

Vision: The Mountain View-Birch Tree School District is two communities working as one to develop caring and responsible citizens.



Mission: Our mission is to empower and inspire all students to be successful before and after graduation. We strive to improve the quality of life through rigor, relevance, and relationships.

Mountain View-Birch Tree R-III School District

To: Board of Education Members

From: Lanna Tharp, Superintendent

Re: Board Meeting Materials

Date Printed: October 18, 2024

Board Meeting Date: October 24, 2024

Enclosed please find the following Board packet information:

- A. School Board Meeting Agenda
- B. Explanation of School Board Meeting Agenda Items
- C. Minutes of Previous Meeting
- D. Copy of Monthly Bills
- E. Monthly Financial Report
- F. Professional Development Budget Plan
- G. Drafts of MSBA Policy Updates
- H. Administrator Reports

502 N. Elm, Mountain View, MO 65548 Phone: 417-934-5408

website: <https://home.liberty.mvbt.k12.mo.us/>

Superintendent: Mrs. Lanna Tharp email: ltharp@liberty.mvbt.k12.mo.us

Assistant Superintendent: Mr. Ryan Chowning email: rchowning@liberty.mvbt.k12.mo.us

Marsha Webb: Secretary to the Superintendent Rhonda Henry: Bookkeeper Tressa Henry: Accountant

MOUNTAIN VIEW-BIRCH TREE R-III SCHOOL DISTRICT
REGULAR SCHOOL BOARD MEETING
Thursday, October 24, 2024
6:00 p.m.
Mountain View Elementary Library

- I. Determination of Quorum/Call Meeting to Order**
- II. Pledge of Allegiance:** Mrs. Jester
- III. Public Comment:** The Board will listen to the statement of any person speaking his/her opinion on any given agenda item.
- IV. Approval of Consent Agenda Items**
 - A. Minutes of Previous Meeting: Approval of last month's board meeting minutes
 - B. Approval of Payment of Monthly Bills.
 - C. Monthly Administrative/Principal Reports
- V. Adoption of Agenda**
- VI. Student Time**
 - A. None
- VII. Committee Reports**
 - A. MSBA Delegate Report/Training and Meetings -- MSBA Board Delegate
- VIII. Old Business**
 - A. None
- IX. New Business**
 - A. Items extracted from consent agenda
 - B. Exceptions to monthly bills: Payment related to individuals related to Board members
 - C. Monthly Financial Report
 - D. Early Graduation Requests
 - E. Discussion of student board representatives
 - F. Approval of Professional Development Budget
 - G. Policy Updates
- X. Other Business**
 - A. None
- XI. Monthly Program Report/Review**
 - A. Professional Development Program Evaluation
 - B. School Nursing Program Evaluation
- XII. Administrators' Reports**
 - A. Principals report on each of their buildings
- XIII. Move To Closed Session, Closed Vote, Closed Record**

The Board hereby gives notice to meeting in Closed Session to consider the following items pursuant to RSMo 610.021 (1) (3) (8) (9)
- XIV. Return to regular session**
- XV. Adjourn**

MOUNTAIN VIEW-BIRCH TREE R-III BOARD OF EDUCATION MEETING
Explanation of Agenda Items
REGULAR SESSION
Thursday, October 24, 2024
Mountain View Elementary Library

The information found on the following pages is provided for the Board Members to have advanced preparation to assist in making decisions and voting on issues relating to the publicly posted School Board Agenda. Information regarding state law and board policy have been included, as applicable, as well as an explanation of agenda items and the superintendent's recommendation for the agenda items.

I. Determination of Quorum/Call Meeting To Order

II. Pledge of Allegiance

- a. Mrs. Jester will lead the pledge

III. Public Comment

According to Board policy BDDH: "A specifically designated time will be set aside for public comments at regular meetings of the Board of Education. The following rules will be applied to the public comment portion of the meeting:

- The Board will establish a time limit for the public comment period.*
- No individual will be permitted to speak more than once during this period.*
- The individual must reside in the district or be a landowner of the district.*
- The Board will establish a uniform time limit for each speaker.*
- Only items from the posted agenda may be discussed."*

IV. Approval of Consent Agenda Items

"The consent agenda allows members to vote on a group of items (en bloc) without discussion. This is a good way to dispose of business that is noncontroversial. "The presentation of the consent agenda is established by a special rule of order and should be taken up before committee reports.....If the consent agenda includes the approval of the minutes, then it should be taken up before any business is transacted."

Consent Agenda Items include:

Minutes of previous meeting
Monthly bills- - Identify and remove bills that must be approved individually
Monthly Administrative/Principal Reports'

V. Adoption of Agenda

"The agenda shouldn't tie the hands of the assembly, prevent members from bringing up business, or enable a small group to railroad through their pet projects." "Agendas should have flexibility to provide for unseen things that may come up in a meeting."

VI. Student Time

None

VII. Committee Reports

"If a committee report includes a recommendation of action that it wants the organization to take, its report should include a motion at the end of the report by the committee chairperson." "A motion from a committee of more than one does not need a second....."

- a. MSBA delegate report regarding meetings or issues related to MSBA

VIII. Old Business

Discuss items tabled from previous school board meetings or issues ongoing from meeting to meeting.

- a. None

IX. New Business

a. Items extracted from consent agenda

Exceptions to monthly bills and any other item that was extracted from the consent agenda

b. Exceptions to monthly bills

This is where bill payment is approved for individuals related to board members. Additionally, any bill paid to an entity where a board member or a board member's relative is at least a part-owner should be paid here.

c. Monthly Financial Report

The board packet also includes a new financial report statement showing fund balances at the end of last month, which reflects our current balances. It is summarized as follows:

Month ending November:

Balances: Incidental Fund (Fund 1): \$5,721,041.38
Teacher's Fund (Fund 2): \$1,346.41
Debt Service Fund (Fund 3): \$0
Capital Projects Fund (Fund 4): \$2,857,633.38

Total (All Funds): \$8,580,021.17

Previous Year's Total (All Funds): \$8,865,864.39

**MONTHLY FINANCIAL REPORT
(Month Ending September 2024)**

FUND	JULY 1 Balance	Closing Balance
Incidental	6,550,455.61	6,631,819.00
Teachers	--	724,443.45
Debt Service	None	None
Capital Projects	2,493,538.08	2,638,906.54
TOTAL	9,043,993.69	9,995,168.99
Previous Year Total	8,400,204.02	8,666,949.94

d. **Early Graduation Requests**

There are a few students who are eligible and would like to graduate from school at the semester. Typically, the school board formally approves early graduation requests. These are the students:

Parker Foster
Logan Moore
Alyssa Bradshaw
Amber Nipper
Braydon Thompson
Leighanna Brooks
Evan Bradshaw
Ryelan Marriott

Mr. Daniels will be able to tell you more about each person and the plans after high school.

Recommendation: I recommend the board approve the early graduation requests.

e. Discussion of Student Advisory Board/Student Board Representatives

Last month three high school students observed the board meeting to decide if they would be interested in serving as a Student Board Representative. These three students have agreed to serve as student representatives and to serve on a Superintendent's Advisory Board. The three students selected for this role are Drayton Wells, Kierstyn Mayer, and Aryanna Tillman. These students will meet with the Superintendent once/month and attend board meetings when possible.

f. Approval of Professional Development Budget

The professional development activities in the district need to be tied directly to the goals and objectives that the district as a whole is aiming towards. District-wide efforts and professional development priorities are going to be directed as follows: By law, 1% of the state foundation formula funds received will go towards providing the funds necessary to pay for these professional development activities, 75% of the funds are controlled and approved by the professional development committee to provide training and resources for teachers and 25% of the funds are controlled and approved by the superintendent for training and resources for administrators and district-wide programs, tuition reimbursement, etc. One percent of our state formula funds represents \$58,646.87 this school year.

Recommendation: Approve the total professional development budget as presented.

g. Policy Updates: On September 25, 2024, MSBA provided our district with the 2024C Update of policies, procedures, and forms. The changes in this update are based on recent changes in law and cover a wide variety of areas including disability accommodations, staff health and leaves, foster care, discipline, the A+ Scholarship program, substitute teachers, and inventory.

The explanations below include information and instructions that will assist the board and administration in understanding why these documents are being updated and how to modify the documents to best suit the district.

Policy EBBC: Lactation Support

This policy was revised to align with the Pregnant Workers Fairness Act (PWFA), a new federal law that requires employers with 15 or more employees to provide accommodations to employees' known physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions. This obligation exists even if the condition does not rise to the level of a disability. Lactation is obviously one of the physical conditions arising out of pregnancy.

Under the PWFA, it is illegal to:

Not make reasonable accommodations, unless the district can demonstrate that the accommodations would impose an undue hardship on the operation of business;

Require an employee to accept an accommodation other than a reasonable accommodation arrived at through an interactive process;

Deny employment opportunities to an employee because the employee needs an accommodation;

Require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided to the known limitations; or

Take adverse employment action against a qualified employee because the employee requested or used a reasonable accommodation.

It is not necessary for an employee who is pregnant or has pregnancy-related limitations to show unfair treatment in the accommodations they are afforded compared to the accommodations afforded to other employees (previously, accommodations were sometimes denied for lack of similarly situated employees with whom to compare treatment).

For more information on the PWFA, go to <https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act>.

Policy GB: Part-time and Substitute Employment

The state decreased the requirements to qualify to be a substitute teacher in an attempt to help school districts fully staff schools. Individuals may now receive a substitute teacher certificate by completing at least 36 semester hours of college credit or completing 20 hours of online training and possessing a high school diploma. The law also prohibits people under the age of 20 from teaching in high school.

The legislature enacted other provisions that will make it easier to substitute teach. Substitute teaching certificates will now be valid for four years, instead of one year, if the person substitutes for at least five days or 40 hours each year. Further, people applying for the certificates can designate up to five school districts to receive background check results, making it easier and cheaper to substitute teach for multiple school districts.

The law encourages, but does not require, school districts to provide an orientation program for substitute teachers. The orientation should be at least two hours long and include instruction on best practices for classroom management. MSBA encourages districts to invest in professional development for substitute teachers to ensure a good experience for both the teacher and the district.

State statute now requires districts to provide substitute teachers access to a survey created by the Department of Elementary and Secondary Education (DESE), which they are required to complete. In addition, the district is required to submit information about substitutes to DESE annually.

Policy GBE: Staff Health and Safety

This policy was revised to align with the Pregnant Workers Fairness Act (PWFA), a new federal law that requires employers with 15 or more employees to provide accommodations to employees' known physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions. This obligation exists even if the condition does not rise to the level of a disability. Lactation is obviously one of the physical conditions arising out of pregnancy.

Under the PWFA, it is illegal to:

1. Not make reasonable accommodations, unless the district can demonstrate that the accommodations would impose an undue hardship on the operation of business;
2. Require an employee to accept an accommodation other than a reasonable accommodation arrived at through an interactive process;
3. Deny employment opportunities to an employee because the employee needs an accommodation;
4. Require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided to the known limitations; or
5. Take adverse employment action against a qualified employee because the employee requested or used a reasonable accommodation.

It is not necessary for an employee who is pregnant or has pregnancy-related limitations to show unfair treatment in the accommodations they are afforded compared to the accommodations afforded to other employees (previously, accommodations were sometimes denied for lack of similarly situated employees with whom to compare treatment).

For more information on the PWFA, go to <https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act>.

Policy GCBDA: Professional Staff Short-Term Leaves

This policy was revised for clarity. It was also amended to more clearly address leaves for part-time employees. Please carefully review the language to ensure it accurately reflects your district's practices. If not, please take the time to modify the policy accordingly.

This policy was also amended to align with the Pregnant Workers Fairness Act (PWFA), a new federal law that requires employers with 15 or more employees to provide accommodations to employees' known physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions. This obligation exists even if the condition does not rise to the level of a disability. Lactation is obviously one of the physical conditions arising out of pregnancy.

Under the PWFA, it is illegal for an employer to:

1. Not make reasonable accommodations for a pregnant employee experiencing any limitation related to pregnancy or related conditions (a "qualified employee") unless the district can demonstrate that the accommodations would impose an undue hardship on the operation of the district's business;
2. Require an employee to accept an accommodation other than a reasonable accommodation arrived at through an interactive process;
3. Deny employment opportunities to an employee because the employee needs an accommodation;
4. Require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided to the known limitations; or
5. Take adverse employment action against a qualified employee because the employee requested or used a reasonable accommodation.

This policy has also been revised to clarify and simplify when employees may use paid leave during extended absences. The limitation to six weeks of paid leave in case of extended absences related to pregnancy has been removed. MSBA initially put that language in the policy to encourage employees who were eligible for FMLA leave to return to work. This is still a worthy policy goal. However, some districts have had difficulty explaining to employees why they are entitled to take time off under the FMLA but they cannot use their accumulated paid leave for the absence. Further, because districts pay employees for unused leave days, some districts prefer that employees use those days. For these reasons, MSBA has altered its standard policy. However, districts may customize this language to meet the needs of the district.

Policy GDBDA: Support Staff Leaves

This policy was revised for clarity. It was also amended to more clearly address leaves for part-time employees. Please carefully review the language to ensure it accurately reflects your district's practices. If not, please take the time to modify the policy accordingly.

This policy was also amended to align with the Pregnant Workers Fairness Act (PWFA), a new federal law that requires employers with 15 or more employees to provide accommodations to employees' known physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions. This obligation exists even if the condition does not rise to the level of a disability. Lactation is obviously one of the physical conditions arising out of pregnancy.

Under the PWFA, it is illegal for an employer to:

1. Not make reasonable accommodations for a pregnant employee experiencing any limitation related to pregnancy or related conditions (a "qualified employee") unless the district can demonstrate that the accommodations would impose an undue hardship on the operation of the district's business;
2. Require an employee to accept an accommodation other than a reasonable accommodation arrived at through an interactive process;
3. Deny employment opportunities to an employee because the employee needs an accommodation;
4. Require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided to the known limitations; or
5. Take adverse employment action against a qualified employee because the employee requested or used a reasonable accommodation.

This policy has also been revised to clarify and simplify when employees may use paid leave during extended absences. The limitation to six weeks of paid leave in case of extended absences related to pregnancy has been removed. MSBA initially put that language in the policy to encourage employees who were eligible for FMLA leave to return to work. This is still a worthy policy goal. However, some districts have had difficulty explaining to employees why they are entitled to take time off under the FMLA but cannot use their accumulated paid leave for the absence. Further, because districts pay employees for unused leave days, some districts prefer that employees use those days. For these reasons, MSBA has altered its standard policy. However, districts may customize this language to meet the needs of the district.

Policy IGBA: Special Education

Senate Bill 681 (2022) amended § 167.225, RSMo., to include the "Blind Students' Rights to Independence, Training, and Education Act," or BRITE Act. The BRITE Act requires districts to provide students who are blind or visually impaired instruction in Braille reading and writing, assistive technology, and orientation and mobility as part of the student's individualized educational program (IEP), unless the IEP team determines that such instruction is not appropriate. The district is prohibited from denying students instruction solely because they have some remaining vision.

The amended law is ten pages long and is very prescriptive on how the IEP team makes the determination that instruction is necessary, what is included in the student's IEP, and how the instruction will be delivered. Of particular note is the requirement that students are allowed to transport assistive technology to and from school or that a separate device be provided to the family without cost to the family or assumption of liability for loss or damage. In addition, some of the instruction on orientation and mobility must occur outside the school "during daytime and nighttime and around the home, school, and community as determined age appropriate." MSBA does not put this level of detail in policy but strongly encourages district staff to receive training on the requirements of the BRITE Act.

MSBA has added § 161.396, RSMo., known as the Language Equality and Acquisition for Deaf Kids (LEAD-K) Act to the legal references. This law was passed in 2023 and requires the Department of Elementary and Secondary Education (DESE) to create developmental milestones for children who are deaf or hard of hearing and select tools or assessments for educators to use to assess the language and literacy development of these students. The goal is to increase literacy in these students at a young age. If a deaf or hearing-impaired student does not demonstrate progress in language skills, the student's IEP team must explain in detail in the IEP team meeting the reasons the student is not progressing and recommend strategies, services, and programs that will be provided to the student.

While the LEAD-K Act does impact school districts, and the appropriate district staff should be trained on its requirements, MSBA has not referenced it within the policy because the policy already requires districts to comply with state law. MSBA recommends that the district invest in training for these staff members on this law.

MSBA has also rewritten the section titled "Children Three to Five Years of Age" to clarify a complicated concept. Federal special education law gives school districts a choice as to whether they will allow young students to be identified as a Young Child with a Developmental Delay (YCDD). This disability category allows for young students who are obviously struggling to receive special education services based on the professional judgment of the district staff, as opposed to specific disability criteria. Likewise, the law gives districts a choice as to whether the student will continue to be identified as YCDD once the student becomes eligible for kindergarten or whether the student will become ineligible for special education unless they qualify another way. However, by law, students who were not identified as YCDD prior to kindergarten cannot be designated as such once they begin kindergarten. No student may be receiving special education services under the YCDD category once the student becomes age-

eligible for first grade (age 6 before August 1). That means students who had been previously identified as YCDD must meet the eligibility criteria for a specific disability to continue to receive special education services.

Why is the YCDD label so regulated? It is possible to provide more children services under YCDD, but those services also come at a cost, some of which must be paid by the local district. That is why this category is so restrictive and why the state has allowed individual districts to make this choice. Because districts have a choice, this policy language documents the district's choice. For more information on the district's choices, go to page 40 in the Missouri State Plan for Special Education, Part B, 2023: <https://dese.mo.gov/media/pdf/missouri-state-plan-special-education-part-b-2023>.

Policy IGBE: Students in Foster Care

The Missouri state legislature amended § 167.019, RSMo., to include the ten-day deadline for determining the best interest of a child for purposes of school district placement under certain circumstances. The new language applies when a student is placed in foster care outside the student's school district of origin and the distance between the student's school of origin and the residence of foster placement is at least ten miles, or if the student is receiving services from a special school district, fifteen miles.

Policy ILA: Test Integrity and Security

MSBA has modified this policy to reflect the Guide to the Missouri Assessment Program 2023-2024. See <https://dese.mo.gov/quality-schools/assessment/guide-missouri-assessment-program>.

Because this guidance changes annually and districts administer many tests other than the MAP, the policy has been revised to simply state that staff will follow the requirements of the applicable testing manual.

Policy JFCL: A+ Scholarship Program

In House Bill 604 (2019), the Missouri legislature approved the use of A+ funds to reimburse high school students for the costs of dual credit and dual enrollment courses, subject to appropriation. The Missouri Department of Higher Education and Workforce Development (MDHEWD) has now released regulations to implement the new law. See 6 C.S.R. 10-2.195.

Because there are different eligibility criteria for students seeking tuition reimbursement for dual credit and dual enrollment courses than for courses taken after graduation, the MDHEWD has decided to reserve the A+ moniker for the post-graduation scholarship program to reduce confusion and now refers to the other program as the Dual Credit/Dual Enrollment Scholarship Program.

To avoid confusion, MSBA has included dual credit/dual enrollment in policy IGCE and is removing the references to it in this A+ policy.

In addition, MSBA has modified the definition of "good citizenship" to allow students who have not been suspended for more than ten days between grades nine and twelve to qualify. Districts are free to modify this suggestion.

EDITOR'S NOTE: MSBA has revised our sample policy to allow out-of-school suspensions under ten days. It is up to the district regarding modification of the first bullet under "Citizenship Component," #3.

Policy JG: Student Discipline

This policy has been updated to reflect the expectation of the Missouri School Improvement Program (MSIP), Version 6, CC1, which requires the distribution of the student code of conduct to employees.

MSBA has also modified the language pertaining to the "nexus" to the school environment. While off-campus activities might be protected speech, other activities, such as true threats and bullying, would still be within the district's ability to discipline a student.

Mahanoy Area Sch. Dist. v. B.L., 141 S. Ct. 2038 (2021), is a U.S. Supreme Court case that addresses the limitations of school regulation of student off-campus speech under the First Amendment. The Court said:

Given the many different kinds of off-campus speech, the different potential school-related and circumstance-specific justifications, and the differing extent to which those justifications may call for First Amendment leeway, we can, as a general matter, say little more than this: Taken together, these three features of much off-campus speech mean that the leeway the First Amendment grants to schools in light of their special characteristics is diminished. We leave for future cases to decide where, when, and how these features mean the speaker's off-campus location will make the critical difference.

A "nexus" alone is insufficient to establish qualifying, actual, or impending impacts on the educational environment from student off-campus speech.

DID-AP1: Inventory Management

MSBA has modified this procedure to align with a change in state auditor regulations that mandate inventory controls for "fixed assets" like property and equipment. The state auditor's threshold went from \$1,000 to \$5,000. The regulations governing the use of federal funds in schools require that school districts use the limitations set by the state for inventory control of purchases made with federal funds. Therefore, Department of Elementary and Secondary Education auditors will expect to see district procedures and processes in place to conduct inventory control for assets over \$5,000 beginning July 1, 2024.

Please note that the district can keep the \$1,000 limitation or set the limit lower than \$5,000, but that means the district will need to more closely monitor more equipment. Please also be aware that if property was purchased under the previous limit of \$1,000, it must continue to be monitored during the life of the equipment.

IGB-AP1: Accommodation of Students with Disabilities – Section 5-4 and ADA Procedures

MSBA has made changes to better align this procedure with the regulatory language. Senate Bill 681 (2022) amended § 167.225, RSMo., to include the Blind Students' Rights to Independence, Training and Education Act, or BRITE Act. The BRITE Act primarily applies to students who are blind or visually impaired and qualify for special education. However, the law also addresses 504 plans for students with visual impairments and requires that those plans address:

Use and provision of Braille materials for reading and writing;

Use and provision of accessible assistive technology;

Expanded core curriculum; and

Orientation and mobility equipment, accommodations, and modifications.
Because of these new and quite specific requirements, MSBA has added a section to this procedure.

JFCL-AP1: A+ Scholarship Program

MSBA has corrected the language of this policy to reflect the updated name of the A+ Scholarship Program and to otherwise conform with policy JFCL

Recommendation: Approve MSBA 2024 C Policy Updates as presented to our district by MSBA.

X. Other Business

- a. None

XI. Monthly Program Report/Review

- a. Professional Development Program Evaluation
Mrs. Heiney will be at the meeting to present the program evaluation and to answer any questions you have about the PD program.
- b. School Nursing Program Evaluation
Mrs. Wright will be at the meeting to present the program evaluation and to answer any questions you have about the school nursing program.

XII. Administrators' Reports

Administrators' Reports are enclosed in board packet. Additions or questions regarding Administrators' Reports should be discussed at this time

- a. Each administrator will report on things occurring at their school.

XIII. Move To Closed Session, Closed Vote, Closed Record

"I make a motion to go into closed session for the purpose of consideration of agenda items as authorized in RSMo Section 610.021 (1), (2), (3), (6) & (9) (14)

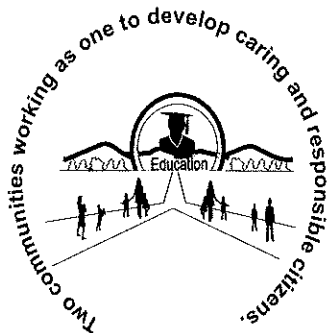
Recommendation - - Move to go into Closed Session, Closed Record, Closed Vote

pursuant to RSMo 610.021 (1), (2), (3), (6), (9), & (14) .

