

The Board of Education met in regular session Tuesday, January 9, 2018, at 6:00 p.m. in the Board Room at the Board of Education Office, 201 North Forest Avenue, Independence, Missouri.

Members Present: Mr. Greg Finke, Vice President
Mrs. Denise Fears, Treasurer
Mrs. Ann Franklin, Director
Mr. Ken Johnston, Director
Dr. Matt Mallinson, Director
Mr. Blake Roberson, Director

Member Absent: Mrs. Jill Esry, President

Also Present: Dr. Dale Herl, Superintendent
Dr. Dred Scott, Dr. Lance Stout, Dr. Cindy Grant, Mr. Dean Katt, Dr. Beth Savidge, Dr. Janet Richards, Dr. Brad MacLaughlin, Mrs. Sherry Potter, Mr. Todd Theen, Mr. Salum Stutzer, PTA, INEA, interested patrons, staff, and Ms. Annette Miller.

The meeting was called to order by the Vice President, Mr. Greg Finke, and minutes of the meeting were recorded by the secretary, Ms. Annette Miller. Mr. Finke welcomed those in attendance.

Denise Fears made the motion to approve the January 9, 2018 Agenda as presented. The motion was seconded by Ann Franklin and unanimously approved by the Board of Education.

Mr. Finke asked if any patrons or staff wished to address the Board of Education. No one responded.

Dr. Herl said the Bills List totaled \$10,124,051.37 for the month and the amounts will continue to fluctuate monthly due to the Bond projects. He said the Administration is recommending letting three bids: 1) Yearbook and services for the three high schools; 2) Floor replacement at George Caleb Bingham Middle School; and 3) for a pole vault pit and cover for track and field at William Chrisman High School.

Blake Roberson made the motion that the Board of Education approves the January 9, 2018 Consent Agenda as printed.

1. Minutes – December 12, 2017
 2. Approval of January 9, 2018 List of Bills totaling \$10,124,051.37
 3. Approval of Personnel Recommendation #13 as follows:
 - A. Request to Resign (Teaching Staff) Effective End of the 2017-2018 School Year.
 1. Melissa Barkley, IMPACT/Blackburn Elementary School
 - B. Request to Retire (Teaching Staff) Effective End of the 2017-2018 School Year.
 1. Kathryn Lowry, Special Education/William Chrisman High School
 2. De Etta McAlister, Special Education/William Chrisman High School
 3. Rhonda Presler, Special Education/William Chrisman High School
 - C. Employment of Certificated Staff for the 2017-2018 School Year.
 1. Kayla Engelman, Teacher
 2. Lori Moore, Teacher
 4. Approval to Let Bids for Yearbook and Services for ISD High Schools.
 5. Approval to Let Bids for Floor Replacement at George Caleb Bingham Middle School.
 6. Approval to Let Bids for Pole Vault Pit and Cover for Trace and Field at William Chrisman High School.
- The motion was seconded by Matt Mallinson and unanimously approved by the Board of Education.

Dr. Herl said that the State School Board is not a functioning school board as only three members can vote on issues and a quorum is required to approve business items. The Governor appointed five people to fill the open positions and then withdrew their names. He then again appointed the same five people as they will need to be confirmed by the Senate at some point. Senators Romine and Schaff say they will filibuster seating these appointees. Also, Roger Dorson will continue to act as interim Commissioner of Education. Dr. Herl informed the Board about SB618 which deals with Charter Schools. He said that the House will also have a version of this bill. Dr. Herl said that Charter Schools should also have to play by the same rules as public schools and the Administration will keep a watch on this bill.

He reported that the District had closed on the MyArts building with Jackson County at a cost of \$10. He commented that Jackson County Legislator Dennis Waits was instrumental in making this transaction happen.

Dr. Herl presented each of the Board of Education members with a Certificate of Appreciation provided by the Missouri School Boards Association in recognition of their services and support for the students, families, and staff of the Independence School District. Dr. Herl said that he truly appreciates everything the Board does and the issues they deal with in order to provide a quality educational program for all students.

