. Carrier's proposals, summaries, & certificate booklets (when issued) preside over this summary.

Proposal prepared for: Camdenon R-III School 2/24/2017

Prepared by: Wallstreet Group