- (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving a public governmental body or any agent or entity representing its interests or acting on its behalf or with its authority, including any insurance company acting on behalf of a public government body as its insured, shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court after a written finding that the adverse impact to a plaintiff or plaintiffs to the action clearly outweighs the public policy considerations of section 610.011, however, the amount of any moneys paid by, or on behalf of, the public governmental body shall be disclosed; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record;
- (2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor. However, any minutes, vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate;
- (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body shall be made available with a record of how each member voted to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this subdivision, the term "personal information" means information relating to the performance or merit of individual employees;
- (6) Scholastic probation, expulsion, or graduation of identifiable individuals, including records of individual test or examination scores; however, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian or other custodian and the student if the student is over the age of eighteen years;
- (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups;
- (14) Records which are protected from disclosure by law

XIV. Return to regular session

XV. Adjourn



**Mountain View – Birch Tree R-III
School District**
502 N Elm Street
Mountain View, MO 65548
Phone (417) 934-5408 Fax (417) 934-5405

MINUTES OF BOARD MEETING

Meeting Place: Central Office Conference Room
Type of Meeting: Special Meeting
Time and Date: 5:00 p.m. September 11, 2024

Members

Present

Absent

Eric Wells, Presiding
Board President

Mikael Orchard (6:15 p.m.)
Board Vice-President, Delegate

Shelly Mantel

Gaylon Noble

Josh Roberts

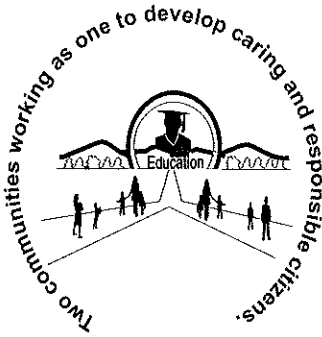
Mike Smith

John Thompson

Lanna Tharp
Superintendent of Schools

Rhonda Henry
Board Secretary/Treasurer

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**Mountain View – Birch Tree R-III
School District
502 N Elm Street
Mountain View, MO 65548
Phone (417) 934-5408 Fax (417) 934-5405**

Continuation of special district board meeting held on September 11, 2024

I. Determination of Quorum

The Mountain View-Birch Tree R-III Board of Education met in regular session at 5:00 p.m. on September 11, 2024, at the Central office Conference Room. A quorum was present with Eric Wells, Presiding, Mikael Orchard (6:15 p.m.), Gaylon Noble, Josh Roberts, Mike Smith and John Thompson in attendance. Shelly Mantel was absent.

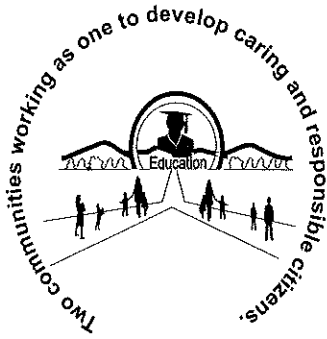
II. Informational meeting regarding bonds and levies presented by Jeff Lindsey from LJ Hart.

III. Josh Roberts made a motion at approximately 6:30 p. m., seconded by Mikael Orchard, to adjourn the meeting. The motion passed as follows:

	Mikael-yea	Mike-yea	Eric-yea
Gaylon-yea	Josh-yea	John-yea	

Eric Wells, Board President

Rhonda Henry, Board Secretary



**Mountain View – Birch Tree R-III
School District**
502 N Elm St
Mountain View, MO 65548
Phone (417) 934-5408 Fax (417) 934-5405

MINUTES OF BOARD MEETING

Meeting Place: Birch Tree Elementary School Media Center
Type of Meeting: Regular Meeting
Time and Date: 6:00 p.m. September 19, 2024

Present	Members	Absent
<u>Eric Wells, Presiding</u> Board President		
<u>Mikael Orchard</u> Board Vice-President, Delegate		
<u>Shelly Mantel</u>		
<u>Gaylon Noble</u>		
<u>Josh Roberts</u>		
<u>Mike Smith</u>		
<u>John Thompson</u>		
<u>Lanna Tharp</u> Superintendent of Schools		
<u>Rhonda Henry</u> Board Secretary/Treasurer		

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Mountain View – Birch Tree R-III School District

502 N Elm St

Mountain View, MO 65548

Phone (417) 934-5408 Fax (417) 934-5405

Continuation of regular district board meeting held on September 19, 2024

I. Determination of Quorum

The Mountain View-Birch Tree R-III Board of Education met in regular session at 6:00 p.m. on September 19, 2024, in the Birch Tree Elementary School Media Center. A quorum was present with, Shelly Mantel, Gaylon Noble, Mikael Orchard, Josh Roberts, Mike Smith, John Thompson and Eric Wells in attendance.

II. Pledge of Allegiance

Mrs. Renshaw led the Pledge of Allegiance.

III. Public Comment

There were no requests for public comment.

IV. Consent Agenda

Shelly Mantel made a motion, seconded by John Thompson, to approve the following items on the consent agenda. The motion passed unanimously.

- A. Minutes of the August 15 Tax Rate Hearing and Regular Board meeting
- B. Payment of bills in the amount of \$324,746.25
- C. Monthly Administrative/Principal Reports

V. Adoption of Agenda

Mikael Orchard made a motion, seconded by Josh Roberts, to approve the Adoption of Agenda with the addition of Item J. Board meeting date change for the October meeting and item K. Career Ladder revised manual. The motion passed unanimously.

VI. Student Time

- A. Mrs. Renshaw and several students gave an interesting program.

VII. Committee Reports

- A. Shelly Mantel gave a MSBA report.



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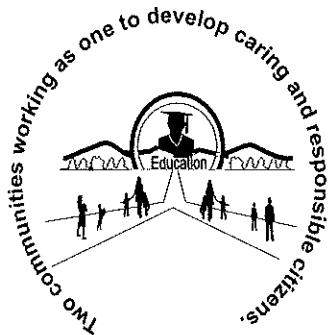
VIII. Old Business

- A. None

IX. New Business

- A. There were no items extracted from the consent agenda.
- B. John Thompson made a motion, seconded by Gaylon Noble, to approve payment of \$92 to Angel Garden for supply. The motion passed with six members in favor. Shelly Mantel abstained.

Shelly Mantel made a motion, seconded by Josh Roberts, to approve payment of \$283.30 to Brown's Lawn & Garden for supply. The motion passed with six members in favor. Mikael Orchard abstained.
- C. Mrs. Tharp presented the August 2024 financial report. The balance in all funds for August 2024 was \$9,677,892.29.
- D. Mikael Orchard made a motion, seconded by Gaylon Noble, to approve the Pupil Transportation Routes as presented for 2024-2025. The motion passed unanimously.
- E. Mrs. Tharp discussed the MSBA On-line Refresher Training.
- F. Josh Roberts made a motion, seconded by Shelly Mantel, to approve the FFA trip as presented. The motion passed unanimously.
- G. Mikael Orchard made a motion, seconded by Mike Smith, to approve the Shield Solutions annual contract as presented. The motion passed unanimously.
- H. Mrs. Tharp led the follow up discussion regarding the special board meeting about bonds and levies.
- I. Three high school students interested in becoming a student board member were present at the meeting and discussed why they were interested in being a student board member.
- J. Gaylon Noble made a motion, seconded by John Thompson, to change the date of the October board meeting to October 24, 2024 due to a conflict with the current board meeting date. The motion passed unanimously.



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- K. John Thompson made a motion, seconded by Mike Smith, to approve the revised Career Ladder Plan for 2024-2025 as presented. The motion passed unanimously.

X. Other Business

- A. None

XI. Monthly Program Report/Review

- A. None

XII. Administrators' Report

- A. Mrs. Renshaw, Mrs. Jester, Mrs. Heiney, Mr. Daniels and Mrs. Medina gave administrative reports.

XIII. Adjournment to Closed Session

Mikael Orchard made a motion at approximately 6:44 p.m., seconded by Gaylon Noble, to go into closed session for the purpose of consideration of agenda items as authorized in RSMo Section 610.021, subsection (3), (13), (14) and (18). The motion passed as follows:

Shelly-yea

Mikael-yea

Mike-yea

Eric-yea

Gaylon-yea

Josh-yea

John-yea



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Continuation of regular district board meeting held on September 19, 2024

CLOSED SESSION

Mikael Orchard made a motion, seconded by Mike Smith, to accept the resignation from Michael Castevens, Custodian effective September 13, 2024. The motion passed as follows:

Shelly-yea	Mikael-yea	Mike-yea	Eric-yea
Gaylon-yea	Josh-yea	John-yea	

Josh Roberts made a motion, seconded by John Thompson, to accept the retirement letter from Andrea Wright, HS Teacher/Nurse effective June 30, 2024. The motion passed as follows:

Shelly-yea	Mikael-yea	Mike-yea	Eric-yea
Gaylon-yea	Josh-yea	John-yea	

Mikael Orchard made a motion, seconded by Gaylon Noble, to add Emily Jennings and Ellie Watts to the certified substitute list. The motion passed as follows:

Shelly-yea	Mikael-yea	Mike-yea	Eric-yea
Gaylon-yea	Josh-yea	John-yea	

Josh Roberts made a motion, seconded by Gaylon Noble, to return to regular session. The motion passed as follows:

Shelly-yea	Mikael-yea	Mike-yea	Eric-yea
Gaylon-yea	Josh-yea	John-yea	

Eric Wells, Board President

Rhonda Henry, Board Secretary



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Continuation of regular district board meeting held on September 19, 2024

Mikael Orchard made a motion at approximately 7:19 p.m., seconded by Gaylon Noble, to adjourn the meeting. The motion passed as follows:

Shelly-yea

Mikael-yea

Mike-yea

Eric-yea

Gaylon-yea

Josh-yea

John-yea

Eric Wells, Board President

Rhonda Henry, Board Secretary

Mountain View-Birch Tree R-III
502 N Elm St
Mountain View, MO 65548

Dated : 10/18/2024 2024-2025
Time : 14:59 Page 1

Board Monthly Report

Selection Criteria : Check # = 160261 |

Check #	Vendor Name	Invoice Description	Check Amount	Line Amount
0000160261	CHOWNING RYAN	EATRAVEL	28.00	28.00

Mountain View-Birch Tree R-III
502 N Elm St
Mountain View, MO 65548

Dated : 10/18/2024 2024-2025
Time : 15:00 Page 1

Board Monthly Report

Selection Criteria : Check # = 160262 |

Check #	Vendor Name	Invoice Description	Check Amount	Line Amount
0000160262	WOOD LOIS	MS PEP CLUB SHIRTS	600.00	600.00

Check #	Vendor Name	Invoice Description	Check Amount	Line Amount
0000160149	BIG RIVER COMMUNICATION	OM TELEPHONE	390.03	390.03
0000160150	BSN SPORTS LLC	HS BSB SUPPLY	25,723.89	534.00
	BSN SPORTS LLC	HS BSB SUPPLY		37.38
	BSN SPORTS LLC	HS VB SUPPLY		1,080.00
	BSN SPORTS LLC	HS VB SUPPLY		108.00
	BSN SPORTS LLC	GAMETIME SUPPLY		680.40
	BSN SPORTS LLC	MS VB SUPPLY		19.00
	BSN SPORTS LLC	MS VB SUPPLY		285.00
	BSN SPORTS LLC	MS VB SUPPLY		210.00
	BSN SPORTS LLC	MS VB SUPPLY		45.70
	BSN SPORTS LLC	HS BBB SUPPLY		770.00
	BSN SPORTS LLC	HS BBB SUPPLY		62.00
	BSN SPORTS LLC	HS BBB SUPPLY		92.00
	BSN SPORTS LLC	HS BBB SUPPLY		92.40
	BSN SPORTS LLC	HS B BB SUPPLY		291.98
	BSN SPORTS LLC	HS B BB SUPPLY		29.20
	BSN SPORTS LLC	HS G BB SUPPLY		1,946.00
	BSN SPORTS LLC	HS G BB SUPPLY		1,946.00
	BSN SPORTS LLC	HS G BB SUPPLY		1,946.00
	BSN SPORTS LLC	HS G BB SUPPLY		1,946.00
	BSN SPORTS LLC	HS G BB SUPPLY		293.68
	BSN SPORTS LLC	HS FB SUPPLY		0.00
	BSN SPORTS LLC	HS FB SUPPLY		0.00
	BSN SPORTS LLC	HS FB SUPPLY		0.00
	BSN SPORTS LLC	HS FB SUPPLY		0.00
	BSN SPORTS LLC	HS FB SUPPLY		327.99
	BSN SPORTS LLC	HS FB SUPPLY		0.00
	BSN SPORTS LLC	HS FB SUPPLY		32.80
	BSN SPORTS LLC	HS FB SUPPLY		325.00
	BSN SPORTS LLC	HS FB SUPPLY		235.00
	BSN SPORTS LLC	HS FB SUPPLY		56.00
	BSN SPORTS LLC	HS VB SUPPLY		27.98
	BSN SPORTS LLC	HS VB SUPPLY		399.98
	BSN SPORTS LLC	HS VB SUPPLY		299.96
	BSN SPORTS LLC	HS VB SUPPLY		159.98
	BSN SPORTS LLC	HS VB SUPPLY		69.99
	BSN SPORTS LLC	HS VB SUPPLY		5,635.00
	BSN SPORTS LLC	HS VB SUPPLY		1,055.10
	BSN SPORTS LLC	HS VB SUPPLY		720.00
	BSN SPORTS LLC	HS VB SUPPLY		72.00
	BSN SPORTS LLC	HS VB SUPPLY		1,533.00
	BSN SPORTS LLC	HS VB SUPPLY		1,533.00
	BSN SPORTS LLC	HS VB SUPPLY		178.21
	BSN SPORTS LLC	MS FB SUPPLY		94.98
	BSN SPORTS LLC	MS FB SUPPLY		9.50

	BSN SPORTS LLC	HS VB SUPPLY		350.25
	BSN SPORTS LLC	HS VB SUPPLY		35.03
	BSN SPORTS LLC	MS VB SUPPLY		144.00
	BSN SPORTS LLC	MS VB SUPPLY		14.40
0000160151	CITY OF BIRCH TREE	BT WATER/SEWER/TRASH	667.80	295.00
	CITY OF BIRCH TREE	BT WATER/SEWER/TRASH		372.80
0000160152	CITY OF MOUNTAIN VIEW PT/MV W/S/TRASH		9,247.84	2,260.10
	CITY OF MOUNTAIN VIEW PT/MV W/S/TRASH			414.75
	CITY OF MOUNTAIN VIEW PT/MV W/S/TRASH			40.00
	CITY OF MOUNTAIN VIEW PT/MV W/S/TRASH			1,260.24
	CITY OF MOUNTAIN VIEW PT/MV W/S/TRASH			605.29
	CITY OF MOUNTAIN VIEW PT/MV W/S/TRASH			4,102.78
	CITY OF MOUNTAIN VIEW PT/MV W/S/TRASH			28.50
	CITY OF MOUNTAIN VIEW PT/MV W/S/TRASH			27.00
	CITY OF MOUNTAIN VIEW PT/MV W/S/TRASH			422.52
	CITY OF MOUNTAIN VIEW PT/MV W/S/TRASH			86.66
0000160153	CUMMINS SALES AND SER PT BUS REPAIR		1,605.00	1,605.00
0000160154	HEARTLAND BUSINESS SY: TECH SERVICES		18,298.53	4,494.53
	HEARTLAND BUSINESS SY: TECH SERVICES			13,804.00
0000160155	J.W. PEPPER & SON INC	HS CHOIR SUPPLY	59.29	26.50
	J.W. PEPPER & SON INC	HS CHOIR SUPPLY		4.50
	J.W. PEPPER & SON INC	HS CHOIR SUPPLY		0.00
	J.W. PEPPER & SON INC	HS CHOIR SUPPLY		4.30
	J.W. PEPPER & SON INC	HS CHOIR SUPPLY		6.50
	J.W. PEPPER & SON INC	HS CHOIR SUPPLY		11.50
	J.W. PEPPER & SON INC	HS CHOIR SUPPLY		5.99
0000160156	MISSOURI FCCLA	FALL LEADERSHIP CONFERE	450.00	90.00
	MISSOURI FCCLA	FALL LEADERSHIP CONFERENCE		360.00
0000160157	NATIONAL BETA CLUB	NAT BETA SUMMIT	1,511.00	400.00
	NATIONAL BETA CLUB	NAT BETA SUMMIT		50.00
	NATIONAL BETA CLUB	NAT BETA MEMBERSHIP		1,056.00
	NATIONAL BETA CLUB	NAT BETA MEMBERSHIP		5.00
0000160158	NEW DAY COUNSELING	MENTAL HEALTH SVC	1,600.00	800.00
	NEW DAY COUNSELING	MENTAL HEALTH SVC		800.00
0000160159	PEPSI MID AMERICA	MS CONCESSIONS	8,161.55	912.00
	PEPSI MID AMERICA	MS CONCESSIONS		548.85
	PEPSI MID AMERICA	2025 CONCESSIONS		1,368.00
	PEPSI MID AMERICA	2025 CONCESSIONS		1,003.20
	PEPSI MID AMERICA	2025 CONCESSIONS		10.50
	PEPSI MID AMERICA	2025 CONCESSIONS		239.25
	PEPSI MID AMERICA	2025 CONCESSIONS		2,486.85
	PEPSI MID AMERICA	2025 CONCESSIONS		1,291.20
	PEPSI MID AMERICA	2025 CONCESSIONS		138.45
	PEPSI MID AMERICA	2025 CONCESSIONS		47.25
	PEPSI MID AMERICA	OM WATER	8,161.55	116.00
0000160160	PITNEY BOWES GLOBAL FI OM POSTAGE METER		437.37	437.37
0000160161	QUILL CORPORATION	MS SUPPLY	24.97	24.97

0000160162	RICOH USA INC	COPIER USAGE	1,377.90	11.30
	RICOH USA INC	COPIER USAGE		14.32
	RICOH USA INC	COPIER USAGE		326.01
	RICOH USA INC	COPIER USAGE		99.29
	RICOH USA INC	COPIER USAGE		349.15
	RICOH USA INC	COPIER USAGE		273.23
	RICOH USA INC	COPIER USAGE		304.60
0000160163	SHO-ME TECHNOLOGIES L PT/EA TECH SVC		150.00	50.00
	SHO-ME TECHNOLOGIES L PT/EA TECH SVC			100.00
0000160164	SPECTRUM RESEARCH INC BE TIMECLOCK SVC		118.40	118.40
0000160165	TNT WIFI	ATH COMPLEX WIFI	100.00	100.00
0000160166	JTS FINANCIAL SERVICES, I	Payroll Dated : 10/01/24	783.32	50.00
	JTS FINANCIAL SERVICES, I	Payroll Dated : 10/04/24		66.66
	JTS FINANCIAL SERVICES, I	Payroll Dated : 10/11/24		50.00
	JTS FINANCIAL SERVICES, I	Payroll Dated : 10/11/24		16.67
	JTS FINANCIAL SERVICES, I	Payroll Dated : 10/01/24		75.00
	JTS FINANCIAL SERVICES, I	Payroll Dated : 10/01/24		208.33
	JTS FINANCIAL SERVICES, I	Payroll Dated : 10/01/24		125.00
	JTS FINANCIAL SERVICES, I	Payroll Dated : 10/01/24		83.33
	JTS FINANCIAL SERVICES, I	Payroll Dated : 10/01/24		58.33
	JTS FINANCIAL SERVICES, I	Payroll Dated : 09/27/24		50.00
0000160167	LEGALSHIELD	Payroll Dated : 10/01/24	25.90	25.90
0000160168	LIVELY	Payroll Dated : 10/01/24	689.42	20.00
	LIVELY	Payroll Dated : 10/01/24		14.00
	LIVELY	Payroll Dated : 10/01/24		113.00
	LIVELY	Payroll Dated : 10/11/24		50.00
	LIVELY	Payroll Dated : 10/11/24		14.00
	LIVELY	Payroll Dated : 10/11/24		14.00
	LIVELY	Payroll Dated : 10/11/24		4.33
	LIVELY	Payroll Dated : 10/11/24		40.00
	LIVELY	Payroll Dated : 10/11/24		14.00
	LIVELY	Payroll Dated : 10/11/24		14.00
	LIVELY	Payroll Dated : 10/01/24		135.00
	LIVELY	Payroll Dated : 10/01/24		14.00
	LIVELY	Payroll Dated : 10/01/24		14.00
	LIVELY	Payroll Dated : 10/01/24		33.67
	LIVELY	Payroll Dated : 10/01/24		28.00
	LIVELY	Payroll Dated : 10/01/24		14.00
	LIVELY	Payroll Dated : 10/01/24		42.00
	LIVELY	Payroll Dated : 10/01/24		47.42
	LIVELY	Payroll Dated : 10/01/24		50.00
	LIVELY	Payroll Dated : 10/01/24		14.00
0000160169	MASA GLOBAL	Payroll Dated : 10/01/24	1,243.00	14.00
	MASA GLOBAL	Payroll Dated : 10/01/24		14.00
	MASA GLOBAL	Payroll Dated : 10/01/24		14.00
	MASA GLOBAL	Payroll Dated : 10/01/24		14.00
	MASA GLOBAL	Payroll Dated : 10/01/24		14.00

MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	140.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
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MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	25.20
MASA GLOBAL	Payroll Dated : 10/01/24	28.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 09/27/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	28.00
MASA GLOBAL	Payroll Dated : 10/11/24	28.00
MASA GLOBAL	Payroll Dated : 10/11/24	14.00
MASA GLOBAL	Payroll Dated : 10/11/24	28.00
MASA GLOBAL	Payroll Dated : 10/11/24	14.00
MASA GLOBAL	Payroll Dated : 10/11/24	14.00
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MASA GLOBAL	Payroll Dated : 10/11/24	14.00
MASA GLOBAL	Payroll Dated : 10/11/24	14.00
MASA GLOBAL	Payroll Dated : 10/11/24	42.00
MASA GLOBAL	Payroll Dated : 10/11/24	14.00
MASA GLOBAL	Payroll Dated : 10/11/24	14.00
MASA GLOBAL	Payroll Dated : 10/04/24	14.00
MASA GLOBAL	Payroll Dated : 10/11/24	49.00
MASA GLOBAL	Payroll Dated : 10/11/24	14.00
MASA GLOBAL	Payroll Dated : 10/04/24	14.00
MASA GLOBAL	Payroll Dated : 10/11/24	7.00
MASA GLOBAL	Payroll Dated : 10/11/24	14.00
MASA GLOBAL	Payroll Dated : 10/01/24	139.80
MASA GLOBAL	Payroll Dated : 10/01/24	28.00
MASA GLOBAL	Payroll Dated : 10/01/24	179.20
MASA GLOBAL	Payroll Dated : 10/01/24	58.80
0000160170 METROPOLITAN LIFE INSU	Payroll Dated : 10/01/24	6,584.09 307.73
METROPOLITAN LIFE INSU	Payroll Dated : 10/01/24	92.10
METROPOLITAN LIFE INSU	Payroll Dated : 10/01/24	73.42
METROPOLITAN LIFE INSU	Payroll Dated : 10/01/24	9.98
METROPOLITAN LIFE INSU	Payroll Dated : 10/01/24	904.61
METROPOLITAN LIFE INSU	Payroll Dated : 10/01/24	123.64

METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	367.94
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	53.88
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	26.45
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	18.35
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	4.99
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	205.39
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	64.86
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	72.62
METROPOLITAN LIFE INSL Payroll Dated : 10/04/24	29.93
METROPOLITAN LIFE INSL Payroll Dated : 10/04/24	18.35
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.97
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	18.36
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	36.71
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	19.96
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	36.71
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	26.45
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	36.71
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	36.71
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	209.20
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	39.91
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	72.62
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	19.95
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	52.07
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	36.71
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	73.42
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	109.33
METROPOLITAN LIFE INSL Payroll Dated : 10/11/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	76.85
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	117.80
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	33.04
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	8.98
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	38.85
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	3.67

METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	1.00
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	22.27
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	38.85
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	91.35
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	22.27
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	138.86
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	43.82
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	26.45
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	52.07
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	36.71
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	19.95
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	138.86
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	94.81
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	15.96
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	102.15
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	72.62
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	19.95
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	91.35
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	22.27
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	104.44
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	36.71
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	808.02
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	215.91
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	26.45
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	72.62
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	19.95
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	36.71
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	36.71
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	104.44
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	32.25
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	136.87
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	9.98
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	72.62
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	102.15
METROPOLITAN LIFE INSL Payroll Dated : 10/01/24	38.85
0000160171 MSTA Payroll Dated : 10/01/24	1,376.56
MSTA Payroll Dated : 10/01/24	23.00
MSTA Payroll Dated : 10/01/24	23.00
MSTA Payroll Dated : 10/01/24	23.00
MSTA Payroll Dated : 10/01/24	23.00
MSTA Payroll Dated : 10/01/24	207.00
MSTA Payroll Dated : 10/01/24	23.00
MSTA Payroll Dated : 10/01/24	46.00
MSTA Payroll Dated : 10/01/24	23.00