Dr. Herl said the Bond projects are going very well and he is seeing very few change orders. Mr. Stutzer provided an update on the Bond projects. He shared a PowerPoint on the projects showing comparisons from last month to this month. Mr. Stutzer said that he is pleased with Nabholz as the construction manager. Truman High School – work continues on the classroom additions, the sidewalks are poured and in, the exterior panels are going up, additional concrete will be poured, the interior math classrooms walls are painted, ceiling grids are up, lights are ready to install, carpet is ready to go in; science classrooms are similar to the math rooms, cabinets are going in, etc., and the punch list should be ready the last week of January and then start moving in some furniture; Cafeteria Addition - metal exterior panels have been installed, starting to hang sheetrock, then prep for painting, and will demo the existing ceiling over winter break. Van Horn High School – the structures have been tied together, exterior vertical block work in progress, then roofing decking will go in, working on dual purpose concession stand for gym and football field, tying trusses in and welding them together, and roof drains are being installed. William Chrisman High School - the exterior brick walls are up, starting work on the north side of the project, roof is on and area is ready to be fully enclosed, weight room lights are hung, walls insulated, sheetrock is hung; on the second floor - working on lines for HVAC system, floors are ready for carpet, CISCO classroom is ready, time line punch list will be reviewed, start transitioning weight room on February 3rd and the following week start transferring to the classroom. New Elementary School - all of the first floor blocks have been laid, gym building walls are up, tie in with support steel, and start work on the roof; and the completion date is still as proposed. A water detention system is being installed to control the water flow so it does not affect the neighborhood. Mr. Stutzer said he is well pleased with the progress of all the Bond Projects.

Dr. Herl said the Board of Education had voted on how to take care of attendance at high schools through approval of Policy 2310. He asked the three high school principals (Mike Becker, Pam Boatright, and Randy Maglinger) to share the impact from this procedure. Mr. Becker said there are three focus areas: identify students with 9th absence in any class, meet with student and discuss proactive intervention piece, and teachers build relationships with students and keep tabs on their improvement. Letters are sent to parents after 5 days of absence by the student and then again after the 9th absence. Saturday School is an option for students and this has received a positive reaction by the students. Students are encouraged to go through the appeal process (William Chrisman has 49; Truman has 55; and Van Horn has 126 students). The appeal process provides the students an opportunity to meet with staff and work through the process. The three appeal solutions are: credit is awarded due to extenuating circumstances, credit can be denied, or students are put on probation to see if they can earn the credits. Dr. Boatright said there are several forms of communications with students by the staff. She said that holding kids accountable for their attendance is important but the administration is willing to work with the students. She said that daily automated calls are made regarding missed attendance, Saturday School, and when students can attend. Parking passes for students are used as attendance incentives also. Last year Truman High School was at 84% attendance for 90% of the students and now the attendance rate is at 86.94%. Mr. Maglinger said that Van Horn High School was at 64.3% last year and now they are at 71.8% which is an increase of 7.5%. William Chrisman High School last year was at 69.55% and now they are at 81.27% showing an increase of 11.72%. The District is seeing a positive trend line in attendance percentages.

Several items under New Business were presented for the Board of Education's consideration.

Dr. Herl explained that the Administration is recommending the second and final reading of Board of Education Policy changes/additions to 2850, 3165, 4120, 4550, and 6145.

Ann Franklin made the motion that the Board of Education approves this as the second and final reading of changes and additions to Board of Education Policies 2850, 3165, 4120, 4550, and 6145 as presented. The motion was seconded by Denise Fears and unanimously approved by the Board of Education. (Pages 11460-11467)

Dr. Herl stated that the Administration is recommending changes to two Regulations: 3165 dealing with federal contracts, and 6145 addition of professional therapy dogs to the service dog regulation.

Denise Fears made the motion that the Board of Education approves adopting the changes to Board of Education Regulations 3165 and 6145 as presented. The motion was seconded by Blake Roberson and unanimously approved by the Board of Education. (Pages 11468-11478)

Dr. Stout said that due to the District's membership with Buy Board, the Administration is recommending approval of the bid from Riddell for replacement of football helmets and shoulder pads for George Caleb Bingham Middle

STUDENTS

Policy 2850
(Regulation 2850)
(Form 2850)

Student Services**Inoculations of Students**

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided.

~~Homeless children will be granted a temporary thirty (30) day grace period within which to submit proof of compliance.~~ Parents/guardians of homeless students are encouraged to submit proof of compliance as soon as possible.

The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

Upon written request, the District will notify the parents/guardians of pre-kindergarten students whether other pre-kindergarten students are attending school with an immunization exemption. The identity of students for whom an immunization exemption has been filed is confidential and will not be released except as required by law.

REV. 1/18

FINANCIAL OPERATION**Policy 3165**
(Regulation 3165)**Financial Management****Procurement Standards - Federal Contracts**

The District will comply with all applicable regulations issued by the Office of the Secretary - Education related to procurement activities in federal related contracts. These provisions include, but are not limited to, procurement, disposition of unused supplies, copyrights, and debarred or suspended parties. The District will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specification of their contracts or purchase orders. Detailed requirements for compliance are incorporated into Regulation 3165.

NEW 1/18

PERSONNEL SERVICES**Policy 4120
(Regulation 4120)
(Form 4120)****Employment****Employment Procedures**

The Board of Education, upon recommendation of the Superintendent, votes on the employment of all certificated staff members. In approving applicants the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students. For Title I staff qualifications and hiring, refer to Policy and Regulation 1621 – Title I.

Background Checks

No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. Similarly, all persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry prior to contact with students. Such background checks will be performed at the vendors/contractors' expense and will, upon request, be shared with the District. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

As part of the criminal records check, any person employed after January 1, 2005, shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol.

Vacancies

All vacancies should be posted for a minimum of ten (10) school days before the Superintendent may recommend a qualified applicant to the Board for employment. In an emergency situation the Superintendent may temporarily employ an applicant prior to the expiration of the posting. The temporary applicant may be considered along with other applicants for the position after the ten days. However, in order to hire a Board member's spouse, the position must have been advertised. (Refer to Policy 0342 – Nepotism, Conflict of Interest and Financial Disclosure.)

Responding to Requests for Employee Information

The Superintendent or designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District will provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee.

Additionally, when requests for information regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in the employee being terminated or resigning in lieu of termination or allegations of sexual misconduct have been substantiated by Children's Division, the Superintendent or designee shall disclose the allegations of sexual misconduct and the findings of a Children's Division investigation when responding to requests for information to a potential public school employer .

Any school district employee who is permitted to respond to requests for information and acting in good faith reports authorized information as provided in this policy or in good faith reports alleged sexual misconduct on the part of a District employee will not be disciplined or discriminated against because of such report.

This foregoing policy is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo. The District shall provide notice of this policy to all current employees and to all potential employers who contact the District regarding the possible employment of a District employee.

Public Service Loan Forgiveness

In accordance with State law, the District will provide current, accurate, and complete information to each new employee regarding his or her eligibility for public service loan forgiveness within ten (10) days following the start of employment.

Medical Examinations

Medical examinations and inquiries will not be required prior to an offer of employment. The District may make post offer, pre-employment inquiries, however, into the ability of the applicant to perform job related functions.

At the post-offer, pre-employment stage, medical inquiries and tests may be required of all applicants for a particular job category. In addition, physical medical examinations may be required of all applicants for certain safety-sensitive job categories, including: custodians, maintenance, and facilities personnel. Any such medical examinations, inquiries, and/or tests shall be performed at District expense. Once employed, employees may only be subjected to medical inquiries or medical tests if the inquiry or test is job related and consistent with business necessity as provided by law.