MSTA	Payroll Dated : 10/01/24	23.00
MSTA	Payroll Dated : 10/01/24	23.00
MSTA	Payroll Dated : 10/01/24	46.00
MSTA	Payroll Dated : 10/01/24	23.00
MSTA	Payroll Dated : 10/01/24	41.40
MSTA	Payroll Dated : 10/01/24	23.00
MSTA	Payroll Dated : 10/01/24	23.00
MSTA	Payroll Dated : 10/01/24	23.00
MSTA	Payroll Dated : 10/01/24	23.00
MSTA	Payroll Dated : 10/01/24	23.00
MSTA	Payroll Dated : 10/01/24	25.56
MSTA	Payroll Dated : 10/11/24	9.00
MSTA	Payroll Dated : 10/11/24	9.00
MSTA	Payroll Dated : 10/11/24	9.00
MSTA	Payroll Dated : 10/01/24	294.40
MSTA	Payroll Dated : 10/01/24	224.60
MSTA	Payroll Dated : 10/01/24	46.00
MSTA	Payroll Dated : 10/01/24	96.60
0000160172 ONE AMERICA	Payroll Dated : 10/01/24	889.21 15.60
ONE AMERICA	Payroll Dated : 10/01/24	59.67
ONE AMERICA	Payroll Dated : 10/01/24	160.60
ONE AMERICA	Payroll Dated : 10/01/24	3.39
ONE AMERICA	Payroll Dated : 10/01/24	21.30
ONE AMERICA	Payroll Dated : 10/01/24	16.50
ONE AMERICA	Payroll Dated : 10/11/24	18.09
ONE AMERICA	Payroll Dated : 10/11/24	5.50
ONE AMERICA	Payroll Dated : 10/01/24	2.85
ONE AMERICA	Payroll Dated : 10/01/24	65.40
ONE AMERICA	Payroll Dated : 10/11/24	11.00
ONE AMERICA	Payroll Dated : 10/11/24	2.40
ONE AMERICA	Payroll Dated : 10/11/24	3.40
ONE AMERICA	Payroll Dated : 10/11/24	3.40
ONE AMERICA	Payroll Dated : 10/11/24	1.74
ONE AMERICA	Payroll Dated : 10/11/24	9.00
ONE AMERICA	Payroll Dated : 10/11/24	13.60
ONE AMERICA	Payroll Dated : 10/11/24	5.30
ONE AMERICA	Payroll Dated : 10/11/24	5.50
ONE AMERICA	Payroll Dated : 10/11/24	11.00
ONE AMERICA	Payroll Dated : 10/11/24	8.64
ONE AMERICA	Payroll Dated : 10/11/24	4.50
ONE AMERICA	Payroll Dated : 10/01/24	9.69
ONE AMERICA	Payroll Dated : 10/01/24	20.80
ONE AMERICA	Payroll Dated : 09/27/24	62.00
ONE AMERICA	Payroll Dated : 10/01/24	25.41
ONE AMERICA	Payroll Dated : 10/01/24	40.80
ONE AMERICA	Payroll Dated : 10/01/24	17.76
ONE AMERICA	Payroll Dated : 10/01/24	16.50

	ONE AMERICA	Payroll Dated : 10/01/24	24.01
	ONE AMERICA	Payroll Dated : 10/01/24	49.20
	ONE AMERICA	Payroll Dated : 10/01/24	30.00
	ONE AMERICA	Payroll Dated : 10/01/24	40.00
	ONE AMERICA	Payroll Dated : 10/01/24	4.48
	ONE AMERICA	Payroll Dated : 10/01/24	51.60
	ONE AMERICA	Payroll Dated : 10/01/24	21.70
	ONE AMERICA	Payroll Dated : 10/01/24	26.88
	ONE AMERICA	Payroll Dated : 10/01/24	1.83
0000160173	RELIANCE STANDARD	Payroll Dated : 10/01/24	3,553.02
	RELIANCE STANDARD	Payroll Dated : 10/01/24	39.65
	RELIANCE STANDARD	Payroll Dated : 10/01/24	29.60
	RELIANCE STANDARD	Payroll Dated : 10/01/24	1.80
	RELIANCE STANDARD	Payroll Dated : 10/01/24	1.80
	RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
	RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
	RELIANCE STANDARD	Payroll Dated : 10/01/24	29.65
	RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
	RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
	RELIANCE STANDARD	Payroll Dated : 10/01/24	1.80
	RELIANCE STANDARD	Payroll Dated : 10/01/24	14.04
	RELIANCE STANDARD	Payroll Dated : 10/01/24	35.35
	RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
	RELIANCE STANDARD	Payroll Dated : 10/01/24	25.87
	RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
	RELIANCE STANDARD	Payroll Dated : 10/01/24	19.70
	RELIANCE STANDARD	Payroll Dated : 10/01/24	27.96
	RELIANCE STANDARD	Payroll Dated : 10/01/24	14.00
	RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
	RELIANCE STANDARD	Payroll Dated : 10/01/24	50.26
	RELIANCE STANDARD	Payroll Dated : 10/01/24	13.50
	RELIANCE STANDARD	Payroll Dated : 10/01/24	14.64
	RELIANCE STANDARD	Payroll Dated : 10/01/24	87.05
	RELIANCE STANDARD	Payroll Dated : 10/01/24	38.38
	RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
	RELIANCE STANDARD	Payroll Dated : 10/01/24	17.10
	RELIANCE STANDARD	Payroll Dated : 10/01/24	25.87
	RELIANCE STANDARD	Payroll Dated : 10/01/24	58.00
	RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
	RELIANCE STANDARD	Payroll Dated : 10/01/24	4.05
	RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
	RELIANCE STANDARD	Payroll Dated : 10/01/24	1.80
	RELIANCE STANDARD	Payroll Dated : 10/01/24	1.80
	RELIANCE STANDARD	Payroll Dated : 10/01/24	10.76
	RELIANCE STANDARD	Payroll Dated : 10/01/24	39.40
	RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
	RELIANCE STANDARD	Payroll Dated : 10/01/24	29.35
	RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90

RELIANCE STANDARD	Payroll Dated : 10/01/24	1.80
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.59
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	2.70
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/01/24	109.41
RELIANCE STANDARD	Payroll Dated : 10/01/24	25.26
RELIANCE STANDARD	Payroll Dated : 10/01/24	42.03
RELIANCE STANDARD	Payroll Dated : 10/01/24	18.88
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.80
RELIANCE STANDARD	Payroll Dated : 10/01/24	31.25
RELIANCE STANDARD	Payroll Dated : 10/01/24	9.10
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.80
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.62
RELIANCE STANDARD	Payroll Dated : 10/01/24	6.35
RELIANCE STANDARD	Payroll Dated : 10/01/24	17.98
RELIANCE STANDARD	Payroll Dated : 10/01/24	59.10
RELIANCE STANDARD	Payroll Dated : 10/01/24	13.80
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/01/24	32.85
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	39.65
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/01/24	37.76
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.80
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	14.04
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.80
RELIANCE STANDARD	Payroll Dated : 10/01/24	16.50
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 09/27/24	6.82
RELIANCE STANDARD	Payroll Dated : 09/27/24	39.40
RELIANCE STANDARD	Payroll Dated : 09/27/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	31.25
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/01/24	21.75
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	17.98
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83

RELIANCE STANDARD	Payroll Dated : 10/01/24	52.20
RELIANCE STANDARD	Payroll Dated : 10/01/24	5.80
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.71
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.09
RELIANCE STANDARD	Payroll Dated : 10/01/24	6.82
RELIANCE STANDARD	Payroll Dated : 10/01/24	19.70
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/01/24	68.00
RELIANCE STANDARD	Payroll Dated : 10/01/24	17.98
RELIANCE STANDARD	Payroll Dated : 10/01/24	19.70
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/01/24	39.10
RELIANCE STANDARD	ACCIDENT/LIFE DEDUCTIONS	7.75
RELIANCE STANDARD	Payroll Dated : 10/11/24	3.60
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.59
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.45
RELIANCE STANDARD	Payroll Dated : 10/11/24	2.70
RELIANCE STANDARD	Payroll Dated : 10/11/24	2.70
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.59
RELIANCE STANDARD	Payroll Dated : 10/11/24	3.66
RELIANCE STANDARD	Payroll Dated : 10/11/24	13.80
RELIANCE STANDARD	Payroll Dated : 10/11/24	17.98
RELIANCE STANDARD	Payroll Dated : 10/11/24	78.80
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	69.60
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	6.82
RELIANCE STANDARD	Payroll Dated : 10/11/24	6.82
RELIANCE STANDARD	Payroll Dated : 10/11/24	10.76
RELIANCE STANDARD	Payroll Dated : 10/11/24	38.50
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	6.82
RELIANCE STANDARD	Payroll Dated : 10/11/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/04/24	10.76
RELIANCE STANDARD	Payroll Dated : 10/04/24	158.20
RELIANCE STANDARD	Payroll Dated : 10/04/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/04/24	115.50
RELIANCE STANDARD	Payroll Dated : 10/04/24	2.70
RELIANCE STANDARD	Payroll Dated : 10/11/24	3.41
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.91
RELIANCE STANDARD	Payroll Dated : 10/11/24	3.41
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.92
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.45
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.45
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90

RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/11/24	11.20
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/11/24	1.80
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	1.80
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	6.82
RELIANCE STANDARD	Payroll Dated : 10/11/24	39.55
RELIANCE STANDARD	Payroll Dated : 10/11/24	3.66
RELIANCE STANDARD	Payroll Dated : 10/11/24	139.10
RELIANCE STANDARD	Payroll Dated : 10/11/24	11.20
RELIANCE STANDARD	Payroll Dated : 10/11/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/11/24	9.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	1.77
RELIANCE STANDARD	Payroll Dated : 10/11/24	6.82
RELIANCE STANDARD	Payroll Dated : 10/11/24	9.50
RELIANCE STANDARD	Payroll Dated : 10/11/24	6.25
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	ACCIDENT/LIFE DEDUCTIONS	34.80
RELIANCE STANDARD	Payroll Dated : 10/01/24	31.25
RELIANCE STANDARD	Payroll Dated : 10/01/24	39.40
RELIANCE STANDARD	Payroll Dated : 10/01/24	9.15
RELIANCE STANDARD	Payroll Dated : 10/01/24	96.19
RELIANCE STANDARD	Payroll Dated : 10/01/24	18.88
RELIANCE STANDARD	Payroll Dated : 10/11/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/11/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/04/24	39.65
RELIANCE STANDARD	Payroll Dated : 10/04/24	13.50
RELIANCE STANDARD	Payroll Dated : 10/04/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/04/24	3.84
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.45
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/04/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	29.63
RELIANCE STANDARD	Payroll Dated : 10/11/24	7.32
RELIANCE STANDARD	Payroll Dated : 10/11/24	13.35
RELIANCE STANDARD	Payroll Dated : 10/11/24	33.82
RELIANCE STANDARD	Payroll Dated : 10/04/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	7.65
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.59
RELIANCE STANDARD	Payroll Dated : 10/11/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/11/24	9.87

RELIANCE STANDARD	Payroll Dated : 10/11/24	2.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	5.58
RELIANCE STANDARD	Payroll Dated : 10/01/24	19.62
RELIANCE STANDARD	Payroll Dated : 10/01/24	2.70
RELIANCE STANDARD	Payroll Dated : 10/01/24	0.90
RELIANCE STANDARD	Payroll Dated : 10/01/24	34.50
RELIANCE STANDARD	Payroll Dated : 10/01/24	3.94
RELIANCE STANDARD	Payroll Dated : 10/01/24	5.49
RELIANCE STANDARD	Payroll Dated : 10/01/24	118.32
RELIANCE STANDARD	Payroll Dated : 10/01/24	14.58
RELIANCE STANDARD	Payroll Dated : 10/01/24	142.33
RELIANCE STANDARD	Payroll Dated : 10/01/24	222.40
RELIANCE STANDARD	Payroll Dated : 10/01/24	5.49
RELIANCE STANDARD	Payroll Dated : 10/01/24	144.61
RELIANCE STANDARD	Payroll Dated : 10/01/24	6.82
RELIANCE STANDARD	Payroll Dated : 10/01/24	9.85
RELIANCE STANDARD	Payroll Dated : 10/01/24	16.00
RELIANCE STANDARD	Payroll Dated : 10/01/24	14.04
RELIANCE STANDARD	Payroll Dated : 10/01/24	1.83
RELIANCE STANDARD	Payroll Dated : 10/01/24	30.85
0000160174 Show-Me Health Administ	Payroll Dated : 10/01/24	91,134.00 290.00
Show-Me Health Administ	Payroll Dated : 10/01/24	2,607.00
Show-Me Health Administ	Payroll Dated : 10/01/24	1,427.20
Show-Me Health Administ	Payroll Dated : 10/01/24	500.00
Show-Me Health Administ	Payroll Dated : 10/01/24	8,500.00
Show-Me Health Administ	Payroll Dated : 10/01/24	486.00
Show-Me Health Administ	Payroll Dated : 10/01/24	1,500.00
Show-Me Health Administ	Payroll Dated : 10/01/24	3,000.00
Show-Me Health Administ	Payroll Dated : 10/01/24	82.00
Show-Me Health Administ	Payroll Dated : 10/11/24	41.00
Show-Me Health Administ	Payroll Dated : 10/11/24	3,250.00
Show-Me Health Administ	Payroll Dated : 10/11/24	486.00
Show-Me Health Administ	Payroll Dated : 10/04/24	500.00
Show-Me Health Administ	Payroll Dated : 10/04/24	82.00
Show-Me Health Administ	Payroll Dated : 10/11/24	1,169.00
Show-Me Health Administ	Payroll Dated : 10/11/24	486.00
Show-Me Health Administ	Payroll Dated : 10/04/24	500.00
Show-Me Health Administ	Payroll Dated : 10/11/24	250.00
Show-Me Health Administ	Payroll Dated : 10/04/24	93.00
Show-Me Health Administ	Payroll Dated : 10/11/24	500.00
Show-Me Health Administ	Payroll Dated : 10/11/24	82.00
Show-Me Health Administ	Payroll Dated : 10/11/24	111.00
Show-Me Health Administ	Payroll Dated : 10/11/24	500.00
Show-Me Health Administ	Payroll Dated : 10/01/24	1,129.00
Show-Me Health Administ	Payroll Dated : 10/11/24	2,000.00
Show-Me Health Administ	Payroll Dated : 10/11/24	486.00
Show-Me Health Administ	Payroll Dated : 10/11/24	453.00

Show-Me Health Administ Payroll Dated : 10/11/24	500.00
Show-Me Health Administ Payroll Dated : 10/11/24	500.00
Show-Me Health Administ Payroll Dated : 10/11/24	1,000.00
Show-Me Health Administ Payroll Dated : 10/11/24	82.00
Show-Me Health Administ Payroll Dated : 10/11/24	500.00
Show-Me Health Administ Payroll Dated : 10/11/24	193.00
Show-Me Health Administ Payroll Dated : 10/11/24	82.00
Show-Me Health Administ Payroll Dated : 10/11/24	82.00
Show-Me Health Administ Payroll Dated : 10/11/24	500.00
Show-Me Health Administ Payroll Dated : 10/11/24	250.00
Show-Me Health Administ Payroll Dated : 10/11/24	250.00
Show-Me Health Administ Payroll Dated : 10/11/24	41.00
Show-Me Health Administ Payroll Dated : 10/04/24	1,500.00
Show-Me Health Administ Payroll Dated : 10/04/24	333.00
Show-Me Health Administ Payroll Dated : 10/11/24	41.00
Show-Me Health Administ PER EMPLOYEE DUES	2,800.00
Show-Me Health Administ Payroll Dated : 10/11/24	500.00
Show-Me Health Administ Payroll Dated : 10/11/24	111.00
Show-Me Health Administ Payroll Dated : 10/11/24	82.00
Show-Me Health Administ Payroll Dated : 10/11/24	500.00
Show-Me Health Administ Payroll Dated : 10/11/24	111.00
Show-Me Health Administ Payroll Dated : 10/11/24	500.00
Show-Me Health Administ Payroll Dated : 10/11/24	82.00
Show-Me Health Administ Payroll Dated : 10/11/24	334.00
Show-Me Health Administ Payroll Dated : 10/11/24	1,500.00
Show-Me Health Administ Payroll Dated : 10/11/24	486.00
Show-Me Health Administ Payroll Dated : 10/11/24	1,000.00
Show-Me Health Administ Payroll Dated : 10/11/24	164.00
Show-Me Health Administ Payroll Dated : 10/11/24	1,000.00
Show-Me Health Administ Payroll Dated : 10/11/24	164.00
Show-Me Health Administ Payroll Dated : 10/01/24	204.00
Show-Me Health Administ Payroll Dated : 10/01/24	50.00
Show-Me Health Administ Payroll Dated : 10/01/24	950.00
Show-Me Health Administ Payroll Dated : 10/01/24	8.20
Show-Me Health Administ Payroll Dated : 10/01/24	73.80
Show-Me Health Administ Payroll Dated : 10/01/24	94.00
Show-Me Health Administ Payroll Dated : 10/01/24	93.00
Show-Me Health Administ Payroll Dated : 10/01/24	173.00
Show-Me Health Administ Payroll Dated : 10/01/24	486.00
Show-Me Health Administ Payroll Dated : 10/01/24	500.00
Show-Me Health Administ Payroll Dated : 10/01/24	500.00
Show-Me Health Administ Payroll Dated : 09/27/24	500.00
Show-Me Health Administ Payroll Dated : 10/01/24	500.00
Show-Me Health Administ Payroll Dated : 10/01/24	744.00
Show-Me Health Administ Payroll Dated : 09/27/24	82.00
Show-Me Health Administ Payroll Dated : 10/01/24	82.00
Show-Me Health Administ Payroll Dated : 10/01/24	544.00

[illegible]

	Show-Me Health Administ Payroll Dated : 10/01/24		111.00
	Show-Me Health Administ Payroll Dated : 10/01/24		500.00
	Show-Me Health Administ Payroll Dated : 10/01/24		500.00
	Show-Me Health Administ Payroll Dated : 10/01/24		500.00
	Show-Me Health Administ Payroll Dated : 10/01/24		486.00
	Show-Me Health Administ Payroll Dated : 10/01/24		82.00
	Show-Me Health Administ Payroll Dated : 10/01/24		500.00
	Show-Me Health Administ Payroll Dated : 10/01/24		82.00
	Show-Me Health Administ Payroll Dated : 10/01/24		1,000.00
	Show-Me Health Administ Payroll Dated : 10/01/24		1,000.00
	Show-Me Health Administ Payroll Dated : 10/01/24		575.00
	Show-Me Health Administ Payroll Dated : 10/01/24		649.00
	Show-Me Health Administ Payroll Dated : 10/01/24		237.00
0000160175	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24	1,104.25	74.00
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		44.00
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		13.60
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		27.10
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		93.75
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		24.80
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		20.25
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		17.10
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		28.00
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		46.50
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		10.40
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		34.00
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		22.25
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		18.45
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/11/24		21.70
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/11/24		34.90
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/11/24		31.90
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/04/24		25.25
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/11/24		16.50
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/11/24		33.50
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/11/24		77.85
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		112.60
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		189.15
	TEXAS LIFE INSURANCE CC Payroll Dated : 10/01/24		86.70
0000160176	TRANSAMERICA Payroll Dated : 10/01/24	2,399.94	93.83
	TRANSAMERICA Payroll Dated : 10/01/24		89.08
	TRANSAMERICA Payroll Dated : 10/01/24		21.47
	TRANSAMERICA Payroll Dated : 10/01/24		139.42
	TRANSAMERICA Payroll Dated : 10/01/24		117.08
	TRANSAMERICA Payroll Dated : 10/01/24		361.06
	TRANSAMERICA Payroll Dated : 10/01/24		21.47
	TRANSAMERICA Payroll Dated : 10/11/24		18.43
	TRANSAMERICA Payroll Dated : 10/11/24		22.26
	TRANSAMERICA Payroll Dated : 10/11/24		21.47

TRANSAMERICA	Payroll Dated : 10/11/24		21.47
TRANSAMERICA	Payroll Dated : 10/11/24		49.74
TRANSAMERICA	Payroll Dated : 10/11/24		37.07
TRANSAMERICA	Payroll Dated : 10/04/24		59.80
TRANSAMERICA	Payroll Dated : 10/11/24		17.80
TRANSAMERICA	Payroll Dated : 10/11/24		21.47
TRANSAMERICA	Payroll Dated : 10/11/24		21.47
TRANSAMERICA	Payroll Dated : 10/11/24		104.77
TRANSAMERICA	Payroll Dated : 10/11/24		23.02
TRANSAMERICA	Payroll Dated : 10/01/24		37.07
TRANSAMERICA	Payroll Dated : 10/01/24		23.88
TRANSAMERICA	Payroll Dated : 09/27/24		38.33
TRANSAMERICA	Payroll Dated : 10/01/24		21.47
TRANSAMERICA	Payroll Dated : 10/01/24		47.28
TRANSAMERICA	Payroll Dated : 10/01/24		5.25
TRANSAMERICA	Payroll Dated : 10/01/24		37.07
TRANSAMERICA	Payroll Dated : 10/01/24		27.82
TRANSAMERICA	Payroll Dated : 10/01/24		38.33
TRANSAMERICA	Payroll Dated : 10/01/24		31.67
TRANSAMERICA	Payroll Dated : 10/01/24		24.37
TRANSAMERICA	Payroll Dated : 10/01/24		21.47
TRANSAMERICA	Payroll Dated : 10/01/24		37.07
TRANSAMERICA	Payroll Dated : 10/01/24		27.64
TRANSAMERICA	Payroll Dated : 10/01/24		21.47
TRANSAMERICA	Payroll Dated : 10/01/24		99.93
TRANSAMERICA	Payroll Dated : 10/01/24		21.47
TRANSAMERICA	Payroll Dated : 10/01/24		38.33
TRANSAMERICA	Payroll Dated : 10/01/24		38.33
TRANSAMERICA	Payroll Dated : 10/01/24		21.47
TRANSAMERICA	Payroll Dated : 10/01/24		351.24
TRANSAMERICA	Payroll Dated : 10/01/24		21.47
TRANSAMERICA	Payroll Dated : 10/01/24		68.26
TRANSAMERICA	Payroll Dated : 10/01/24		37.07
0000160177	US OMNI & TSACG COMPI Payroll Dated : 10/01/24	1,930.00	1,000.00
	US OMNI & TSACG COMPI Payroll Dated : 10/01/24		125.00
	US OMNI & TSACG COMPI Payroll Dated : 10/01/24		200.00
	US OMNI & TSACG COMPI Payroll Dated : 10/01/24		25.00
	US OMNI & TSACG COMPI Payroll Dated : 10/01/24		100.00
	US OMNI & TSACG COMPI Payroll Dated : 10/04/24		100.00
	US OMNI & TSACG COMPI Payroll Dated : 10/01/24		180.00
	US OMNI & TSACG COMPI Payroll Dated : 10/01/24		75.00
	US OMNI & TSACG COMPI Payroll Dated : 10/01/24		100.00
	US OMNI & TSACG COMPI Payroll Dated : 10/01/24		25.00
0000160178	MSTA 23-24 MSTA DUES	70.70	70.70
0000160179	ADAMS LORA PAT TRAVEL	84.80	84.80
0000160180	ADEY CHEYENNE MS/HS VB OFFICIAL	262.00	30.00
	ADEY CHEYENNE MS/HS VB OFFICIAL		120.00