If an applicant fails a test, the applicant may retake the test one time, within seven (7) days of initial failure, at the applicant's expense. The District will provide accommodations during the hiring process as required by law.

Any medical records will be maintained on separate forms, in separate medical files, and shall be kept confidential.

Rev. 1/18

PERSONNEL SERVICES**Policy 4550****Compensation****Retirement Compensation**

Retirement provisions for all eligible employees will be in accordance with the provisions of the Missouri Public School Retirement System (PSRS) and the Public Education Employees Retirement System (PEERS).

Full-time certificated staff employed after April 15, 1986 are subject to the Medicare portion of Social Security.

At the time of initial employment an employee shall be given his/her first COBRA notification. Second notification and continuation of benefits is contingent upon the employee notifying the District of a qualifying event.

Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the Retirement System, by paying premiums at the same rate as other members of the group.

Employees who retire or who have retired and who are eligible for retirement benefits from either the PSRS or PEERS Plans are eligible to participate in District health benefit programs. In addition, the spouse and/or unmarried dependent children of any employee may also participate in District health benefit programs provided that these family members are receiving or are eligible to receive retirement benefits from either the PSRS or PEERS Systems. The retiree must apply for insurance coverage within the first year he/she is eligible to receive retirement benefits.

Reporting Requirements**Ineligibility for Retirement Benefits**

If an employee or former employee is charged or convicted of any of the listed felonies, where such felony is committed in direct connection with or related to the employee's duties with the District, the District will notify the employee's relevant retirement plan, PSRS or PEERS. Such reporting is only required where such filing was committed after August 28, 2014 and where District administrators knew of such charge or conviction. The District will further provide to the respective retirement plan all information related to the charge or conviction that is in the District's possession. Reportable offenses include:

1. Stealing involving money, property, or services valued at \$5,000.00 or more;
2. Receiving stolen property involving money, property, or services valued at \$5,000.00 or more;
3. Forgery;

4. Counterfeiting;
5. Bribery of a public servant;
6. Acceding to corruption 576.020 RSMo.

Conviction of one of the felonies set out in this Policy may result in ineligibility for retirement benefits.

Reporting as Requested by PSRS.

The District will cooperate with PSRS requests for information concerning the District's use of PSRS retired persons providing substitute teaching or other positions that would normally require certification. This reporting/assistance request applies to such retired persons who provide such services through an independent contractor.

INSTRUCTIONAL SERVICES**Policy 6145**
(Regulation 6145)**Curriculum Services****Service Animals and Professional Therapy Dogs in Schools**

The District recognizes that service animals may be used to provide assistance to qualified individuals with disabilities. This policy governs the presence of service animals in the District's buildings, on school property (including school buses), and at school activities. The Board of Education adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities and services, and to ensure that the District does not discriminate on the basis of disability.

Qualified students and/or adults with disabilities may be accompanied by a "service animal" on school property, in school buildings, and at school functions when required by law and subject to the conditions of this Policy.

Service Animals

Under federal law, a "service animal" means "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability." Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition (See, however, provisions on miniature horses below). The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Under Missouri law, the term "service dog" is defined as "any dog specifically trained to assist a person with a physical disability by performing necessary physical tasks which the person cannot perform. Such tasks shall include, but not be limited to, pulling a wheelchair, retrieving items, and carrying supplies.

The District will permit the use of a miniature horse as a service animal if: ~~(1)~~ the miniature horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability.

In determining whether to permit the use of a miniature horse as a service animal, the District will consider: (1) the type, size and weight of the miniature horse and whether the facility can accommodate these features; (2) whether the handler has sufficient control of the miniature horse; (3) whether the miniature horse is housebroken; and (4) whether the miniature horse's presence compromises legitimate safety requirements that are necessary for the safe operation of the facility. All additional requirements outlined in this Policy which apply to service animals, shall apply to miniature horses.