	ADEY CHEYENNE	MS/HS VB OFFICIAL		80.00
	ADEY CHEYENNE	MS/HS VB OFFICIAL		32.00
0000160181	ALLEN CHARLOTTE	S/L MS TRAVEL	131.20	131.20
0000160182	ARASMITH KEVIN	HS VB OFFICIAL	171.00	31.00
	ARASMITH KEVIN	HS VB OFFICIAL		140.00
0000160183	BAILEY VALERIE	MS/HS VB OFFICIAL	234.00	120.00
	BAILEY VALERIE	MS/HS VB OFFICIAL		17.00
	BAILEY VALERIE	MS/HS VB OFFICIAL		80.00
	BAILEY VALERIE	MS/HS VB OFFICIAL		17.00
0000160184	BARNES STACEY	FCCLA TRAVEL	64.81	21.46
	BARNES STACEY	HS BETA TRAVEL		43.35
0000160185	BENHAM GARY	HS FB OFFICIAL	140.00	140.00
0000160186	BSN SPORTS LLC	HS GOLF SUPPLY	3,361.79	36.00
	BSN SPORTS LLC	HS GOLF SUPPLY		180.00
	BSN SPORTS LLC	HS GOLF SUPPLY		58.20
	BSN SPORTS LLC	HS GOLF SUPPLY		21.93
	BSN SPORTS LLC	HS FB CLUB		3,065.66
0000160187	BUREAU OF ED & RESEAR	PD HS CONF	295.00	295.00
0000160188	BYRNE ENTERPRISES INC	HS FB CLUB	349.65	349.65
0000160189	CARTER JO ANN	MS VB OFFICIAL	100.00	20.00
	CARTER JO ANN	MS VB OFFICIAL		80.00
0000160190	CATTELL LARRY	OM WATER SAMPLE	600.00	600.00
0000160191	CLAIM CARE INC	MEDICAID	1,821.18	1,821.18
0000160192	CONNER JACKSON	BT TRAVEL	67.20	67.20
0000160193	DANIELS JOHN	HS/ VB TRAVEL	395.94	78.37
	DANIELS JOHN	HS/ VB TRAVEL		24.46
	DANIELS JOHN	PD HS TRAVEL		293.11
0000160194	DEMCO INC	LB MS BOOKS	612.95	612.95
0000160195	DEPEE DONNA	HS GOLF TRAVEL	36.00	36.00
0000160196	DILLARD JOSHUA	HS FB OFFICIAL	140.00	140.00
0000160197	DUDLEY LYNDSEY	GU BT TRAVEL	19.20	19.20
0000160198	DURKEE DANNY	MS/HS FB OFFICIAL	225.00	140.00
	DURKEE DANNY	MS/HS FB OFFICIAL		85.00
0000160199	EARLS BRAXTON	MS/HS FB OFFICIAL	225.00	85.00
	EARLS BRAXTON	MS/HS FB OFFICIAL		140.00
0000160200	EARLS TAFTON	MS/HS FB OFFICIAL	225.00	140.00
	EARLS TAFTON	MS/HS FB OFFICIAL		85.00
0000160201	ED COUNSEL LLC	BE LEGAL	105.00	105.00
0000160202	EWELL EDUCATION SERV	HS TEXTBOOKS	592.00	390.00
	EWELL EDUCATION SERV	HS TEXTBOOKS		52.00
	EWELL EDUCATION SERV	HS TEXTBOOKS		150.00
0000160203	FBLA - PBL	FBLA DUES	288.00	288.00
0000160204	FCCLA	FCCLA DUES	375.00	216.00
	FCCLA	FCCLA DUES		144.00
	FCCLA	FCCLA DUES		9.00
	FCCLA	FCCLA DUES		6.00
0000160205	FRYE BUDDY	HS FB OFFICIAL	140.00	140.00

0000160206	GALLAMORE LANCE	HS FB OFFICIAL	140.00	140.00
0000160207	GAMMILL MASON	HS FB OFFICIAL	248.00	140.00
	GAMMILL MASON	HS FB OFFICIAL		108.00
0000160208	GRAMMER REBEKAH	MS VB OFFICIAL	206.00	160.00
	GRAMMER REBEKAH	MS VB OFFICIAL		46.00
0000160209	GRAY JIM	MS FB OFFICIAL	196.00	111.00
	GRAY JIM	MS FB OFFICIAL		85.00
0000160210	HENRY TRACY	MS VB CLOCK/ SCORE	120.00	120.00
0000160211	HILL TIM	HS VB OFFICIAL	300.00	60.00
	HILL TIM	HS VB OFFICIAL		120.00
	HILL TIM	VB ASSIGN FEES		120.00
0000160212	HOAGLAND, JACKIE C	BL/VB/FB TRAVEL	349.60	71.20
	HOAGLAND, JACKIE C	BL/VB/FB TRAVEL		59.20
	HOAGLAND, JACKIE C	BL/VB/FB TRAVEL		219.20
0000160213	HOLLOWAY DISTRIBUTING	MS CONCESSION	2,780.18	802.56
	HOLLOWAY DISTRIBUTING	SR CONCESSIONS		1,031.41
	HOLLOWAY DISTRIBUTING	SR CONCESSIONS		261.71
	HOLLOWAY DISTRIBUTING	SR CONCESSION		11.67
	HOLLOWAY DISTRIBUTING	SR CONCESSION		672.83
0000160214	HOWELL COUNTY NEWS	BE ADV TITLE/ IDEA	80.50	80.50
0000160215	HUDDLESTON JIM	MS VB OFFICIAL	110.00	70.00
	HUDDLESTON JIM	MS VB OFFICIAL		40.00
0000160216	J.W. PEPPER & SON INC	HS MUSIC SUPPLY	741.12	10.49
	J.W. PEPPER & SON INC	HS BAND SUPPLY		16.99
	J.W. PEPPER & SON INC	HS BAND SUPPLY		74.80
	J.W. PEPPER & SON INC	HS BAND SUPPLY		74.80
	J.W. PEPPER & SON INC	HS BAND SUPPLY		74.80
	J.W. PEPPER & SON INC	HS BAND SUPPLY		65.00
	J.W. PEPPER & SON INC	HS BAND SUPPLY		74.80
	J.W. PEPPER & SON INC	HS BAND SUPPLY		0.00
	J.W. PEPPER & SON INC	HS BAND SUPPLY		5.99
	J.W. PEPPER & SON INC	HS BAND SUPPLY		2.15
	J.W. PEPPER & SON INC	HS BAND SUPPLY		2.50
	J.W. PEPPER & SON INC	HS BAND SUPPLY		2.30
	J.W. PEPPER & SON INC	HS BAND SUPPLY		74.80
	J.W. PEPPER & SON INC	HS BAND SUPPLY		64.20
	J.W. PEPPER & SON INC	HS BAND SUPPLY		57.50
	J.W. PEPPER & SON INC	HS BAND SUPPLY		70.00
	J.W. PEPPER & SON INC	HS BAND SUPPLY		70.00
0000160217	JESTER ANGELIA	HS VB OFFICIAL	380.00	380.00
0000160218	JETT DENISE	HS VB OFFICIAL	473.00	260.00
	JETT DENISE	HS VB OFFICIAL		120.00
	JETT DENISE	HS VB OFFICIAL		62.00
	JETT DENISE	HS VB OFFICIAL		31.00
0000160219	JOHANNSEN WILLIAM	MS VB OFFICIAL	100.00	70.00
	JOHANNSEN WILLIAM	MS VB OFFICIAL		30.00
0000160220	JORDAN JOHN	HS VB OFFICIAL	471.00	76.00

	JORDAN JOHN	HS VB OFFICIAL		395.00
0000160221	KELLEY CRAIG	HS FB OFFICIAL	283.00	140.00
	KELLEY CRAIG	HS FB OFFICIAL		143.00
0000160222	KENNARD KYLE J	MS FB OFFICIAL	85.00	85.00
0000160223	MARTIN CANDRA N	BT TRAVEL	76.80	76.80
0000160224	MCTM	PD MV CONF	1,050.00	1,050.00
	MCTM	PD MV CONF		0.00
0000160225	MILLSPAUGH JIM	HS /MS FB OFFICIAL	369.00	95.00
	MILLSPAUGH JIM	HS /MS FB OFFICIAL		44.00
	MILLSPAUGH JIM	HS /MS FB OFFICIAL		230.00
0000160226	MONJE EDWARD	HS VB OFFICIAL	212.00	140.00
	MONJE EDWARD	HS VB OFFICIAL		72.00
0000160227	MONTYS OUTDOORS	ELEM VB SHIRTS	829.00	352.00
	MONTYS OUTDOORS	SR SHIRTS		405.00
	MONTYS OUTDOORS	SR SHIRTS		72.00
0000160228	MSBA	BE CONF	838.16	90.00
	MSBA	MEDICAID		748.16
0000160229	MSHSAA	HS FB RULES REVIEW	100.00	50.00
	MSHSAA	HS FB RULES REVIEW		50.00
0000160230	MSU/ ATLL	SP CONFERENCE	45.00	45.00
	MSU/ ATLL	SP CONFERENCE		0.00
	MSU/ ATLL	SP CONFERENCE		0.00
	MSU/ ATLL	SP CONFERENCE		0.00
	MSU/ ATLL	SP CONFERENCE		0.00
	MSU/ ATLL	SP CONFERENCE		0.00
0000160231	MV-BT CLASS OF 25	SR TSHIRT G ABLE	18.00	18.00
0000160232	NATIONAL FFA ORGANIZA	FFA JACKETS	648.00	540.00
	NATIONAL FFA ORGANIZA	FFA JACKETS		108.00
0000160233	NEW DAY COUNSELING	GU HS/MV SVC	800.00	400.00
	NEW DAY COUNSELING	GU HS/MV SVC		400.00
0000160234	PALEN MUSIC CENTER	HS BAND SUPPLY	145.97	46.50
	PALEN MUSIC CENTER	HS BAND SUPPLY		12.98
	PALEN MUSIC CENTER	HS BAND SUPPLY		60.00
	PALEN MUSIC CENTER	HS BAND SUPPLY		12.99
	PALEN MUSIC CENTER	HS BAND SUPPLY		13.50
0000160235	PEPSI MID AMERICA	SR CONCESSION	2,965.65	1,871.25
	PEPSI MID AMERICA	SR CONCESSIONS		820.80
	PEPSI MID AMERICA	MS CONCESSIONS		273.60
0000160236	PULLIAM KIM	2026 FUNDR	360.00	360.00
0000160237	QUILL CORPORATION	BL MS SUPPLY	13.76	13.76
0000160238	REESE BRIAN	HS FB OFFICIAL	115.00	115.00
0000160239	REESE CHAYTON	HS FB OFFICIAL	255.00	255.00
0000160240	RICKETTS CODY	HS FB OFFICIAL	140.00	140.00
0000160241	SCHOLASTIC INC	BT KIND SUPPLY	137.50	125.00
	SCHOLASTIC INC	BT KIND SUPPLY	137.50	12.50
	SCHOLASTIC INC	BT KIND SUPPLY	137.50	0.00
0000160242	SCHOOL SPECIALTY LLC	BT SUPPLY	248.27	74.99

	SCHOOL SPECIALTY LLC	BT SUPPLY		89.02
	SCHOOL SPECIALTY LLC	BT SUPPLY		9.66
	SCHOOL SPECIALTY LLC	BT SUPPLY		9.66
	SCHOOL SPECIALTY LLC	BT SUPPLY		9.66
	SCHOOL SPECIALTY LLC	BT SUPPLY		9.66
	SCHOOL SPECIALTY LLC	BT SUPPLY		9.66
	SCHOOL SPECIALTY LLC	BT SUPPLY		9.66
	SCHOOL SPECIALTY LLC	BT SUPPLY		9.66
	SCHOOL SPECIALTY LLC	BT SUPPLY		8.32
	SCHOOL SPECIALTY LLC	BT SUPPLY		8.32
	SCHOOL SPECIALTY LLC	BT SUPPLY		0.00
	SCHOOL SPECIALTY LLC	BT SUPPLY		83.20
0000160243	SCHWALM LINDSEY M	S/L MV TRAVEL	83.20	83.20
0000160244	SCOTT MARK	HS FB OFFICIAL	140.00	140.00
0000160245	SIBLEY KIRK	HS FB OFFICIAL	140.00	140.00
0000160246	SMITH JENNIFER	HS FB OFFICIAL	168.00	48.00
	SMITH JENNIFER	HS FB OFFICIAL		120.00
0000160247	SMITH KENDRA D	HS/MS VB OFFICIAL	247.00	140.00
	SMITH KENDRA D	HS/MS VB OFFICIAL	247.00	10.00
	SMITH KENDRA D	HS/MS VB OFFICIAL	247.00	80.00
	SMITH KENDRA D	HS/MS VB OFFICIAL	247.00	17.00
0000160248	STARFALL EDUCATION FO	MV STARFALL RENEWAL	355.00	355.00
0000160249	STILES MARK A	HS FB OFFICIAL	222.00	115.00
	STILES MARK A	HS FB OFFICIAL		107.00
0000160250	SWAN DOUGLAS	HS VB OFFICIAL	310.00	35.00
	SWAN DOUGLAS	HS VB OFFICIAL		275.00
0000160251	TAHER INC - BIN #135092	FD CONTR SVC	47,564.47	47,564.47
0000160252	THOMPSON COACH	SR TRIP BUS	13,500.00	13,500.00
0000160253	TOWELL JAY	HS/MS FB OFFICIAL	340.00	170.00
	TOWELL JAY	HS/MS FB OFFICIAL	340.00	140.00
	TOWELL JAY	HS/MS FB OFFICIAL	340.00	30.00
0000160254	TROTTER MERRI BETH	OT SEPT SVC	6,294.40	2,132.27
	TROTTER MERRI BETH	OT SEPT SVC		648.53
	TROTTER MERRI BETH	OT SEPT SVC		790.40
	TROTTER MERRI BETH	OT SEPT SVC		2,246.40
	TROTTER MERRI BETH	OT SEPT SVC		476.80
0000160255	UNIVERSITY OF MO	PD MS CONF	275.00	275.00
	UNIVERSITY OF MO	PD MS CONF		0.00
0000160256	VENDT MARTHA	FD COFFEE	29.97	29.97
0000160257	WALMART	HS FD/GU SUPPLY	4,836.12	21.81
	WALMART	PD INSERVICE SUPPLY		66.08
	WALMART	PD INSERVICE SUPPLY		66.04
	WALMART	PD MS SUPPLY		116.82
	WALMART	PD BT SUPPLY		381.19
	WALMART	PD INSERVICE SUPPLY		33.02
	WALMART	NU BT SUPPLY		74.57
	WALMART	BE SUPPLY		131.68
	WALMART	BE MEETING SUPPLY		52.19

	WALMART	MS/MV SUPPLY		42.00
	WALMART	MS/MV SUPPLY		60.00
	WALMART	BL HS SUPPLY		106.51
	WALMART	BL HS SUPPLY		15.94
	WALMART	MS OFFICE SUPPLY		472.04
	WALMART	TECH CABLES		115.60
	WALMART	TECH SUPPLY		101.32
	WALMART	HS FD/GU SUPPLY		105.39
	WALMART	MS PAR NIGHT		218.16
	WALMART	BT SUPPLY		99.87
	WALMART	SNACK SHACK SUPPLY		153.06
	WALMART	MV SUPPLY		94.26
	WALMART	MV SUPPLY		92.01
	WALMART	MS SUPPLY		51.93
	WALMART	MV 3RD SUPPLY		136.89
	WALMART	BACK TO SCH FAIR		134.00
	WALMART	BACK TO SCH FAIR		157.36
	WALMART	BACK TO SCH FAIR		70.20
	WALMART	BUSY HANDS SUPPLY		152.80
	WALMART	HS SUPPLY		449.63
	WALMART	MV 2ND GR SUPPLY		121.50
	WALMART	MS CLASSROOM SUPPLY		942.25
0000160258	WARD RANDY F.	HS FB OFFICIAL	240.00	140.00
	WARD RANDY F.	HS FB OFFICIAL		100.00
0000160259	WILHELM PATRICIA	MID ATLANTIC REFUND	331.87	200.00
	WILHELM PATRICIA	SE MV TRAVEL		131.87
0000160260	WILSON CHRIS	HS FB OFFICIAL TRAVEL	100.00	100.00
			294,233.79	294,233.79

MOUNTAIN VIEW-BIRCH TREE R-III SCHOOL DISTRICT

MONTHLY FINANCIAL REPORT

MONTH ENDING SEPTEMBER 2024

FUND	OPENING BALANCE	RECEIPTS	TRANSFER RECEIPTS	EXPENDITURES	TRANSFER EXPENDITURES	CLOSING BALANCE
INCIDENTAL	\$ 6,778,159.61	\$ 304,640.54		\$ (450,981.15)		\$ 6,631,819.00
TEACHERS	\$ 299,673.22	\$ 523,837.30		\$ (99,067.07)		\$ 724,443.45
DEBT SERVICE						
CAPITAL PROJ	\$ 2,600,059.46	\$ 62,401.09		\$ (23,554.01)		\$ 2,638,906.54
TOTAL	\$ 9,677,892.29	\$ 890,878.93		\$ (573,602.23)		\$ 9,995,168.99

PREVIOUS YEAR	\$ 10,060,039.07	\$ 1,441,922.63	\$ (2,835,011.76)	\$ 8,666,949.94
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DEPOSITS

SIMMONS BANK OF MV	\$ 4,106,975.77
ALTON BANK	\$ 5,884,540.40
ALTON BANK SENIOR	\$ 69,000.29
TOTAL	\$ 10,060,516.46
PREVIOUS YEAR	\$ 9,002,534.44

RECONCILIATION

BANK BALANCE	\$ 10,060,516.46
OUTSTANDING CHECKS	\$ (65,347.47)
OUTSTANDING DEPOSITS	\$ -
ENDING BALANCE	\$ 9,995,168.99

2024-2025 Professional Development
Budget Plan

Amount we are required to spend this year: \$58,646.87

District-Wide Professional Development Opportunities

- August 5 and 6, 2024: Joyful Journeys: Two-day Professional Development for First-Year Staff
- August 12 and 13, 2024: New Teacher Orientation/iReady Training/Central Office Training
- August 14, 2024: Back to School All Teacher Meeting/Speed Techniques: 12 Techniques to Take into the Classroom
- August 15, 2024: Individual Building Back to School Meetings
- August 16, 2024: SCA Back to School Meeting at Mountain Grove with Gerry Brooks
- October 21, 2024: Parent Teacher Conferences District-Wide
- November 4, 2024: Professional Development District-Wide
- February 10, 2025: Professional Development District-Wide: Intruder Training/Eagle Walks

Returning Professional Development: Eagle Walks

- Learning from other teachers is one of the most impactful forms of professional development. Through Eagle Walks, where educators observe and interact with their peers, they gain immediate, practical strategies to bring back to their classrooms. These authentic, real-time learning experiences allow teachers to see different techniques in action, fostering a culture of collaboration and continuous improvement. The insights gained from fellow educators provide hands-on, relevant ideas that can be implemented immediately, making it one of the best forms of professional growth.
- Teachers can travel to all buildings.
- After completing Eagle Walks, teachers meet with administrators to discuss the strategies and techniques they have learned in the classroom.

New Professional Development Opportunities at MVB

- At Mountain View-Birch Tree R3, Pop Up PD offers an excellent way for staff who attend outside professional development to share what they've learned with their colleagues. These sessions, held after school or on Mondays, provide a platform for teachers to learn from each other. It reinforces the idea that we learn best from our peers—sharing fresh insights and practical tips that can enhance teaching practices across the district. This peer-to-peer learning model keeps professional development engaging and relevant.

Budget Plan for MVB

The majority of funding for the Mountain View Birch Tree Professional Development Budget Plan will focus on individual professional development for staff. This initiative aims to ensure that all staff members have access to professional development opportunities tailored to their individual growth plans, which are aligned with the district's Comprehensive School Improvement Plan (CSIP).

- Key Elements of the Budget Plan:

- 1. Individualized Growth Plans:
 - Each staff member's professional development opportunities will be based on their personalized growth plans/needs.
 - These growth plans will reflect areas identified for improvement or enhancement in alignment with the district's CSIP goals.
- 2. Focus on Strategic Goals:
 - As outlined in the CSIP, professional development will be directly tied to key areas such as improving student achievement, classroom management, and technology integration.
 - Staff will choose workshops, conferences, or certifications that support these areas.
- 3. Flexible Fund Allocation:
 - The budget will allow for flexible funding allocations based on the specific professional development needs of different departments or individuals.
 - This ensures that teachers, administrators, and support staff can access training that directly supports their role in the school system.
- 4. Accountability and Monitoring:
 - A system is in place to track the effectiveness of professional development, ensuring that the training improves classroom practices and student outcomes.
 - Staff must demonstrate how their development aligns with their growth plans and the broader district goals.
- 5. Collaboration and Sharing:
 - Pop Up PD: Pop Up PD offers an excellent way for staff who attend outside professional development to share what they've learned with their colleagues.

Budget Accountability

Missouri law requires Mountain View Birch Tree (MVBT) to spend at least 1% of the district's budget on professional development. To ensure this requirement is met efficiently and responsibly, a tracking and monitoring system will be established involving the PD Director, District Accountant, and Superintendent.

- Superintendent's Oversight:
 - The Superintendent will receive regular reports from the PD Director and District Accountant, ensuring that all professional development initiatives align with district-wide priorities and stay within the budget.
 - The Superintendent will ensure accountability, making final decisions on larger-scale or high-cost professional development opportunities.
- District Accountant's Role:

- The District Accountant will monitor the financial side of the professional development budget, tracking expenditures to ensure the district meets the 1% requirement.
- This will involve regular updates on the budget, detailing how much has been spent and how much remains for the fiscal year.
- PD Director's Role:
 - The PD Director will oversee and manage all professional development requests, ensuring they align with staff growth plans and the district's Comprehensive School Improvement Plan (CSIP).
 - The director will maintain a detailed record of all professional development activities, including the cost, participants, and alignment with district goals.

MSBA 2024C POLICY UPDATE CHECKLIST

September 25, 2024

District: MOUNTAIN VIEW

Please indicate below what action your board has taken on the policy drafts in Simbli. Please include a board adoption date for every policy that has been adopted and email a copy of any revisions made by the district.

POLICY CODE	BOARD ACTION	ADOPTION DATE
Policies		
EBBC	Lactation Support Click here	
GB	Part-Time and Substitute Employment Click here	
GBE	Staff Health and Safety Click here	
GCBDA	Professional Staff Short-Term Leaves Click here	
GDBDA	Support Staff Leaves Click here	
IGBA	Special Education Click here	
IGBE	Students in Foster Care Click here	
ILA	Test Integrity and Security Click here	
JFCL	A+ Scholarship Program Click here	
JG	Student Discipline Click here	
Procedures		
DID-API	Inventory Management Click here	
IGB-API	Accommodation of Students with Disabilities – Section 504 and ADA Procedures Click here	
JFCL-API	A+ Scholarship Program Click here	

Name of district personnel filling out checklist

Date checklist completed

Please return to your MSBA Full Maintenance editor at: atwood@mosba.org

Policy EBBC: LACTATION SUPPORT

Status: DRAFT

Original Adopted Date: 08/18/2022

24C UPDATE EXPLANATION

This policy was revised to align with the Pregnant Workers Fairness Act (PWFA), a new federal law that requires employers with 15 or more employees to provide accommodations to employees' known physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions. This obligation exists even if the condition does not rise to the level of a disability. Lactation is obviously one of the physical conditions arising out of pregnancy.

Under the PWFA, it is illegal to:

1. Not make reasonable accommodations, unless the district can demonstrate that the accommodations would impose an undue hardship on the operation of business;
2. Require an employee to accept an accommodation other than a reasonable accommodation arrived at through an interactive process;
3. Deny employment opportunities to an employee because the employee needs an accommodation;
4. Require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided to the known limitations; or
5. Take adverse employment action against a qualified employee because the employee requested or used a reasonable accommodation.

It is not necessary for an employee who is pregnant or has pregnancy-related limitations to show unfair treatment in the accommodations they are afforded compared to the accommodations afforded to other employees (previously, accommodations were sometimes denied for lack of similarly situated employees with whom to compare treatment).

For more information on the PWFA, go to <https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act>.

For the convenience of district staff, students, and the public, and to support the care of children, the district will provide accommodations as required by law for lactation activities. For the purposes of this policy, "lactation activities" include expressing breast milk, breastfeeding a child, or addressing other needs related to lactation. The district will provide employees and students a minimum of three opportunities during a school day, at intervals agreed upon by the district and the individual, to express breast milk or breastfeed a child for at least one year following the child's birth.

Lactation Rooms

In accordance with state law, the district allows breastfeeding or expressing breast milk, with discretion, in any public or private location where the person is otherwise authorized to be. To further accommodate lactation activities, the superintendent or designee will identify at least one room that is not a restroom in each school building to be used exclusively for lactation activities. The room will meet the requirements of state and federal law.

Employees

Employees are encouraged to notify their supervisors in advance if they need reasonable accommodations for lactation activities. Accommodations will be provided as required by law after an interactive process with the employee. The supervisors will work with the employees to address arrangements and scheduling to minimize disruptions to the school day and ensure that the employee's duties are covered during the break time and minimize disruptions to the school day.

Providing breaks to classroom teachers and other employees who directly supervise students throughout the day is particularly challenging because students cannot be left unsupervised and student learning cannot be disrupted. The district expects these employees to be particularly flexible and, when possible, to use planning periods, lunch

breaks, routine breaks in their class schedule, or other free time to meet their lactation-related needs.

Employees experiencing limitations related to pregnancy, childbirth, or related medical conditions may also seek other reasonable accommodations in accordance with law.

The district will not deny employment opportunities or take adverse employment action against an employee who has requested reasonable accommodations.

This policy does not entitle an employee to bring or keep an infant at work during times when the employee is required to be working.

Students

Lactating students should contact the counselor or Title IX coordinator, who will make arrangements with the student to create a schedule that results in the least amount of missed class time. Students will be allowed to make up work missed due to lactation activities. If it is not possible to make up the missed work, the student will be provided an alternative assignment.

This policy does not entitle a student to bring an infant to school during the school day when the student is required to be in class.

Public

Members of the public are allowed to engage in lactation activities while on district property and may use the district's designated lactation rooms to do so.

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Version EBBC-C.1B (07/24)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

§§ 160.995

Description

State Statute

§§ 191.918, RSMo.

State Statute

Federal References

20 U.S.C. § 1681

Description

Title IX of the Education Amendments of 1972

29 U.S.C. § 218(d)

PUMP Act

29 U.S.C. §§ 201 – 262

Fair Labor Standards Act

29 U.S.C. 207

Federal Statute

42 U.S.C. §§ 2000e-1-2000e-17

Pregnancy Discrimination Act

42 U.S.C. §§ 2000e-1-2000e-17

Title VII of the Civil Rights Act of 1964

42 U.S.C. §§ 2000gg-1 – 2000gg-6

Pregnant Workers Fairness Act

Cross References

Description

AC

PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION

GBA

EXEMPT AND NONEXEMPT EMPLOYEES

KK

VISITORS TO DISTRICT PROPERTY AND EVENTS

KK-AP(1)

VISITORS TO DISTRICT PROPERTY AND EVENTS - (Public Conduct on District Property)

Policy GB-1: PART-TIME AND SUBSTITUTE EMPLOYMENT

Status: DRAFT

Original Adopted Date: 05/19/2016 | Last Revised Date: 02/21/2019

24C UPDATE EXPLANATION

The state decreased the requirements to qualify to be a substitute teacher in an attempt to help school districts fully staff schools. Individuals may now receive a substitute teacher certificate by completing at least 36 semester hours of college credit or completing 20 hours of online training and possessing a high school diploma. The law also prohibits people under the age of 20 from teaching in high school.

The legislature enacted other provisions that will make it easier to substitute teach. Substitute teaching certificates will now be valid for four years, instead of one year, if the person substitutes for at least five days or 40 hours each year. Further, people applying for the certificates can designate up to five school districts to receive background check results, making it easier and cheaper to substitute teach for multiple school districts.

The law encourages, but does not require, school districts to provide an orientation program for substitute teachers. The orientation should be at least two hours long and include instruction on best practices for classroom management. MSBA encourages districts to invest in professional development for substitute teachers to ensure a good experience for both the teacher and the district.

State statute now requires districts to provide substitute teachers access to a survey created by the Department of Elementary and Secondary Education (DESE), which they are required to complete. In addition, the district is required to submit information about substitutes to DESE annually.

The district may employ part-time employees and employees who will work on a substitute basis in the district. These employees must meet the same qualifications as full-time staff, must be appropriately certified or licensed when necessary, and are subject to the same policies, procedures, and other rules as full-time employees. Part-time and substitute employees must satisfactorily complete the same background checks and screenings required of full-time employees.

Substitute Employees

In accordance with law, a majority of the whole board must approve the employment of all employees, which includes substitute employees. The superintendent will present an initial list of substitute employees to the board for approval. If substitute employees are added to or removed from the list, the superintendent will submit the revised list or the individual changes to the board for approval.

A certificated teacher who is employed as a substitute for a period of time to exceed 12 consecutive work days will be paid at a daily rate equivalent to the appropriate salary schedule increment for teaching experience and graduate hours. Non-certificated degree substitutes employed to teach for a period of time to exceed 12 consecutive work days will be paid at a rate set by the board.

The district will provide all substitute teachers access to a state survey that they are required to complete, in accordance with law. Substitute teachers under the age of 20 will not teach in grades 9 through 12.

Part-Time Employees

The superintendent or designee may create part-time employment positions in situations where the district will benefit from employing part-time staff or where full-time staff are not necessary to accomplish the district's goals. The district will employ persons in part-time positions in accordance with the district's regular hiring practices and board policy.

Job Sharing

The district may employ classroom teachers through a job-sharing arrangement in accordance with law. Classroom teachers in a job-sharing position shall receive paid legal holidays and paid leave applicable to all classroom teachers on a pro rata basis.

A job-sharing position shall mean any position that is shared with one other employee, requires employment of at least 17 and no more than 20 hours per week on a regular basis, and requires at least 70 percent of all time spent in

classroom instruction. Instructional support or school services positions (such as school counselors, media coordinators, psychologists, social workers, audiologists, speech-language pathologists, and nursing positions) are not eligible for job sharing under state law but may still be employed on a part-time basis.

Employing Retirees

The district may employ persons retired and currently receiving a retirement allowance from a public retirement system, but the district shall consult with that public retirement system before hiring one of their beneficiaries.

Contracts

The contracts of all teachers employed on a regular, part-time basis must explicitly state the percentage of full-time equivalent (FTE) work for which they are contracted so that the district may accurately calculate the accumulation of tenure.

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Version GB-1C.1C.MVB (07/24)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
§ 162.301, RSMo.	State Statute
§ 162.322, RSMo.	State Statute
§ 162.324, RSMo.	State Statute
§ 162.331, RSMo.	State Statute
§ 162.475, RSMo.	State Statute
§ 162.561, RSMo.	State Statute
§ 168.037, RSMo.	State Statute
§ 168.101, RSMo.	State Statute
§ 168.130, RSMo.	State Statute
§ 168.303, RSMo.	State Statute
§ 169.560, RSMo.	State Statute
§ 169.596, RSMo.	State Statute
§168.036, RSMo.	State Statute
16 C.S.R. 10-5.010	State Regulation
16 C.S.R. 10-6.060	State Regulation
5 C.S.R. 20-400.110	State Regulation
5 C.S.R. 20-400.220	State Regulation

Policy GBE: STAFF HEALTH AND SAFETY

Status: DRAFT

Original Adopted Date: 12/16/1993 | Last Revised Date: 02/16/2006

24C UPDATE EXPLANATION

This policy was revised to align with the Pregnant Workers Fairness Act (PWFA), a new federal law that requires employers with 15 or more employees to provide accommodations to employees' known physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions. This obligation exists even if the condition does not rise to the level of a disability. Lactation is obviously one of the physical conditions arising out of pregnancy.

Under the PWFA, it is illegal to:

1. Not make reasonable accommodations, unless the district can demonstrate that the accommodations would impose an undue hardship on the operation of business;
2. Require an employee to accept an accommodation other than a reasonable accommodation arrived at through an interactive process;
3. Deny employment opportunities to an employee because the employee needs an accommodation;
4. Require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided to the known limitations; or
5. Take adverse employment action against a qualified employee because the employee requested or used a reasonable accommodation.

It is not necessary for an employee who is pregnant or has pregnancy-related limitations to show unfair treatment in the accommodations they are afforded compared to the accommodations afforded to other employees (previously, accommodations were sometimes denied for lack of similarly situated employees with whom to compare treatment).

For more information on the PWFA, go to <https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act>.

The staff health and safety of all district personnel is of vital importance to the school district. The board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions that may present a threat to the staff health and safety of staff members. The district will respond to employee requests for reasonable accommodations when an employee has a disability as defined by under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) and for known limitations related to pregnancy, childbirth, or related medical conditions under the Pregnant Workers Fairness Act. All employees will receive annual training on universal precautions and the district's communicable disease policy.

The district will only make medical inquiries, require physical exams, and keep medical information on an employees only in accordance with law. Medical records must be maintained on separate forms in separate medical files and shall be kept confidential.

All employees will receive annual training on universal precautions and the district's communicable disease policy.

Individuals employed by the district or through a contracted service to drive district transportation must annually file provide the district with a statement from a medical examiner with the district that indicates that they are physically qualified to operate district transportation for the purpose of transporting students. A new drivers must file this statement prior to his or her their initial operation of district transportation.

Medical records must be maintained on separate forms in separate medical files and shall be kept confidential.

for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

§ 162.064, RSMo.

§ 302.272, RSMo.

Description

State Statute

State Statute

Federal References

29 U.S.C. § 794

42 U.S.C. §§ 12101-12213

42 U.S.C. §§ 2000gg-1 – 2000gg-6

Description

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act

Pregnant Workers Fairness Act

Cross References

EBAB

EBAB-AP(1)

EBAB-AP(2)

EBAB-AP(3)

EBB

EBB-AP(1)

ECG

Description

HAZARDOUS MATERIALS

HAZARDOUS MATERIALS - (Asbestos Control)

HAZARDOUS MATERIALS - (Handling and Disposal of Mercury)

HAZARDOUS MATERIALS - (Chemical Hazard Communication Program)

COMMUNICABLE DISEASES

COMMUNICABLE DISEASES - (Infection Control)

ANIMALS ON DISTRICT PROPERTY

Policy GCBDA: PROFESSIONAL STAFF SHORT-TERM LEAVES

Status: DRAFT

Original Adopted Date: 12/16/1993 | Last Revised Date: 08/18/2022 | Last Reviewed Date: 08/18/2022

24C UPDATE EXPLANATION

This policy was revised for clarity. It was also amended to more clearly address leaves for part-time employees. Please carefully review the language to ensure it accurately reflects your district's practices. If not, please take the time to modify the policy accordingly.

This policy was also amended to align with the Pregnant Workers Fairness Act (PWFA), a new federal law that requires employers with 15 or more employees to provide accommodations to employees' known physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions. This obligation exists even if the condition does not rise to the level of a disability. Lactation is obviously one of the physical conditions arising out of pregnancy.

Under the PWFA, it is illegal for an employer to:

1. Not make reasonable accommodations for a pregnant employee experiencing any limitation related to pregnancy or related conditions (a "qualified employee") unless the district can demonstrate that the accommodations would impose an undue hardship on the operation of the district's business;
2. Require an employee to accept an accommodation other than a reasonable accommodation arrived at through an interactive process;
3. Deny employment opportunities to an employee because the employee needs an accommodation;
4. Require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided to the known limitations; or
5. Take adverse employment action against a qualified employee because the employee requested or used a reasonable accommodation.

This policy has also been revised to clarify and simplify when employees may use paid leave during extended absences. The limitation to six weeks of paid leave in case of extended absences related to pregnancy has been removed. MSBA initially put that language in the policy to encourage employees who were eligible for FMLA leave to return to work. This is still a worthy policy goal. However, some districts have had difficulty explaining to employees why they are entitled to take time off under the FMLA but they cannot use their accumulated paid leave for the absence. Further, because districts pay employees for unused leave days, some districts prefer that employees use those days. For these reasons, MSBA has altered its standard policy. However, districts may customize this language to meet the needs of the district.

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. However, the board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

To the extent permitted by law, the district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro-rata basis in proportion to the full-time equivalent (FTE) they are scheduled to work. For example, employees who work .5 FTE will receive half the number of leave days as full-time employees. This policy does not apply to temporary or substitute staff member employees unless otherwise noted.

1. **Sick/Personal Leave** -- Professional staff employees whose assignments call for 12 months of full-time employment will receive ten days of sick/personal leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will receive ten days of sick/personal leave.

Administrative sick/personal leave will be established by the board per Professional Staff Salary Protocol Schedule D, Table 1: Administrative Salary Index. Unused sick/personal leave will be cumulative to 70 sick leave days. An absence of over one through four hours shall be counted as a half-day of sick/personal leave. Sick/Personal leave may be taken at the discretion of the employee except on the day before or day after a holiday break. If an employee is absent either the day before or the day after a holiday, said employee must have a doctor's excuse or administrative approval.

Absences may be charged against sick/personal leave for the following reasons:

- a. Illness, injury, or incapacity of the employee. The board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. The Family and Medical Leave Act (FMLA) health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury, or incapacity of a member of the immediate family. The board defines "immediate family" to include:
 - The employee's spouse.
 - The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings, and any other family member residing with the employee.
 - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

(Note: "Family" for FMLA purposes is more limited.)

- c. Illness, injury, or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth, and adoption leave in accordance with this policy and the law.
- e. Attending a funeral.
- f. Tax investigation.
- g. Court appearances, unless applicable law or policy provides for paid leave.
- h. Wedding or graduation.
- i. Observance of a religious holiday.
- j. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday, or before or after school hours, including parent-teacher conferences.
- k. Absences under leaves authorized by law, policy, or the board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- l. Leave for other purposes as approved by the principal.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

~~Staff members~~ Employees who are ill ~~are encouraged~~ may be required to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

~~Ad District employees~~ may not use sick/personal leave during the period they ~~employee~~ receives ~~W~~ workers'

Compensation for time lost to work-related incidents.

Any certificated employees who are members of a retirement system shall remain members during any leave period of leave taken under district sick leave provisions of the district or under Workers' Compensation. The employees shall also receive creditable service credit for such leave time if they employee makes contributions to the system equal to the amount of contributions that he or she they would have made had he or she they been on active service status.

2. Payment for Accumulated Sick Leave

The district will pay for unused sick days to those employees leaving the district due to retirement at a rate of \$25 per day up to a maximum of 70 days upon the receipt of verification of retirement benefit application from the Public School Retirement System of Missouri (PSRS). The district will pay employees for unused sick days to those leaving the district according to the following scale:

Years in District	Per Day Rate
a. Probationary	\$10
b. Permanent	
1) 5-10 years	\$15
2) 11 or more years	\$20

In addition, the district will pay all returning teachers annually for all unused sick days over the maximum accumulation allowed at the rate of \$40 per day.

3. **Vacation** – All professional staff employed on a 12-month basis will receive two weeks of vacation per year, and three weeks annually after completing ten years of employment with the district. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employees may take his or her vacation.

A district employee may not use vacation days during the period they employee receives Workers' Compensation for time lost to work-related incidents.

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

1. **Holidays** – Labor Day, Thanksgiving Day (2 days), Christmas Day, and New Year's Day. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.
2. **Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors, or participate in other approved professional growth activities. Professional leave is not considered sick/personal leave and must be approved by the superintendent or designee and arranged well in advance and is not considered personal leave.
3. **Military Leave** – The board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave, or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
4. **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which they employee will serve as an election judge. No employee will not be terminated, disciplined, threatened, or otherwise subjected to adverse action based on their employee's service as an election judge.
5. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the

employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination, or loss of wages or salary.

6. **Jury Duty Leave** – Any employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process, or time spent actually serving on a jury. Any employee will not be terminated, disciplined, threatened, or otherwise subjected to adverse action because of their employee's receipt of or response to a jury summons.
7. **Leave for Court Subpoena** – If the employee who receives a subpoena is directly related to their employee's schoolwork duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from sick/personal leave.
8. **Firefighter Leave** – Employees will be allowed to use personal, vacation, and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri's Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
9. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime, or who has an immediate family member who is a crime victim will not be required to use vacation, or sick/personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of the criminal proceeding.
10. **Civil Air Patrol Leave** – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave, or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.
11. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave, or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.
12. **Victims' Economic Safety and Security Act (VESSA) Leave** – Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member, or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two workweeks of unpaid leave will be available in a 12-month period, except that employees of districts with fewer than 50 employees but at least 20 employees will be limited to one workweek of unpaid leave. Employees may use accumulated paid leave or compensatory time concurrently with unpaid VESSA leave. VESSA leave does not create a right for employees to take unpaid leave that exceeds the amount of unpaid leave time under FMLA. Employees are required to give 48 hours' notice of the need for leave unless such notice is not practicable. The district may require certification of the need for leave, which may include documentation from an entity aiding the victim, a police or court record, or other corroborating evidence. Information provided by the employee in conjunction with the use of this leave will be confidential in accordance with law.

Pregnancy, Childbirth, and Adoption Leave

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption, or foster care of a child will have such leave applied in accordance with the FMLA. The district will apply to such absences any applicable paid leave the employee has accrued. Employees whose FMLA leave exceeds their applicable accrued paid leave may use unpaid leave for the remainder of the FMLA absence as allowed by law.

Employees who are ineligible for FMLA leave may take up to six weeks of unpaid leave for the birth, first-year care, adoption, or foster care of a child. The district will apply to such absences any applicable paid leave the employee has accrued. Employees who have not accrued a sufficient amount of paid leave will be provided unpaid leave.

Employees who need additional leave or other accommodations for a limitation related to pregnancy, childbirth, or related medical conditions should communicate their need for accommodation to any person who supervises, manages, or directs any of their work, and the district will afford accommodations as required by law. Additional unpaid leave may be an accommodation under the Pregnant Workers' Fairness Act (PWFA) in some circumstances, but the district will not require employees to accept leave as an accommodation without engaging in an interactive process to determine appropriate accommodations.

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
§ 115.102, RSMo.	State Statute
§ 115.639, RSMo.	State Statute
§ 168.122, RSMo.	State Statute
§ 169.595, RSMo.	State Statute
§ 320.200, RSMo.	State Statute
§ 41.1000, RSMo.	State Statute
§ 41.1005, RSMo.	State Statute
§ 494.460, RSMo.	State Statute
§ 595.209, RSMo.	State Statute
§§ 105.270-.271, RSMo.	State Statute
§§ 285.625-670	State Statute
§§ 320.330-.339, RSMo.	State Statute
Federal References	Description
29 C.F.R. § 1604.10	Federal Regulation
29 U.S.C. §§ 2611-2619	Family and Medical Leave Act
29 U.S.C. § 216(c)	Fair Labor Standards Act
42 U.S.C. §§ 2000d-2000d-7	Title VI of the Civil Rights Act of 1964
42 U.S.C. §§ 2000e-1-2000e-17	Title VII of the Civil Rights Act of 1964

Federal References

42 U.S.C. §§ 2000gg-1 – 2000gg-6

Description

Pregnant Workers Fairness Act

Cross References

DLB

GBCBA

HA

IC

Description

SALARY DEDUCTIONS

EMPLOYEE WALKOUTS, STRIKES AND OTHER DISRUPTIONS

NEGOTIATIONS WITH EMPLOYEE REPRESENTATIVES

ACADEMIC CALENDAR

Policy GDBDA: SUPPORT STAFF LEAVES

Status: DRAFT

Original Adopted Date: 03/07/1994 | Last Revised Date: 08/18/2022 | Last Reviewed Date: 08/18/2022

24C UPDATE EXPLANATION

This policy was revised for clarity. It was also amended to more clearly address leaves for part-time employees. Please carefully review the language to ensure it accurately reflects your district's practices. If not, please take the time to modify the policy accordingly.

This policy was also amended to align with the Pregnant Workers Fairness Act (PWFA), a new federal law that requires employers with 15 or more employees to provide accommodations to employees' known physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions. This obligation exists even if the condition does not rise to the level of a disability. Lactation is obviously one of the physical conditions arising out of pregnancy.

Under the PWFA, it is illegal for an employer to:

1. Not make reasonable accommodations for a pregnant employee experiencing any limitation related to pregnancy or related conditions (a "qualified employee") unless the district can demonstrate that the accommodations would impose an undue hardship on the operation of the district's business;
2. Require an employee to accept an accommodation other than a reasonable accommodation arrived at through an interactive process;
3. Deny employment opportunities to an employee because the employee needs an accommodation;
4. Require a qualified employee to take paid or unpaid leave if another reasonable accommodation can be provided to the known limitations; or
5. Take adverse employment action against a qualified employee because the employee requested or used a reasonable accommodation.

This policy has also been revised to clarify and simplify when employees may use paid leave during extended absences. The limitation to six weeks of paid leave in case of extended absences related to pregnancy has been removed. MSBA initially put that language in the policy to encourage employees who were eligible for FMLA leave to return to work. This is still a worthy policy goal. However, some districts have had difficulty explaining to employees why they are entitled to take time off under the FMLA but cannot use their accumulated paid leave for the absence. Further, because districts pay employees for unused leave days, some districts prefer that employees use those days. For these reasons, MSBA has altered its standard policy. However, districts may customize this language to meet the needs of the district.

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. However, the board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

To the extent permitted by law, the district may require an employee to provide the district a verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time support staff employees. Regular part-time support staff employees will receive these leaves on a pro-rata basis in proportion to the full-time equivalent (FTE) they are scheduled to work. For example, employees who work .5 FTE will receive half the number of leave days as full-time employees. This policy does not apply to temporary or substitute staff member employees unless otherwise noted.

1. Sick/Personal Leave – Sick/Personal leave for full-time noncertificated employees will be granted in accordance with the total number of contractual months of the position.

Twelve-Month Employees – Bookkeeper, Superintendent's secretary, Treasurer, Bus mechanic, Maintenance supervisor, and Custodians

Ten days per year, accumulative to 40 sick days. (New employees allowed one day per month for the first five months.)

Nine-Month Employees – Building Secretaries – 40-week positions, Bus Drivers, Cooks, Nurse, and Teacher aides

Seven days per year, accumulative to 35 sick days. (New employees allowed one day per ten weeks for the first year.)

An absence of over one through four hours shall be counted as half-day sick/personal leave. Unused sick/personal leave days will accumulate as sick leave.

Absences may be charged against sick/personal leave for the following reasons:

- a. Illness, injury, or incapacity of the employee. The board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. The Family and Medical Leave Act (FMLA) health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury, or incapacity of a member of the immediate family. The board defines "immediate family" to include:
 - The employee's spouse.
 - The following relatives of the employee or the employee's spouse: children, children's spouses, parents, siblings, and any other family member residing with the employee.
 - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.(Note: "Family" for FMLA purposes is more limited.)
- c. Pregnancy, childbirth, and adoption leave in accordance with this policy and the law.
- d. Attending a funeral.
- e. Financial or legal business that cannot be transacted on a nonwork day.
- f. Court appearances, unless applicable law or policy provides for paid leave.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request. Sick/Personal leave will not be granted before or after a holiday unless special circumstances exist. A doctor's slip or administrative approval is required for employees to use a sick/personal leave day before or after a holiday.

~~Staff members~~ Employees who are ill are encouraged may be required to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

~~A District employee~~ may not use sick/personal leave days during the period they employee receives ~~Workers'~~ Compensation for time lost to work-related incidents.

~~Any support staff employee~~ who is a member of a retirement system shall remain a member during any leave period of leave taken under district sick leave provisions of the district or under ~~Workers'~~ Compensation. The employee shall also receive creditable service credit for such leave time if they employee makes contributions to the system equal to the amount of contributions that he or she they would have made had he or she they been on active service status.

2. **Vacation** – All support staff employed on a 12-month basis will receive vacation based on the following schedule:

Length of Service Completed	Amount of Vacation
One year of employment	One week (five working days) summer vacation annually
Two years of employment	Two weeks (ten working days) summer vacation annually
Ten years of employment	Three weeks (15 working days) summer vacation annually

Scheduling Vacations

A single vacation period shall not exceed 15 consecutive work days. Custodians must submit a written request for vacation to the maintenance supervisor and receive written authorization before taking vacation days. (All other personnel are to arrange vacation time with the superintendent.) If the employee's absence may disrupt district operations, the superintendent has the discretion to deny a request for vacation.

Accumulated Vacation Time

When an employee leaves the system through resignation or dismissal, he or she they shall not be paid for unused days of accumulated vacation.

All District employees may not use vacation days during the period they employee receives workers' compensation for time lost to work-related incidents.

Unless otherwise provided, the following leaves will be provided to full-time and part-time support staff employees.

1. **Holidays** – Fourth of July, Labor Day, Thanksgiving (2 days), Christmas (2 days), New Year's Day, and Memorial Day. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.
2. **Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors, or participate in other district-approved professional growth activities. Professional leave is not considered sick/personal leave and must be approved by the immediate supervisor, and arranged well in advance and is not considered personal leave.
3. **Military Leave** – The board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave, or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
4. **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which they employee will serve as an election judge. No employee will not be terminated, disciplined, threatened, or otherwise subjected to adverse action based on their employee's service as an election judge.
5. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination, or loss of wages or salary.
6. **Jury Duty Leave** – An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process, or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened, or otherwise subjected to adverse action because of their employee's receipt of or response to a jury summons.

7. **Leave for Court Subpoena** – If the employees who receive a subpoena is directly related to their employee's schoolwork duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from sick/personal leave.
8. **Firefighter Leave** – Employees will be allowed to use personal, vacation, and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team-1, Missouri Task Force One, Urban Search and Rescue Team, or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
9. **Crime Victim Leave** – Any employees who are crime victims, who witnesses a crime, or who have an immediate family member who is a crime victim will not be required to use vacation, or sick/personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of the criminal proceeding.
10. **Civil Air Patrol Leave** – Any employees who are members of Civil Air Patrol and have qualified for a Civil Air Patrol emergency service specialty or who are certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave, or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employees be exempted from responding to a specific mission.
11. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave, or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.
12. **Victims' Economic Safety and Security Act (VESSA) Leave** – Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member, or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two workweeks of unpaid leave will be available in a 12-month period, except that employees of districts with fewer than 50 employees but at least 20 employees will be limited to one workweek of unpaid leave. Employees may use accumulated paid leave or compensatory time concurrently with unpaid VESSA leave. VESSA leave does not create a right for employees to take unpaid leave that exceeds the amount of unpaid leave time under FMLA. Employees are required to give 48 hours' notice of the need for leave unless such notice is not practicable. The district may require certification of the need for leave, which may include documentation from an entity aiding the victim, a police or court record, or other corroborating evidence. Information provided by the employee in conjunction with the use of this leave will be confidential in accordance with law.

Pregnancy, Childbirth, and Adoption Leave

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption, or foster care of a child will have such leave applied in accordance with the FMLA. The district will apply to such absences any applicable paid leave the employee has accrued. Employees whose FMLA leave exceeds their applicable accrued paid leave may use unpaid leave for the remainder of the FMLA absence as allowed by law.

Employees who are ineligible for FMLA leave may take up to six weeks of unpaid leave for the birth, first-year care, adoption, or foster care of a child. The district will apply to such absences any applicable paid leave the employee has accrued. Employees who have not accrued a sufficient amount of paid leave will be provided unpaid leave.

Employees who need additional leave or other accommodations for a limitation related to pregnancy, childbirth, or related medical conditions should communicate their need for accommodation to any person who supervises, manages, or directs any of their work, and the district will afford accommodations as required by law. Additional unpaid leave may be an accommodation under the Pregnant Workers' Fairness Act (PWFA) in some circumstances, but the district will not require employees to accept leave as an accommodation without engaging in an interactive process to determine appropriate accommodations.

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

	Description
§ 115.102, RSMo.	State Statute
§ 115.639, RSMo.	State Statute
§ 168.122, RSMo.	State Statute
§ 169.595, RSMo.	State Statute
§ 320.200, RSMo.	State Statute
§ 41.1000, RSMo.	State Statute
§ 41.1005, RSMo.	State Statute
§ 494.460, RSMo.	State Statute
§ 595.209, RSMo.	State Statute
§§ 105.270-.271, RSMo.	State Statute
§§ 285.625-670	State Statute
§§ 320.330-.339, RSMo.	State Statute

Federal References

	Description
29 C.F.R. § 1604.10	Federal Regulation
29 U.S.C. §§ 2611-2619	Family and Medical Leave Act
29 U.S.C. § 216(c)	Fair Labor Standards Act
42 U.S.C. §§ 2000d-2000d-7	Title VI of the Civil Rights Act of 1964
42 U.S.C. §§ 2000e-1-2000e-17	Title VII of the Civil Rights Act of 1964
42 U.S.C. §§ 2000gg-1 - 2000gg-6	Pregnant Workers Fairness Act

Cross References

	Description
DLB	SALARY DEDUCTIONS
GBCBA	EMPLOYEE WALKOUTS, STRIKES AND OTHER DISRUPTIONS
HA	NEGOTIATIONS WITH EMPLOYEE REPRESENTATIVES

Cross References

IC

DescriptionACADEMIC CALENDAR

Policy IGBA-1: SPECIAL EDUCATION

Status: DRAFT

Original Adopted Date: 12/16/1993 | Last Revised Date: 11/15/2018

24C UPDATE EXPLANATION

Senate Bill 681 (2022) amended § 167.225, RSMo., to include the "Blind Students' Rights to Independence, Training, and Education Act," or BRITE Act. The BRITE Act requires districts to provide students who are blind or visually impaired instruction in Braille reading and writing, assistive technology, and orientation and mobility as part of the student's individualized educational program (IEP), unless the IEP team determines that such instruction is not appropriate. The district is prohibited from denying students instruction solely because they have some remaining vision.

The amended law is ten pages long and is very prescriptive on how the IEP team makes the determination that instruction is necessary, what is included in the student's IEP, and how the instruction will be delivered. Of particular note is the requirement that students are allowed to transport assistive technology to and from school or that a separate device be provided to the family without cost to the family or assumption of liability for loss or damage. In addition, some of the instruction on orientation and mobility must occur outside the school "during daytime and nighttime and around the home, school, and community as determined age appropriate." MSBA does not put this level of detail in policy but strongly encourages district staff to receive training on the requirements of the BRITE Act.

MSBA has added § 161.396, RSMo., known as the Language Equality and Acquisition for Deaf Kids (LEAD-K) Act to the legal references. This law was passed in 2023 and requires the Department of Elementary and Secondary Education (DESE) to create developmental milestones for children who are deaf or hard of hearing and select tools or assessments for educators to use to assess the language and literacy development of these students. The goal is to increase literacy in these students at a young age. If a deaf or hearing-impaired student does not demonstrate progress in language skills, the student's IEP team must explain in detail in the IEP team meeting the reasons the student is not progressing and recommend strategies, services, and programs that will be provided to the student.

While the LEAD-K Act does impact school districts, and the appropriate district staff should be trained on its requirements, MSBA has not referenced it within the policy because the policy already requires districts to comply with state law. MSBA recommends that the district invest in training for these staff members on this law.

MSBA has also rewritten the section titled "Children Three to Five Years of Age" to clarify a complicated concept. Federal special education law gives school districts a choice as to whether they will allow young students to be identified as a Young Child with a Developmental Delay (YCDD). This disability category allows for young students who are obviously struggling to receive special education services based on the professional judgment of the district staff, as opposed to specific disability criteria. Likewise, the law gives districts a choice as to whether the student will continue to be identified as YCDD once the student becomes eligible for kindergarten or whether the student will become ineligible for special education unless they qualify another way. However, by law, students who were not identified as YCDD prior to kindergarten cannot be designated as such once they begin kindergarten. No student may be receiving special education services under the YCDD category once the student becomes age-eligible for first grade (age 6 before August 1). That means students who had been previously identified as YCDD must meet the eligibility criteria for a specific disability to continue to receive special education services.

Why is the YCDD label so regulated? It is possible to provide more children services under YCDD, but those services also come at a cost, some of which must be paid by the local district. That is why this category is so restrictive and why the state has allowed individual districts to make this choice. Because districts have a choice, this policy language documents the district's choice. For more information on the district's choices, go to page 40 in the Missouri State Plan for Special Education, Part B, 2023: <https://dese.mo.gov/media/pdf/missouri-state-plan-special-education-part-b-2023>.

It is the policy of the board of education to provide a free and appropriate public education (FAPE) for students with disabilities who are in need of special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA), the Missouri State Plan for Special Education (State Plan), the district's local compliance plan, and applicable state and federal laws.

Child Find

The district has an obligation to locate, identify, and evaluate children in the district between the ages of 3 and 21 who may need special education and related services, including children who are wards of the state, are homeless, or attend private schools located within the boundaries of the school district. Any individual who knows or believes that a student has a disability and is in need of accommodation or special education should contact the school's principal or the district's special education director immediately.

The district will notify all parents/guardians and students of its obligations under this policy and the law. The district will also utilize public media and other postings to notify the public of the district's legal obligations as required by law.

Evaluation and Identification

The special education director will arrange for district students and children who are not enrolled in the district but who may need special education services to be evaluated to determine their eligibility for special education services in accordance with the law and state and local plans.

Specific Learning Disabilities

The board authorizes the special education director to use a discrepancy model, including the use of professional judgment or a response to intervention (RTI) model, for identifying students with specific learning disabilities (SLD).

Children Three to Five Years of Age

When identifying children three to five years of age who qualify for special education but are not yet eligible for kindergarten, the district will use any of the disability categories, including that of Young Child with a Developmental Delay (YCDD). When a child so identified reaches kindergarten age, his or her eligibility will continue to be determined using any of the disability categories, including that of YCDD. A child who is not identified as eligible for special education services prior to reaching kindergarten age will be identified using disability categories excluding that of YCDD. The district will identify for special education services children who are three to five years old and not yet eligible for kindergarten. To do so, the district will use the available identification categories included in the Missouri State Plan for Special Education (State Plan), including the category of "Young Child with a Developmental Delay" (YCDD). Every child who has been identified for special education services will remain eligible for special education services after becoming age-eligible for kindergarten. The district will comply with the requirements of the State Plan.

Independent Evaluations

If a student is evaluated for special education services and the parents/guardians disagree with the evaluation, the parents/guardians may obtain an independent educational evaluation (IEE) at the district's expense, as allowed by the IDEA. Applicable procedures, evaluator criteria, and location and cost limitations governing the IEE process are available through the district's special education director. The board delegates to the superintendent or designee the authority to make changes to these procedures, evaluator criteria, and cost guidelines. These items will adhere to rules published in the Missouri State Plan and the local plan for compliance with the law.

Services for Students with Visual Impairments

As required by law, and unless the individualized education program (IEP) team determines that such instruction is not appropriate, each student who is blind or visually impaired will receive instruction in:

1. Braille reading and writing;
2. Assistive technology;
3. Expanded core curriculum; and
4. Orientation and mobility.

No student will be denied such instruction solely because the student has some remaining vision.

Students Placed in Private Schools by Their Parents/Guardians

For the purpose of this policy, a "private school" is defined to include home schools and religious/parochial schools.

In general, the district has no obligation to provide FAPE or special education and related services to any individual students enrolled in a private school by his or her their parents/guardians. The district will expend a proportionate amount of its IDEA Part B funds on the group of privately placed students as a whole, as required by law.

The district will work with private schools located within its boundaries to identify and evaluate students attending the private schools who may be eligible for special education services. When a student is determined eligible, the district will offer to enroll the student and provide the student special education and related services in the district.

Parents/Guardians of a student previously enrolled in the district who choose to unilaterally place the student in a private school without district consent due to a dispute regarding FAPE will not be reimbursed for tuition costs except as required by law.

Extended School Year

Extended school year (ESY) services may be necessary to provide a child with a disability FAPE pursuant to law. The individualized education program (IEP) team will consider ESY services for all special education students eligible for services under the IDEA, but ESY services will only be provided only if the student is found eligible in accordance with this policy.

A student will be eligible for ESY services if, based on the available data, the student needs services beyond the regular school day or term to avoid regression that will interfere with the student's ability to continue to progress in the curriculum. This determination will be based on consideration of the following:

1. The nature and severity of the student's disability.
2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress.
4. The student's behavioral and physical needs.
5. Opportunities the student will have to practice skills outside the formal classroom setting without ESY services.
6. Availability of alternative resources.
7. Areas of the student's curriculum that need continuous attention.
8. Ability of the student's parents/guardians to provide educational structure.
9. Particular curricular or vocational needs of the student.
10. Opportunity for the student to interact with nondisabled children.

The length, nature, and type of ESY services will be determined by the IEP team and addressed in each student's IEP. If at the time the IEP is developed it is unreasonable to predict eligibility for ESY services at the time the IEP is developed, the IEP team will meet after sufficient time has passed for the team to make an informed decision about ESY services, but not later than six weeks prior to the end of the last calendar day of the regular school term.

Mediation

The board of education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education director, the superintendent is authorized to perform his or her the duties under this section.

Resolution

The board of education designates the special education director to represent the school district in resolution

meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the superintendent is authorized to perform his or her the duties under this section. All other settlement agreements must be approved by the board.

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Version IGBA-1C.1S.MVB (07/24)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

§ 161.396, RSMo.

§ 161.850, RSMo.

§ 162.670-.999, RSMo.

§ 167.225, RSMo.

MISSOURI STATE PLAN FOR SPECIAL
EDUCATION

Description

State Statute

State Statute

State Statute

State Statute

State Regulation

Federal References

20 U.S.C. § 1400-1417

29 U.S.C. § 794

34 C.F.R Part 104

34 C.F.R Part 300

42 U.S.C. §§ 12101-12213

Description

Individuals with Disabilities Education Act

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973

Individuals with Disabilities Education Act

Americans with Disabilities Act

Cross References

AC

DGA

ECG

EHBC

EHBC-AP(1)

EHBC-AP(2)

EHBC-AP(3)

EHBC-AP(4)

JCB

JCB-AP(1)

JCC-1

JEC-1

JECC-1

JGE

JGE-AP(1)

JGE-AP(2)

Description

PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION

AUTHORIZED SIGNATURES

ANIMALS ON DISTRICT PROPERTY

DATA GOVERNANCE AND SECURITY

DATA GOVERNANCE AND SECURITY - (Incident and Data Breach Response Plan)

DATA GOVERNANCE AND SECURITY - (Data Management)

DATA GOVERNANCE AND SECURITY - (Account Management)

DATA GOVERNANCE AND SECURITY - (Security Controls)

TRANSFERS WITHIN THE DISTRICT

TRANSFERS WITHIN THE DISTRICT - (Transfers under Federal Law)

TRANSFERS OUTSIDE THE DISTRICT

SCHOOL ADMISSIONS

ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES

DISCIPLINE OF STUDENTS WITH DISABILITIES

DISCIPLINE OF STUDENTS WITH DISABILITIES - (Students Eligible for Special Education Services)

DISCIPLINE OF STUDENTS WITH DISABILITIES - (Students Receiving Accommodations under Section 504 but Not Special Education Services)

Cross References

JHCF

JHCF-AP(1)

JHDA

JO-1

JO-1-AP(1)

JO-1-AP(2)

KKB

Description

STUDENT ALLERGY PREVENTION AND RESPONSE

STUDENT ALLERGY PREVENTION AND RESPONSE - (District Keeps Epinephrine Premeasured Auto-Injection Devices on Hand)

SURVEYING, ANALYZING OR EVALUATING STUDENTS

STUDENT RECORDS

STUDENT RECORDS - (K-12 Districts)

STUDENT RECORDS - (Disclosure of Photographs, Images and Recordings Maintained by the District)

AUDIO AND VISUAL RECORDING

Policy IGBE-1: STUDENTS IN FOSTER CARE

Status: DRAFT

Original Adopted Date: Pending

24C UPDATE EXPLANATION

The Missouri state legislature amended § 167.019, RSMo., to include the ten-day deadline for determining the best interest of a child for purposes of school district placement under certain circumstances. The new language applies when a student is placed in foster care outside the student's school district of origin and the distance between the student's school of origin and the residence of foster placement is at least ten miles, or if the student is receiving services from a special school district, fifteen miles.

(K-12 Districts)

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

Definitions

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

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

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

Liaison/Point of Contact

The district designates the following individual as the liaison for foster care students:

Federal Programs Director, Barbara Medina
Mountain View Birch Tree R-III School District
502 N. Elm St.
Mountain View, MO 65548-8472
Phone: 417-934-2550
Email: bmedina@liberty.mvbt.k12.mo.us

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

Enrollment and Placement of Foster Care Students

Students in a foster care placement located within the district's boundaries of the district will be educated in the school of origin unless it is not in the best interest of the student to do so. As students placed in the school of origin will remain in the school of origin for the duration of the time he or she is they are in foster care. If it is not in the best interest of the student to stay in the school of origin, the district will immediately enroll the student, even if the student is unable to produce records normally required for enrollment, and will contact the school of origin to obtain relevant records.

Foster care students who attend school in the district because attending the school of origin was not in their best

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

Best Interest Determination

Placement

Within three days of the student enrolling, the liaison will organize a meeting or consultation to determine which placement is in the student's best interest of the student. The meeting or consultation will include a representative of the CD; the foster parents; a representative from the school of origin; the parents/guardians and student, if appropriate; and any other person requested by the student, the foster parents, or the CD who has a special relationship with the student. These individuals will be considered the best interest determination (BID) team and, using child-centered criteria, including the appropriateness of the current educational setting and proximity to the school in which the student is enrolled at the time, will determine the best placement for the student. Transportation costs will not be a factor. If the BID team cannot reach a consensus regarding the best placement, the representative from the CD will make the final determination.

If a foster student is placed in a foster home that is not in the district of the student's school of origin, placement in the school district in which the student was placed for foster care is deemed to be in the student's best interest if:

1. The best interest determination has not been completed within ten days of the student's placement; and
2. The distance between the school of origin and the foster home placement is greater than ten miles (or fifteen miles if the district is served by a special school district).

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

Dispute Resolution

If the legal, putative, or biological parent (parent) or educational decision maker disputes that the placement assigned by the BID team or CD is in the student's best interest, the parent or educational decision maker ("disputant") may contact the liaison to implement the dispute resolution process. The liaison will provide the disputant with a copy of the district's dispute resolution procedures and answer any questions about the resolution process.

Transportation

If the BID team determines that the school of origin is the best placement for a foster care student, the student will be transported to the school of origin in accordance with the transportation plan developed in collaboration with the CD. Transportation will be provided promptly and in a cost-effective manner in accordance with law. If there are additional costs incurred by the school of origin, the costs will be paid by the CD or the district or shared by the CD and the district.

Transportation Disputes

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

Records

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

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

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

Attendance

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

Programs and Activities

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

Graduation

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

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

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

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

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
§ 160.1990, RSMo.	State Statute
§ 167.018, RSMo.	State Statute
§ 167.019, RSMo.	State Statute
§ 210.1050, RSMo.	State Statute
§ 210.760, RSMo.	State Statute

Cross References

BDC
JCB
JCB-AP(1)
JCC-1
JEC-1
JECA-1
JECA-1-AP(1)
JECC-1
JED
JO-1
JO-1-AP(1)
JO-1-AP(2)

Description

CLOSED MEETINGS, RECORDS, AND VOTES
TRANSFERS WITHIN THE DISTRICT
TRANSFERS WITHIN THE DISTRICT - (Transfers under Federal Law)
TRANSFERS OUTSIDE THE DISTRICT
SCHOOL ADMISSIONS
ELIGIBILITY TO ENROLL
ELIGIBILITY TO ENROLL - (Foreign Exchange Students)
ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES
STUDENT ABSENCES AND EXCUSES
STUDENT RECORDS
STUDENT RECORDS - (K-12 Districts)
STUDENT RECORDS - (Disclosure of Photographs, Images and Recordings Maintained by the District)

Policy ILA: TEST INTEGRITY AND SECURITY

Status: DRAFT

Original Adopted Date: 03/07/1994 | Last Revised Date: 07/08/2014

24C UPDATE EXPLANATION

MSBA has modified this policy to reflect the Guide to the Missouri Assessment Program 2023-2024. See <https://dese.mo.gov/quality-schools/assessment/guide-missouri-assessment-program>.

Because this guidance changes annually and districts administer many tests other than the MAP, the policy has been revised to simply state that staff will follow the requirements of the applicable testing manual.

Accurate information about student performance is integral to the district's mission of improving student achievement. In order to make sure the information is valid, the district must protect the integrity of the testing process. This policy shall become part of the district assessment plan. All staff associated with the assessment process are responsible for understanding and implementing the security measures in this policy. For the purposes of this policy, "staff associated with the assessment process" includes test coordinators, examiners, translators, proctors, and any district staff who have responsibilities in providing, monitoring, or overseeing student testing as designated by the superintendent or designee.

Districtwide Test Coordinator

The superintendent or designee will appoint a districtwide test coordinator who will perform the duties as described in the most recent version of the Guide to the Missouri Assessment Program published by the Department of Elementary and Secondary Education (DESE).

Training on Integrity and Security for Each Assessment

Each assessment has a testing manual that includes the security and integrity requirements for the assessment to produce valid results. The board requires that test-specific integrity and security measures be implemented as directed by the manual and that any breach, or suspected breach, of those integrity and security measures be reported promptly to the districtwide test coordinator.

Prior to test administration, the districtwide test coordinator must require, as part of general staff training for the assessment, that all staff associated with the assessment process familiarize themselves with the testing manual's section for the security and integrity requirements and practices for the relevant test(s) and participate in any other district-created training.

Test Security

Unless allowed by specific test protocol, tests shall not be read, scored, reviewed, photocopied, duplicated, scanned, transported or made accessible to staff not associated with the assessment process. Staff associated with the assessment process shall not discuss, either in writing or verbally, specific items on the assessment. Such discussion breaches both the security and integrity of the assessment and may result in an invalidation or loss of scores for accountability purposes.

Unless allowed by specific test protocol, staff associated with the assessment process are prohibited from reviewing the test materials or questions prior to, during or after testing. Before and after test administration, test materials must be kept in a locked room or cabinet in the school building, but outside the classroom, to prevent unauthorized access. All test materials must be returned to the district test coordinator after the assessment is administered.

Similar test security precautions apply to online testing.

Training

The district will train all district staff associated with the assessment process in accordance with test protocol. The training will include topics required or recommended by the specific test or by the company administering the testing as well as training on the requirements of this policy.

Test Coordinator Roles

The superintendent or designee will appoint a districtwide test coordinator who will:

1. View all assessment manuals and training provided by the Department of Elementary and Secondary Education (DESE) and stay informed of all relevant communication regarding the various assessment instruments.
2. Be responsible for training all school test coordinators, test examiners and other staff associated with the assessment process on testing procedures using appropriate training materials.
3. Keep a record of when staff associated with the assessment process are trained and provide that record to the appropriate parties, if required.
4. Restrict access to all secure testing materials prior to testing, including student test books, manipulatives and passwords or other access to electronic testing materials.
5. Ensure that beyond the initial checking and sorting, test materials remain untouched until they are distributed for test administration.
6. During the transcription process, ensure that all tests that need to be transcribed are kept secure from unauthorized access. All materials and any copies generated shall be returned to the testing coordinator after use.
7. Maintain the district's testing schedule and be prepared to provide such schedule upon request. Should the schedule change in any way, the test coordinator must update this information and document the reasons for the change.
8. Organize and deliver testing materials to each building and/or classroom and ensure that all responsible district staff have sufficient quantities of testing materials, or designate specifically trained persons to do so.
9. Ensure that only the test coordinators and staff associated with the assessment process have access to test materials.
10. After test administration, collect and account for all testing materials from each school in the district as well as any out-of-district schools where the students attend alternative programs.

General Test Administration

1. All standardized and statewide tests will be administered in compliance with testing guidelines provided by the company producing or administering the test and DESE when applicable.
2. The district shall inform parents/guardians of the district's testing schedule.
3. Students will be encouraged to use restroom facilities, get drinks and take care of other needs before beginning the test.
4. No individuals other than the test administrator or proctor and the students taking the test shall be allowed in the testing room during the testing session unless otherwise approved by the test coordinator.
5. Electronic communication, including mobile and imaging devices, must not be accessible during any portion of the testing session. These types of devices must be turned off and not readily visible at any time during the testing session.
6. After testing, all used draft, scratch, grid or unlabeled graph paper, student test directions and printed manuals shall be collected and securely destroyed.
7. Students will be permitted to use certain materials, such as calculators or thesauri, when directed by the specific test.

Paper and Pencil Testing

1. Test materials will be delivered to each building before the day of the test and distributed by staff associated with the assessment process immediately prior to testing. Students will not receive test materials until the time testing begins. No other persons will have access to the testing materials.

2. If students must leave the room during testing, they will be instructed to secure their test materials in accordance with the specific test protocol before leaving their seats.
3. If a test is to be administered over a series of days, the test administrator or proctor shall collect and count all test materials each day immediately following testing and store the test materials in a locked facility.
4. After the test has been fully administered, the test coordinator will immediately collect the test materials from the test administrators or proctors, organize them according to instructions and securely store them in accordance with this policy.
5. Test materials will be recounted by the test coordinator, and these counts will be documented and checked against pre-administration counts.
6. The test coordinator or designee will sort and package test materials according to directions from the assessment company and send them for scoring as expediently as possible.

Online Testing

1. Prior to testing, the district shall provide students with experience using relevant technology equipment, such as computers, laptops and tablet devices.
2. All computer workstations used during testing will be examined to ensure they are clean and free from any notes, papers, books and other information.
3. The district will perform site certification procedures prior to each testing window.
4. Workstations will have adequate space between them so that students are not able to view each other's screens.

Sanctions Against Improper or Unethical Practices

The security measures outlined in this document should help. All district staff are required to take action to prevent improper or unethical practices regarding test administration and report any concerns to the districtwide test coordinator. Improper and unethical practices include, but are not limited to:

1. Violating any provision of this policy.
2. Copying any part of the standardized test materials or online test unless authorized by test protocol.
3. Removing any test materials from the secure storage area or device except during test administration or accessing test questions prior to when the test is given, unless authorized by the test coordinator and otherwise allowed by test protocol.
4. Accessing test questions prior to when the test is given unless authorized by the test coordinator and otherwise allowed by test protocol.
5. Copying, printing, downloading, or duplicating in any way any part of an online assessment for any reason unless authorized by the test coordinator and otherwise allowed by test protocol.
6. Failing to return all test materials following test administration.
7. Directly teaching any actual test item or taking actions to discover test items included on a test.
8. Altering in any way a student's responses on a test.
9. Indicating to students during testing that they have missed items and need to change them; giving students clues or answers to questions; and allowing students to give each other answers to questions or copy off each other's work and.
10. Altering test administration procedures in any other way to give students an unfair advantage or otherwise permitting students to breach security and integrity protocols applicable to the test-taker.

11. Administrators or other staff members pressuring or encouraging teachers to engage in any of the aforementioned improper or unethical practices that is contrary to test integrity and security.

All district staff employees are required to immediately report any suspected violation of this policy to the districtwide test coordinator any suspicion that this policy has been violated. An immediate investigation will occur if a district staff person is suspected of engaging in any improper or unethical practice. The districtwide test coordinator or designee will immediately investigate to determine whether a district employee engaged in any improper or unethical practices. If the allegations against the staff person/employee are proven, the districtwide test coordinator or designee will generate an investigation report will be forwarded and forward it to the superintendent, and who will take appropriate disciplinary action will be taken, up to and including termination.

The district will conduct an investigation of any student suspected of engaging in any improper or unethical practice. If allegations are proven, the student will be disciplined in accordance with district policy.

The districtwide test coordinator is responsible for reporting to and cooperating with DESE in the event of a suspected or known breach of the security and integrity requirements for an assessment.

If the districtwide test coordinator is alleged to be involved in behavior prohibited by this policy, the report shall be made to the superintendent or designee, who shall assume the responsibilities of the districtwide test coordinator for purposes of the report.

Administrators and test examiners are responsible for reporting any improper or unethical behaviors to DESE's Assessment Section or in accordance with specific testing protocol.

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Version ILA-C.1E (07/24)

Cross References

GCPD
GCPE
GDPD
GDPE
JG

Description

SUSPENSION OF PROFESSIONAL STAFF MEMBERS
TERMINATION OF PROFESSIONAL STAFF MEMBERS
SUSPENSION OF SUPPORT STAFF MEMBERS
NONRENEWAL AND TERMINATION OF SUPPORT STAFF MEMBERS
STUDENT DISCIPLINE

Policy JFCL: A+ SCHOLARSHIP PROGRAM

Status: DRAFT

Original Adopted Date: 05/13/1999 | Last Revised Date: 09/17/2020

24C UPDATE EXPLANATION

In House Bill 604 (2019), the Missouri legislature approved the use of A+ funds to reimburse high school students for the costs of dual credit and dual enrollment courses, subject to appropriation. The Missouri Department of Higher Education and Workforce Development (MDHEWD) has now released regulations to implement the new law. See 6 C.S.R. 10-2.195.

Because there are different eligibility criteria for students seeking tuition reimbursement for dual credit and dual enrollment courses than for courses taken after graduation, the MDHEWD has decided to reserve the A+ moniker for the post-graduation scholarship program to reduce confusion and now refers to the other program as the Dual Credit/Dual Enrollment Scholarship Program.

To avoid confusion, MSBA has included dual credit/dual enrollment in policy IGCE and is removing the references to it in this A+ policy.

In addition, MSBA has modified the definition of "good citizenship" to allow students who have not been suspended for more than ten days between grades nine and twelve to qualify. Districts are free to modify this suggestion.

EDITOR'S NOTE: MSBA has revised our sample policy to allow out-of-school suspensions under ten days. It is up to the district regarding modification of the first bullet under "Citizenship Component," #3.

The Mountain View-Birch Tree R-III School District encourages its students to further their education and training after they graduate from the district. For that reason, the district will participate in the state A+ Scholarship Program to provide students an opportunity to pursue postsecondary education at a low cost or earn college credit while in high school. The district will follow the requirements as established by state law and regulation for the implementation and administration of the A+ SchoolsScholarship Program.

The district shall employ an A+ SchoolsScholarship Program coordinator, as required by law. The coordinator will be responsible for implementing this policy and the Dual Credit/Dual Enrollment Scholarship Program.

Program Goals

The Mountain View-Birch Tree R-III School District has established the following goals and performance standardsdistrict is committed to ensuring that:

1. All students graduate from high school.
 - Goals 1:1, 1:2
2. All students complete a selection of high school studies that is challenging and for which there are identified learning expectations.
 - Goals 2:1, 2:2
3. All students proceed from high school graduation to a college, postsecondary career-technical school or high-wage job with workplace skill development opportunities.
 - Goals 3:1, 3:2, 3:3, 3:4

Citizenship Component

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

1. Pled guilty or *nolo contendere* (no contest) to, received a suspended imposition of sentence or suspended execution of sentence for, agreed to a deferred prosecution for, or been convicted or found guilty of a misdemeanor or felony.
2. Unlawfully used or possessed drugs, drug paraphernalia or alcohol on or off school property during the four-year period immediately prior to graduation.
3. Other violations of the district discipline policy. These violations will be reviewed by the assistant principal and the A+ Citizenship Committee each semester using the following guidelines:
 - Any violation committed by a student under contract ~~which~~that involves an out-of-school suspension (OSS) will be reviewed.
 - Any violation committed by a student under contract ~~which~~that involves poor behavior, disrespect, profanity, dishonesty, etc., will be reviewed.
 - Any student under contract who receives three discipline referrals a semester will be reviewed.

The A+ Citizenship Committee will consist of the following:

1. Assistant principal
2. A+ coordinator
3. Senior high (10–12) guidance counselor
4. High school teacher, appointed by the high school principal
5. Two teachers, selected by the student under review

Participation Agreement, Discipline, and Appeal

All students wishing to participate in the A+ Schools Scholarship Program for postsecondary education after high school must submit a completed A+ Participation Agreement. If the coordinator determines that a student who has submitted a participation agreement has violated the terms of that agreement or district policies or procedures regarding A+ participation, the coordinator will notify the student in writing and may put the student on probation or expel the student from the program.

Upon review of each individual case, the assistant principal and A+ Citizenship Committee will respond in one of the following ways:

1. A warning statement will be issued to the student's parent/guardian placing that student on probation for the next semester, at which time no additional referrals can occur.
2. Notify the student's parent/guardian that the student has been removed from the A+ Tuition Reimbursement Program.

The assistant principal will provide disciplinary information and the status of contracted students to the A+ Schools office on a semester basis. The updated information will be used to assess the citizenship requirement of each student in the Liberty A+ Schools Program.

The student or the student's parents/guardians may appeal expulsions from this program, in accordance with written district procedures, to the board of education or to a committee of board members appointed by the president of the board and given the authority to act for the board. The board or the board's committee will hear the student's appeal in closed session and ~~will~~ notify the student of its decision.

policy.

State References

§ 160.545, RSMo.

5 C.S.R. 20-100.200

6 C.S.R. 10-2.190, .195

Cross References

IGBD

IGCE-1

Description

State Statute

State Regulation

State Regulation

Description

AT-RISK STUDENTS

NONTRADITIONAL INSTRUCTION OPTIONS

Policy JG: STUDENT DISCIPLINE

Status: DRAFT

Original Adopted Date: 12/16/1993 | Last Revised Date: 10/15/2020

24C UPDATE EXPLANATION

This policy has been updated to reflect the expectation of the Missouri School Improvement Program (MSIP), Version 6, CC1, which requires the distribution of the student code of conduct to employees.

MSBA has also modified the language pertaining to the "nexus" to the school environment. While off-campus activities might be protected speech, other activities, such as true threats and bullying, would still be within the district's ability to discipline a student.

Mahanoy Area Sch. Dist. v. B.L., 141 S. Ct. 2038 (2021), is a U.S. Supreme Court case that addresses the limitations of school regulation of student off-campus speech under the First Amendment. The Court said:

Given the many different kinds of off-campus speech, the different potential school-related and circumstance-specific justifications, and the differing extent to which those justifications may call for First Amendment leeway, we can, as a general matter, say little more than this: Taken together, these three features of much off-campus speech mean that the leeway the First Amendment grants to schools in light of their special characteristics is diminished. We leave for future cases to decide where, when, and how these features mean the speaker's off-campus location will make the critical difference.

A "nexus" alone is insufficient to establish qualifying, actual, or impending impacts on the educational environment from student off-campus speech.

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety, and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

The superintendent or designee is authorized to contact the district's attorney for advice on the legality of district discipline or the discipline process. The board encourages the superintendent to recommend changes to board policy related to student discipline as needed.

Discipline Code

To assist district staff in maintaining the necessary education environment, the board of education has created a discipline code that addresses the consequences for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The district's comprehensive written code of conduct includes, but is not limited to, this policy, JG-R1, JGA, JGB, JGD, JGE, JGF, and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The district will distribute the code of conduct to all students, and their parents/guardians, and district staff at the beginning of each school year, which may be accomplished by directing students and parents/guardians to the district's website. These policies, regulations, and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

Equity

All district staff are required to enforce district policies, regulations, and procedures in a manner that is consistent, developmentally appropriate, and equitable. District staff who increase or decrease the consequences for student misconduct based on individual circumstances must document the reasons for the variance. The superintendent or designee will regularly review district discipline data to determine whether district policies are being equitably enforced and, when necessary, make recommendations to the board for policy changes, training, or resources to further the district's goals for providing equitable education to all students.

Discipline for Off-Campus Misconduct

Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment and the conduct is not otherwise protected by law.
3. The student has been charged with, convicted of, or pled guilty to the commission of a felony in a court of general jurisdiction (not a juvenile court). The board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with, or convicted of one of the specific crimes listed in § 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in § 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.
5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

Immediate Removal

The board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

Enforcement

Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with board-adopted discipline policies and regulations.

Teachers have the authority and responsibility to make and enforce necessary rules for discipline in the classroom, subject to review by the building principal. The board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All district staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses.

Training

All district employees shall annually receive instruction related to the specific contents of the district's comprehensive code of conduct and any interpretations necessary to implement its provisions including, but not limited to, confidentiality requirements and the approved methods for dealing with acts of school violence and disciplining students with disabilities.

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

§ 160.261, RSMo.
§ 160.262, RSMo.
§ 167.117, RSMo.

Description

State Statute
State Statute
State Statute

State References

§ 167.161, RSMo.

§ 167.171, RSMo.

§ 171.011, RSMo.

MO COURT

MO COURT

Federal References

FEDERAL COURT

MSIP References

CC-1

Cross References

AC

ACA

AH

ECD

EGAAA

EGAAA-AP(1)

EHBA

GBH

IGBD

IKFB

IKFB-AP(1)

ILA

DescriptionState StatuteState StatuteState StatuteD.J.M. v. Hannibal Pub. Sch. Dist., 647 F.3d 754 (8th Cir. 2011)Mahanoy Area Sch. Dist. v. B.L., 141 S. Ct. 2038 (2021)**Description**Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)**Description**MSIP STANDARDS**Description**PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATIONSEXUAL HARASSMENT UNDER TITLE IXUSE OF TOBACCO AND VAPING PRODUCTSTRAFFIC AND PARKING CONTROLSREPRODUCTION OF COPYRIGHTED MATERIALSREPRODUCTION OF COPYRIGHTED MATERIALS - (Usage Guidelines)STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR INSTRUCTIONAL PURPOSESSTAFF/STUDENT RELATIONSAT-RISK STUDENTSGRADUATION EXERCISESGRADUATION EXERCISESTEST INTEGRITY AND SECURITY

Administrative Procedure DID-AP(1): INVENTORY MANAGEMENT

Status: DRAFT

Original Adopted Date: 08/18/2016

24C UPDATE EXPLANATION

MSBA has modified this procedure to align with a change in state auditor regulations that mandate inventory controls for "fixed assets" like property and equipment. The state auditor's threshold went from \$1,000 to \$5,000. The regulations governing the use of federal funds in schools require that school districts use the limitations set by the state for inventory control of purchases made with federal funds. Therefore, Department of Elementary and Secondary Education auditors will expect to see district procedures and processes in place to conduct inventory control for assets over \$5,000 beginning July 1, 2024.

Please note that the district can keep the \$1,000 limitation or set the limit lower than \$5,000, but that means the district will need to more closely monitor more equipment. Please also be aware that if property was purchased under the previous limit of \$1,000, it must continue to be monitored during the life of the equipment.

Definitions

Acquisition Cost (generally) – The cost of an asset, including the cost to ready the asset for its intended use. Acquisition costs may include or exclude ancillary charges, such as taxes, duties, protective in-transit insurance, freight, and installation, depending on how such items are addressed in the district's regular accounting practices.

Acquisition Cost (equipment) – In addition to general acquisition costs, equipment acquisition costs are the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it was acquired.

Acquisition Cost (software) – In addition to general acquisition costs, software acquisition costs include development costs capitalized in accordance with generally accepted accounting principles.

Equipment – Tangible personal property, including information technology systems, having a useful life of at least one year and a per-unit acquisition cost of \$1,000 or more.

Sensitive Equipment – Equipment with an acquisition cost of less than \$1,000 per unit but considered attractive or easily pilfered such as phones, tablets, audiovisual equipment, and power tools.

Supplies – Tangible personal property that is not equipment or sensitive equipment.

Equipment

The superintendent or designee will maintain property records of equipment as required by law, including an inventory list. Documentation will include:

1. A description of the equipment.
2. The serial or other identification number.
3. The funding source, including the federal award identification number when applicable.
4. The name of the title holder, when applicable.
5. The acquisition date.
6. The original cost of the equipment.
7. The location, use, and condition of the equipment.
8. Records describing the ultimate disposition of the equipment, including the date of disposal and sale price.
9. The percentage of federal participation in the project costs for the federal award under which the equipment was acquired, when applicable.

Equipment Purchased with Federal Funds

Equipment purchased with federal funds must be used for the program or project for which it was purchased as long as the equipment is needed and the program or project continues, even if the program or project is no longer supported by a federal award.

During the time the equipment is being used on the program or project for which it was purchased, it must also be available for use on other programs or projects currently or previously supported by federal funds, provided that such use does not interfere with its use for the program or project for which it was originally purchased.

1. First preference for other use will be given to programs or projects supported by the awarding agency that financed the equipment.
2. Second preference will be given to programs or projects funded by awards from other federal awarding agencies.
3. Third preference will be given to non-federally funded programs or projects.

Maintenance

The superintendent or designee is responsible for budgeting for and scheduling regular maintenance of the equipment when it is recommended by the manufacturer. Damaged, broken, or inoperable equipment will be repaired unless a determination is made by the administrator in charge of the department or program that the value of the equipment is less than the cost of the repair.

Preventing Loss, Damage, or Theft

All district equipment will be tagged with an identification number, if feasible, immediately after it is acquired so that it can be easily tracked.

The superintendent or designee will assign staff to take a physical inventory of all equipment at least every two years to ensure that equipment is accounted for and missing equipment is promptly investigated. Any administrator, department head, or supervisor is authorized to conduct a physical inventory of equipment used by a program or maintained in a building at any time.

Employees who receive equipment as part of their job duties will be required to acknowledge receipt of the equipment either electronically or in writing. Once received, it is that employee's responsibility to properly use and maintain the equipment, take reasonable steps to prevent damage, and immediately report lost or stolen equipment. The employee will be required to produce the equipment when the district conducts its inventory and at any time upon request. When an employee terminates employment or otherwise leaves the district, is reassigned to a position where the equipment is not needed, or is otherwise required to return the equipment, the employee will acknowledge, electronically or in writing, that the equipment was returned.

Disposition of Property

All property no longer of use to the district will be disposed of in accordance with state and federal law, board policy DN, and procedure DN-AP1.

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Version DID-AP1.1B (07/24)

Cross References

ECA
ECA-AP(1)
EHB
EHB-AP(1)
EHB-AP(2)

Description

BUILDING AND GROUNDS SECURITY
BUILDING AND GROUNDS SECURITY
TECHNOLOGY USAGE
TECHNOLOGY USAGE - (Technology Safety)
TECHNOLOGY USAGE - (Access to Blocked or Filtered Content)

Administrative Procedure IGB-AP(1): ACCOMMODATION OF STUDENTS WITH DISABILITIES - (Section 504 and ADA Procedures)

Status: DRAFT

Original Adopted Date: 11/14/2002 | Last Revised Date: 11/15/2018

24C UPDATE EXPLANATION

MSBA has made changes to better align this procedure with the regulatory language. Senate Bill 681 (2022) amended § 167.225, RSMo., to include the Blind Students' Rights to Independence, Training and Education Act, or BRITE Act. The BRITE Act primarily applies to students who are blind or visually impaired and qualify for special education. However, the law also addresses 504 plans for students with visual impairments and requires that those plans address:

1. Use and provision of Braille materials for reading and writing;
2. Use and provision of accessible assistive technology;
3. Expanded core curriculum; and
4. Orientation and mobility equipment, accommodations, and modifications.

Because of these new and quite specific requirements, MSBA has added a section to this procedure.

The purpose of this procedure is to assist district personnel in complying with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA). In general, students with disabilities who qualify under Section 504 also qualify under the ADA, and this procedure is designed to identify those students in need of accommodation and provide them necessary accommodations.

Definitions

504 Evaluation – A process where the 504 team determines whether a student has a disability and needs a 504 plan in accordance with Section 504. A 504 evaluation must draw on information from a variety of sources in the area or areas of concern. An evaluation must be conducted before the 504 team makes an educational placement or makes a significant change in the placement of a student. Evaluation may be based on existing information and observation or may include more formal assessment, including the administration of tests and other specialized evaluation instruments.

504 Plan or Accommodation Plan – A written document developed by the 504 team specifying the accommodations necessary to provide a free and appropriate public education to a student with disabilities in accordance with law.

504 Team – A multidisciplinary group consisting of two or more persons who have knowledge of the student, the meaning of the evaluation data, and the placement options. This group could include school employees, necessary professionals, the parent/guardian, or others who have knowledge of the student. The 504 team decides eligibility, the accommodations necessary to provide a student with disabilities a free and appropriate public education, and the placement of the student.

Accommodations – Modifications and related aids, benefits, and services that will allow a student with disabilities an equal opportunity to participate in the district's programs.

Major Life Activities – Include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of major bodily functions including, but not limited to, the functions of the immune and reproductive systems; normal cell growth; digestive, bowel, bladder, neurological, brain, respiratory, circulatory, and endocrine systems; and other major bodily functions.

Parent/Guardian – For the purposes of this procedure and related forms, a biological parent, guardian, or person acting as a parent in the absence of a biological parent or guardian. A student who is 18 and otherwise competent assumes the rights of the parent.

Students with Disabilities – For the purposes of this procedure, students who have a physical or mental impairment that substantially limits one or more major life activities.

Substantially Limited – Unable to perform a major life activity that the average person in the general population can perform, or significantly restricted as to the condition, manner, or duration under which an individual can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity. In determining whether a student is substantially limited in a major life activity:

1. The district will interpret "substantially limited" broadly, in favor of expansive coverage.
2. Determinations about whether a disability that is episodic or currently in remission would substantially limit a major life activity will be made as if the disability were currently active.
3. Except for ordinary glasses and contacts, the district will not consider the ameliorative effects of mitigating measures such as medications, assistive technology, auxiliary aids, prosthetics, hearing aids, cochlear implants, mobility devices, or oxygen therapy when determining whether a disability substantially limits a major life activity.

General

The district seeks to identify and evaluate students who may have disabilities, as defined by Section 504 and the ADA. The district will provide students with disabilities a free and appropriate public education as required by law. No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

This procedure will not be applied to students with disabilities who are eligible for services under the Individuals with Disabilities Education Act (IDEA). Those students will receive services in accordance with the IDEA, regulations interpreting the IDEA, the Missouri State Plan, and district policies and procedures implementing the IDEA.

Compliance Officer

The district's compliance officer designated in policy AC is also the district's 504 and ADA compliance officer.

Identification

The district will take measures to identify and locate every student with disabilities and take steps to notify the students and their parents/guardians of the district's obligations to provide the student education and accommodations, if necessary.

District staff will contact the district's compliance officer or designee immediately when:

1. Due to a student's medical condition or impairment, a parent/guardian asks for a change of schedule, change of facilities, or other accommodation that is not routinely provided to students.
2. A parent/guardian notifies the district that a student has a medical condition or impairment that could require accommodation.
3. Based on a student's medical condition or impairment, a teacher, nurse, or other employee recommends an accommodation that may be necessary for the student to participate in the district's programs.

Evaluation

The district will conduct a 504 evaluation of any student who needs or may need accommodation due to a disability before making an educational placement or making a significant change in the placement of the student.

Once notified and provided information that a student may have a physical or mental impairment that could qualify as a disability, the compliance officer will organize a 504 team. The compliance officer or designee will contact the parent/guardian and the classroom teacher(s) for additional information for the 504 team to consider and will provide the parent/guardian and/or student a copy of the procedural safeguards (IGB-AF1) and notice of evaluation. The compliance officer or designee will obtain written consent for any additional formal assessment. If the parent/guardian refuses to consent, the district may request a due process hearing as described below.

The 504 team will meet to examine the existing information and determine whether additional information or testing is necessary and, if so, what information should be obtained before making a decision. The compliance officer or designee will assist the 504 team in obtaining additional information. The compliance officer or designee is responsible for ensuring that:

1. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer.
2. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those that are designed to provide a single general intelligence quotient.
3. Tests are selected and administered so as to best ensure that when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude, achievement level, or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

Eligibility

The 504 team will decide whether the student is eligible for accommodations under the law. To be eligible as a student with a disability, the student must have a physical or mental impairment that substantially limits one or more major life activities. Not all students with medical impairments are eligible as disabled under the law. In interpreting evaluation data, determining eligibility, and making placement decisions, the 504 team shall:

1. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior.
2. Ensure that information obtained from all such sources is documented and carefully considered.
3. Make a placement decision that complies with the law.

When making a determination, the 504 team will consider the effect the impairment has on the student's performance in comparison with children at the same age or grade in the general population. The 504 team will not consider mitigating measures except for ordinary eyeglasses or contacts.

Once the 504 team determines whether the student is eligible, the district will notify the parents/guardians of the decision in writing and will document the reasons for the decision. If the 504 team determines that the student has a disability as defined in law, the 504 team will determine educational placement.

Educational Placement

The 504 team will decide the educational placement necessary to provide a free and appropriate public education. The accommodations or services determined necessary by the 504 team and the details regarding those accommodations will be recorded in the 504 plan, provided to the parents/guardians in writing, and maintained by the district. Information regarding the 504 plan will be provided to all district staff as necessary to ensure that the accommodations are provided to the student. Accommodations will include, but are not limited to, the following:

1. *Academic Setting* – Students with disabilities must be educated to the maximum extent appropriate in the regular education environment with students who do not have disabilities unless it is demonstrated by the district that an appropriate education cannot be achieved in the regular environment with the use of supplementary aids and services. This may require modifications to desks, seating arrangements, methods of communication, or flexibility to leave the room.
2. *Nonacademic Setting* – Students with disabilities will have the same opportunity to participate in nonacademic activities and services (including meals, recess periods, counseling opportunities, and other services) as students without disabilities and will participate in those activities and services with students without disabilities to the maximum extent appropriate.
3. *Facilities Accommodation* – The district must provide facilities to students with disabilities that are comparable to the facilities provided to students without disabilities. Students must have access to restroom facilities, cafeterias, playgrounds, and classrooms. When the 504 team places a student in a setting other than the

regular educational environment, it must take into account the proximity of the alternate setting to the student's home.

4. *Transportation* – Students with disabilities will be provided appropriate transportation at a cost that is no greater than the cost of transportation provided to students without disabilities.

Extracurricular and Nonacademic Services

The district shall provide nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation in such services and activities. These services may include, but are not limited to: personal, academic, or vocational counseling; athletics; transportation; health services; recreational activities, special interest groups, or clubs; referrals to agencies; and employment of students, including employment by the district or assistance in outside employment. Students with disabilities may participate in physical education and athletic activities to the same extent as students without disabilities. The district may offer students with disabilities physical education and athletic activities that are separate or different from those offered to students without disabilities when necessary; however, no qualified student with a disability will be denied the opportunity to compete for teams or to participate in courses that are not separate or different.

Preschool, Summer School, and Adult Education

The district will not exclude qualified students with disabilities from preschool, summer school, or adult education and will take into account the needs of the students in determining the aids, benefits, or services to be provided.

Services for Students with Visual Impairments

As required by law, and unless the individualized education program (IEP) team determines that such instruction is not appropriate, each student who is blind or visually impaired will receive instruction in:

1. Braille reading and writing;
2. Assistive technology;
3. Expanded core curriculum; and
4. Orientation and mobility.

No student will be denied such instruction solely because the student has some remaining vision.

Re-Evaluation

As students with disabilities receiving accommodations under this procedure will be re-evaluated minimally every three years periodically and before making any significant change in placement. The compliance officer will provide the parents/guardians and/or students a copy of the procedural safeguards at the time of the re-evaluation. The scope and extent of the re-evaluation will be determined by the 504 team.

Access to Records

Parents/Guardians will have an opportunity to examine all relevant records, including personally identifiable education records, in accordance with law and as outlined in board policy and district administrative procedures.

Parental Involvement

The district will involve parents/guardians throughout the accommodation process. The compliance officer or designee will provide notice to parents/guardians before conducting an initial evaluation of a student. The parents/guardians will be invited to participate in the eligibility determination meeting and any meeting during which their child's program is designed and placement is determined, but their participation is not required.

Disciplining Students with Disabilities

Students with disabilities will be disciplined in accordance with policy JGE and the accompanying procedures.

Grievance Procedures

All complaints alleging discrimination, violation of law, or failure to follow district policies or procedures regarding the education or accommodation of students with disabilities will be made to the compliance officer and will be investigated immediately. The district will use the grievance procedure outlined in policy AC. Complaints may be made at any time to the U.S. Department of Education, Office for Civil Rights.

Impartial Due Process Hearing

In the event the parent/guardian or district wishes to contest an action with regard to the identification, evaluation, or placement of a student with a disability under law, either party may initiate a due process hearing. The district may do so by notifying the parent/guardian in writing. The parent/guardian may do so by notifying the district's compliance officer in writing. The request for a due process hearing must be made within 30 days of the action the parent/guardian or district wishes to contest and include a detailed statement as to the nature of the dispute. Both parties will have the opportunity to participate in the hearing and be represented by counsel.

The district will immediately secure the services of an impartial hearing officer. The hearing officer will set a date for the hearing and may request additional clarification from either party as to the nature of the dispute. The hearing officer has the authority and the responsibility to create reasonable rules governing the hearing to ensure that relevant information is presented, but that a decision is made as expeditiously as possible. The hearing officer will provide each party a copy of the written decision within 15 calendar days after completion of the hearing. The decision is binding on both parties unless determined otherwise by a court of competent jurisdiction.

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Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
§ 161.396, RSMo.	State Statute
§ 167.225, RSMo.	State Statute
Federal References	Description
29 U.S.C. § 794	Section 504 of the Rehabilitation Act of 1973
34 C.F.R Part 104	Section 504 of the Rehabilitation Act of 1973
42 U.S.C. §§ 12101-12213	Americans with Disabilities Act
Cross References	Description
AC	PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION
ECG	ANIMALS ON DISTRICT PROPERTY
FB	FACILITIES PLANNING
FB-AP(1)	FACILITIES PLANNING - (Relocation Assistance)
FEF-1	CONSTRUCTION CONTRACTS BIDDING AND AWARDS
FEF-1-AP(1)	CONSTRUCTION CONTRACTS BIDDING AND AWARDS - (Soliciting Bids)
JGE	DISCIPLINE OF STUDENTS WITH DISABILITIES
JGE-AP(1)	DISCIPLINE OF STUDENTS WITH DISABILITIES - (Students Eligible for Special Education Services)
JGE-AP(2)	DISCIPLINE OF STUDENTS WITH DISABILITIES - (Students Receiving Accommodations under Section 504 but Not Special Education Services)
JHCF	STUDENT ALLERGY PREVENTION AND RESPONSE

Cross References

JHCF-AP(1)

JHDA

JO-1

JO-1-AP(1)

JO-1-AP(2)

Description

STUDENT ALLERGY PREVENTION AND RESPONSE - (District Keeps Epinephrine Premeasured Auto-Injection Devices on Hand)

SURVEYING, ANALYZING OR EVALUATING STUDENTS

STUDENT RECORDS

STUDENT RECORDS - (K-12 Districts)

STUDENT RECORDS - (Disclosure of Photographs, Images and Recordings Maintained by the District)

Administrative Procedure JFCL-AP(1): A+ SCHOLARSHIP PROGRAM

Status: DRAFT

Original Adopted Date: 09/11/2007 | Last Revised Date: 10/15/2020

24C UPDATE EXPLANATION

MSBA has corrected the language of this policy to reflect the updated name of the A+ Scholarship Program and to otherwise conform with policy JFCL.

The Mountain View Birch Tree R-III School District will follow the requirements established by state law and regulations for the administration of the A+ SchoolsScholarship Program. The district's A+ SchoolsScholarship Program coordinator is:

Steve Richards
P O Box 464, Mt. View, MO 65548
Phone (417) 934-2020
Fax (417) 934-5404

A+ SchoolsScholarship Partnership Plan

The A+ Scholarship Program coordinator shall organize a local advisory committee to develop a partnership plan to be approved by the board. The advisory committee shall include local businesspersons, labor leaders, teachers, senior citizens, college and postsecondary career/technical school representatives, representatives of nonpublic schools that are located in the district and participate in the A+ SchoolsScholarship Program, and parents/guardians. The partnership plan shall specify a mechanism to receive information on an annual basis from the plan developers and community leaders to update the plan in order to best meet the goals of the A+ SchoolsScholarship Program.

The plan shall:

1. Detail the procedures used to identify students who might drop out of school and the intervention services to be used to meet the needs of such students.
2. Outline counseling and mentoring services provided to students who will enter the workforce upon graduation from high school.
3. Contain procedures for the recruitment of community volunteers to serve in schools receiving program grants.
4. Address internship and apprenticeship programs.

Under the guidance of the coordinator, the advisory committee shall evaluate, review, and update the partnership plan annually.

Eligibility

To be eligible, a student must:

1. Be a U.S. citizen or permanent resident of the United States.
2. Attend a designated A+ high school for two years prior to graduation. Enrollment during the two years in which the student was in attendance at an A+ designated high school must total a minimum of 80 percent of the instructional days required by the high school from which the student graduates. Interruptions in enrollment cumulatively totaling no more than 20 percent of instructional days in the two years in which the student was attending an A+ high school may occur consecutively or intermittently.

A student who is an active duty military dependent or a dependent of retired military personnel who relocate to Missouri within one year of the date of retirement from active duty is excused from the requirement to attend a designated A+ high school for two years prior to graduation if the student attends a designated A+ school in the school year immediately preceding graduation and has met all other eligibility requirements.

3. Graduate from a designated A+ high school with an overall grade point average of 2.5 or higher on a 4.0 scale or the equivalent on another scale.

4. Have at least a 95 percent attendance record overall for grades 9–12. Any student appropriately counted for average daily attendance will be considered as in attendance, whether physically present or not.
5. Perform 50 hours of unpaid tutoring or mentoring, of which up to 25 percent may include job shadowing, prior to high school graduation. However, the district may make an exception and extend the time for completing this requirement on a case-by-case basis when there are circumstances beyond the student's control that prevent the student from completing this requirement. The length of the extension will be determined by the district but will not exceed six months beyond high school graduation.
6. Maintain a record of good citizenship and avoid the unlawful use of alcohol and drugs, as defined by district policy, while in grades 9–12.
7. Achieve a score of proficient or advanced on the official Algebra I end-of-course exam or a higher-level, DESE-approved, end-of-course exam in the field of mathematics, or meet other criteria established by the Coordinating Board for Higher Education, unless the district has met all of the DESE requirements for a waiver of the Algebra I end-of-course exam for the recipient.
8. Prior to graduation, enter into a written agreement with the district to participate in the A+ SchoolsScholarship Program.
9. Meet any additional eligibility requirement set out in state law.

Appeals

If the coordinator determines that a student who has submitted a participation agreement has violated the terms of that agreement or district policies or procedures regarding A+ participation, the coordinator will notify the student in writing. The notice will include a statement of which condition was violated and the facts constituting the violation. The student will be provided copies of documents or other evidence supporting the determination. The coordinator may put the student on probation or expel the student from the A+ SchoolsScholarship Program.

The student may appeal an expulsion from the program to the board of education, or a committee created by the board, by notifying the coordinator within five working days of receiving the notice. The coordinator will provide notice of the appeal to the board along with a copy of the reason for the expulsion. The board or the board's committee will hear the student's appeal in closed session within 20 working days of receiving the notice of appeal. The board will notify the student of its decision in writing within five working days of hearing the appeal.

Receipt of Funds

In order to receive A+ financial assistance, an eligible student must:

1. Make a good-faith effort to secure all sources of federal funding that could be applied to tuition reimbursement.
2. Be admitted and enrolled at a participating institution on a full-time basis in accordance with law unless the student is enrolled in all the available hours applicable to the student's program of study in a given term, the student is participating in a required internship, or the student is enrolled in prerequisite courses that do not require full-time enrollment.
3. Not be enrolled in or intend to use the award to enroll in a course of study leading to a degree in theology or divinity.
4. Not have a criminal record preventing receipt of federal Title IV student financial aid.
5. Meet the institution's definition of satisfactory academic progress as determined by the institution's policies and law.
6. Meet the course completion standards as required by law.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References	Description
§ 160.545, RSMo.	State Statute
5 C.S.R. 20-100.200	State Regulation
6 C.S.R. 10-2.190, .195	State Regulation
Cross References	Description
IGBD	AT-RISK STUDENTS
IGCE-1	NONTRADITIONAL INSTRUCTION OPTIONS

October BOARD REPORT

ADMINISTRATOR: Renshaw

K-5 CURRENT ENROLLMENT: 174

Focusing on Leadership (CSIP Goal 1)

- *Acceleration for All*
- *Poor Students, Rich Teaching*

Focusing on Alignment of Standards, Curriculum, and Assessment (CSIP Goal 4)

- Item Analysis Review
- Fluency Testing

Focusing on Effective Teaching and Learning (CSIP Goal 2)

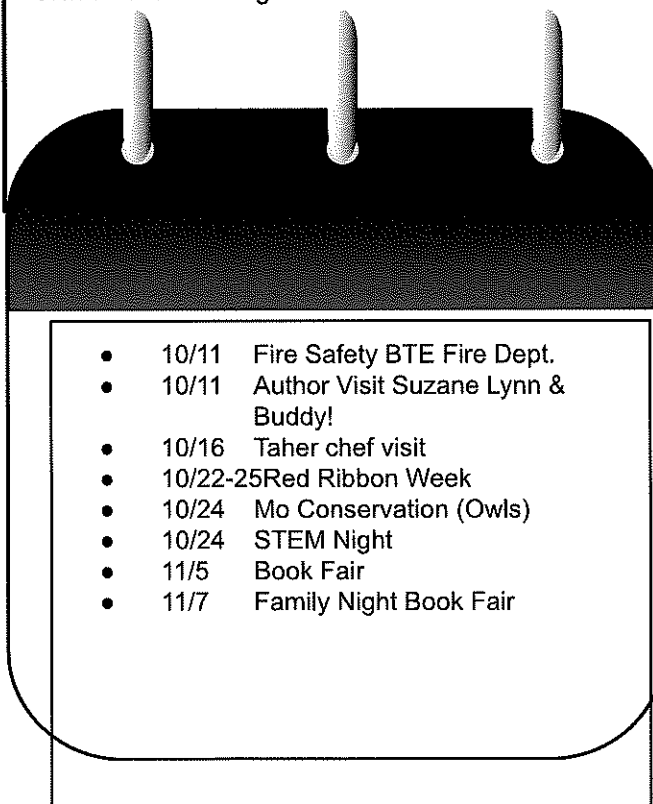
- Reading Success Plans
- LETRS Year 2
- Early Childhood LETRS
- Growth Plans
- October Grade Level Meetings
- Researching *All Means All* (Chapter 1)
- We are getting ready to, as a team, go through 8 integral teaching strategies.

Focusing on Collaborative Climate and Culture (CSIP Goal 3)

- Fall Apple Bar
- 58 students participated in our first STEM night. Students that participate in all 4 evenings will receive a STEM t-shirt.

Focusing on Equity and Access (CSIP Goal 5)

- *Sora & EPIC (Books)
- *LIFE360
- *Food backpacks
- *Care To Learn
- *Attendance
- *Creating high expectations for all
- *Grade Level Meetings

- 
- 10/11 Fire Safety BTE Fire Dept.
 - 10/11 Author Visit Suzane Lynn & Buddy!
 - 10/16 Taher chef visit
 - 10/22-25 Red Ribbon Week
 - 10/24 Mo Conservation (Owls)
 - 10/24 STEM Night
 - 11/5 Book Fair
 - 11/7 Family Night Book Fair

MVE OCTOBER BOARD REPORT

ADMINISTRATOR(S): Jester/Marriott

CURRENT ENROLLMENT:433
September Attendance: 96.23%

Focusing on Leadership (CSIP Goal 1)

- Working with our staff to help meet their needs and the needs of our students.
- Team meetings were 10/16, teachers are doing their best!
- Researching different behaviors and strategies to try with some of our students.

Focusing on Effective Teaching and Learning (CSIP Goal 2)

- Routines and expectations are still being hit hard and lots of reminders
- Task teams meeting and planning
- P/T Conferences have started and will be Monday the 21st
- Growth Plans

Focusing on Collaborative Climate and Culture (CSIP Goal 3)

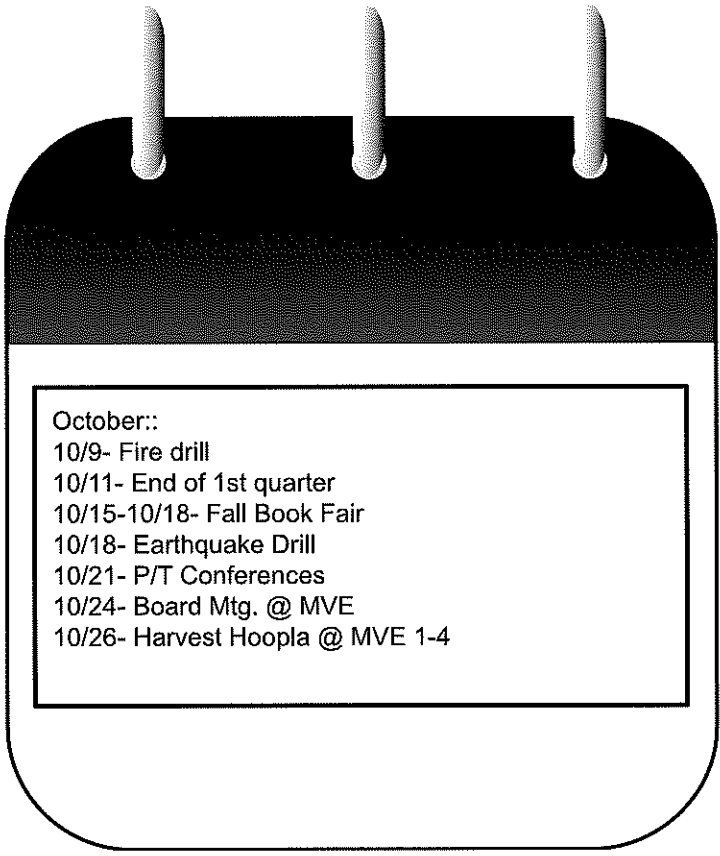
- Lift Crew has surprise snack days
- Continuing to encourage our teachers

Focusing on Alignment of Standards, Curriculum, and Assessment (CSIP Goal 4)

- Pacing guides are updated and we are moving forward.
- Utilizing iReady to continue identifying gaps and promote growth.
- RSP's are completed
- Some teachers from Cabool have reached out to visit our 4/5th grade because of MAP scores.

Focusing on Equity and Access (CSIP Goal 5)

- Holding high standards for behavior. Especially for our incoming younger students
- Removing students who disrupt the instructional environment to Focus Room.



October::
10/9- Fire drill
10/11- End of 1st quarter
10/15-10/18- Fall Book Fair
10/18- Earthquake Drill
10/21- P/T Conferences
10/24- Board Mtg. @ MVE
10/26- Harvest Hoopla @ MVE 1-4

OCTOBER BOARD REPORT

ADMINISTRATORS: Tammy Heiney and Justin Johnson

CURRENT ENROLLMENT: 263

Attendance Year: 94.97%

September: 94.78%

Focusing on Leadership (CSIP Goal 1)

- Team/Grade Level Meetings were held for the month.
- Mrs. Heiney is enrolled in an online PD about supporting new teachers.
- Our task teams are in full swing. These teams take the lead on many of the things happening in our building.

Focusing on Effective Teaching and Learning (CSIP Goal 2)

- Mrs. Holden has been working with all teachers in all subject areas to prioritize reading and writing instruction. Students should have 90 minutes of purposeful reading and writing a day. It is not the job of the ELA teacher to provide this time. We have to weave it into our daily instruction.
- Our three math instructors went to Interface math conference. They returned rejuvenated and ready to implement what they learned into their daily instruction.
- Mrs. Heiney met with all LMS teachers to initiate creation of 24-25 Growth Plans.

Focusing on Collaborative Climate and Culture (CSIP Goal 3)

- We held the 6th grade parent night on October 15. Students completed tasks in all of their subject areas to earn a puzzle piece. Once the puzzle was completed, they completed the task!
- On October 29, we are holding a Chili Cook Off. We will have cornhole, ping pong, tug of war and musical chairs. There will be a photo booth. Join us for a night of fun!
- On October 17, it was the Great American Shake-Out. The LMS staff enjoyed shakes after the earthquake drill.
- We sent out our October newsletter to all parents. We use a digital program and are able to send it through Thrillshare.

Focusing on Alignment of Standards, Curriculum, and Assessment (CSIP Goal 4)

- Teachers continue to look at item analysis reports and identify the standards we need to focus on. They are updating curriculum to strengthen the instruction of these standards.
- We are using our iReady data to make instructional decisions.
- Our goal as administrators is to be in every classroom, every day. Our look-fors are approved curriculum, rigor, discourse, and engagement.

Focusing on Equity and Access (CSIP Goal 5)

- To ensure all parents have information for the upcoming week, we send home weekly messages through Thrillshare to each grade level. This keeps everyone informed.
- Principal Advisory Committee has started meeting weekly.

CALENDAR

- October 29: Chili Cook-off
- Popcorn Fundraiser: Last 2 weeks of October

LMS Parent Night October 29: 5:30-7:00

LMS Staff will have a chili cookoff. Parents and students will vote for the winner. Cornbread, dessert and drinks will be provided. We will have cornhole, tug of war, musical chairs, table tennis, and a photo booth!



November is Literacy Month. LMS as a calendar full of events planned!

SPECIAL EDUCATION

OCTOBER 2024 BOARD REPORT

ADMINISTRATOR: Barbara Medina

CURRENT ENROLLMENT: 208

- ECSE: 19
- K-12: 193
- MSB: 1
- Transfer In: 15
- Drops: 20
- Referrals: 25

SECTION 504:

- Current: 29
- Referrals: 6

Focusing on Alignment of Standards, Curriculum, and Assessment (CSIP Goal 4)

- Analyzing iReady Data
- Teacher Eagle Walks: Observe Classroom across the district. Opportunity to see where their students are coming from and going to, in order to assist teacher in developing new skills and the students to become productive members of our community.

Focusing on Leadership (CSIP Goal 1)

- DESE SPED Finance HNF, FER: 10/1/2024
- DESE Compliance Training: Smart Goals that address Student Needs 10/10/2024
- DESE Compliance Training: Alternative to Suspension/Chronic Absenteeism 10/24/2024
- Local Administrators Special Education Meeting 10/11/2024
- Special Education Staffing Meetings week of 10/13/2024, 10/28/2024

Focusing on Equity and Access (CSIP Goal 5)

- High Expectations for All Students
- Job Olympics Steering Committee
- Attendance Follow-ups:
After 2 consecutive absences or 5 absences a quarter.

Focusing on Effective Teaching and Learning (CSIP Goal 2)

- iReady: Individual Student Paths
- Teacher Growth Plans
- Great Instruction going on in all Special Education Classrooms!!!!

Focusing on Collaborative Climate and Culture (CSIP Goal 3)

- Supporting the Faculty to ensure they have everything they need.
- Chocolate Basket for Staff

CALENDAR

- High Need Fund Application Submitted 10/17/2024
- Parent Teacher Conferences
- ECSE Final Expenditure Report Due 10/31/2024



Athletics Board Report: 10/17/24

- Fall sports are winding down as volleyball districts, cross country districts and football districts are all about to begin.
- Kam Wood will be in State Golf Oct 21-22
- JH early Fall sports have ended and had successful seasons, basketball is beginning for the JH and they will be starting games in early Nov.
- HS boys and girls basketball will begin practice in a few weeks. They will both participate in Jamborees this year on Nov 19th. Girls at East Carter and the boys will be here with Clearwater, Winona, and Salem
- Basketball schedules will be a little different this year with some new opponents
- JH baseball will get to host the first SCA JH baseball tourney this Spring in early May at the HS field.

Liberty (Mountain View)

2024-2025 Girls Basketball Schedule

Varsity, Junior Varsity



Date	Opponent	Location	Levels	Time
11/19	East Carter Jamboree	Away	V	6:15 pm
11/25	Alton	Home	V, JV	6:00 PM
12/2-7	River City Classic (Doniphan, MO)	Away	V	
12/9	East Carter (Ellsinore, MO)	Away	V, JV	6:00 PM
12/12	Doniphan	Home	V, JV	6:00 PM
12/13	Bunker	Home	V	6:30 PM
12/19	Chadwick (Chadwick, MO)	Away	V, JV	6:00 PM
12/30	Niangua (Niangua, MO)	Away	V	6:00 PM
1/2	Rolla (Rolla, MO)	Away	V, JV	5:30 PM
1/9	Mountain Grove (Mountain Grove, MO)	Away	V, JV	6:00 PM
1/11	Liberty Legends Shootout (Mountain View, MO)	Home	V	
» 1/11	» Sumner	Neutral	V	
1/13	Willow Springs	Home	V, JV	6:00 PM
1/14-18	Licking JV Tournament (Licking, MO)	Neutral	JV	
1/16	Ava	Home	V, JV	6:00 PM
1/20-25	Thayer Winter Classic (Thayer, MO)	Away	V	
1/27	Cuba (Cuba, MO)	Away	V, JV	5:30 PM
1/30-2/1	2025 Lady Tiger Invitational (Seymour, MO)	Neutral	V	
2/3	Cabool (Cabool, MO)	Away	V, JV	6:00 PM
2/6	Houston (Houston, MO)	Away	V, JV	6:00 PM
2/7	McDonald County	Neutral	V, JV	5:00 PM
2/17	Salem (Salem, MO)	Away	V, JV	
2/20	Thayer	Home	V, JV	6:00 PM

Liberty (Mountain View)

2024-2025 Boys Basketball Schedule

Varsity, Junior Varsity



Date	Opponent	Location	Levels	Time
11/19	Liberty Jamboree (Mountain View, MO)	Home	V	
11/29	Current River Challenge	Neutral	V	
12/3	Summersville	Home	V, JV	6:00 PM
12/5	Doniphan (Doniphan, MO)	Away	V	7:30 PM
12/10	South Iron	Neutral	JV	5:00 PM
12/13	Bunker	Home	V, JV	5:00 PM
12/16-20	51st Liberty Invitational (Mountain View, MO)	Home	V	
12/26-30	Cabool Holiday Tournament (Cabool, MO)	Neutral	V	
1/3	Hartville (Hartville, MO)	Away	V, JV	6:00 PM
1/10	Licking (Licking, MO)	Away	V, JV	6:00 PM
1/11	Liberty Legends Shootout (Mountain View, MO)	Home	V	
1/11	Marshfield	Home	V	7:30 PM
1/17	Mountain Grove (Mountain Grove, MO)	Away	V	7:30 PM
1/21	Eminence (Eminence, MO)	Away	V, JV	6:00 PM
1/24	Alton (Alton, MO)	Away	V, JV	6:00 PM
1/27-2/1	Family Pharmacy Panther Classic (Mountain Grove, MO)	Neutral	V	
2/4	Willow Springs	Home	V, JV	6:00 PM
2/7	Ava	Home	V, JV	6:00 PM
2/10	Couch (Myrtle, MO)	Away	V	6:00 PM
2/11	Cabool (Cabool, MO)	Away	V, JV	6:00 PM
2/14	Houston (Houston, MO)	Away	V, JV	6:00 PM
2/18	Salem (Salem, MO)	Away	V, JV	6:00 PM
2/21	Thayer	Home	V, JV	6:00 PM