Policy 6145**Page 2**

If an individual with a disability requests to use a service animal in a District building, on District property, in a District vehicle or at a District function, the District will not ask about the nature or extent of the person's disability. However, the District may make the following inquiries to determine whether an animal qualifies as a service animal: (1) whether the animal is required because of a disability; and (2) what work or task the animal has been trained to perform. The District may not make these inquiries when it is readily apparent that an animal is trained to work or perform tasks for an individual with a disability.

The District **may request but** will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

Professional Therapy Dogs

An animal that is used to provide a supportive or therapeutic service for a student does not meet the definition of a "Service Animal" which is permitted for use by qualified individuals with disabilities consistent with this Policy. However, the District may, at its discretion, permit the use of such dogs that have been individually trained and certified to work with staff to provide certain types of support for its students.

Such dogs are not for the personal use of District students or employees and will be utilized at the discretion of District administration and counselors for their intended purpose.

REV. 1/18

FINANCIAL OPERATION

Regulation 3165

Procurement Standards – Federal Contracts

Conflict of Interest

The District maintains a written code of standards of conduct which governs the performance of District employees who may be engaged in the award and administration of contracts. These standards will include a prohibition against employees who are involved in the selection, award or administration of a contract supported by Federal funds, if a conflict of interest, real or apparent, would be involved.

A conflict of interest would arise if a District board member or employee, any member of their family, their partner, or an organization which employs or is about to employ any of the parties named in this paragraph, has a financial or other interest in the firm selected for the award.

Neither District board members, nor employees will accept gratuities, favors, or anything of monetary value from contractors, potential contractors or parties to sub-agreements. This rule will not apply to gifts of less than ten dollars (\$10.00), or is an unsolicited item of nominal intrinsic value. Violations of these conflict of interest provisions will result in disciplinary action up to and including termination for employees, and up to and including public sanction of a violating Board member.

Avoidance of Unnecessary/Duplicate Purchase

The District will review proposed procurements to avoid purchases of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. Where appropriate to foster great economy and efficiency, the District will consider entering into state and local intergovernmental agreements for procurement, or lease of common goods and services. Moreover where appropriate, the District will use Federal excess and surplus property in lieu of purchasing new equipment and property.

The District will, when appropriate, consider and utilize value engineering clauses in contracts for construction projects for cost reductions. In making awards, the District will select contractors to successfully perform under the terms of the procurement. In analyzing the suitability of contractors, consideration will be given to contractor integrity, compliance with public policy, past performances, as well as, financial and technical services.

Recordkeeping

The District will maintain records sufficient to detail the significant history of a procurement. These records will include, but not be limited to, the following:

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- rationale for the method of procurement;
- selection of contract type;
- contractor selection/rejection; and
- basis for the contract price.

Time and Material Type Contracts

The District will use time and material contracts only after a determination has been made that no other contract is suitable and, if the contract includes a ceiling price, which the contractor may exceed only at its own risk.

Contractor Compliance Resolution

The District is responsible for resolution and settlement of all contractual and administrative issues arising out of Federal related procurements including, but not limited to, source evaluation, protests, disputes and claims. Violations of law will be referred to the local, state or federal authority having jurisdiction.

The District will maintain procedures to handle and resolve procurement disputes, including provisions to share information regarding the protest to the awarding agency.

Competition for Contract Awards

The District will conduct all procurement transactions in a manner providing full and open competition. In doing so, the District will avoid:

- placing unreasonable requirements on firms seeking to qualify to do business;
- requiring unnecessary experience or excessive bonding;
- noncompetitive pricing practices among bidders;
- noncompetitive awards to consultants that are retainer contracts;
- organizational conflicts of interest;
- specifying only a brand name product instead of allowing an equal product to be offered; and
- any arbitrary actions in the procurement process.

The District will avoid in such Federal procurements administratively imposed in – state or local geographical preferences in the evaluation of bids or proposals, except where federal law expressly mandates or encourages such preferences. However, when contracting for architectural and engineering services, geographic locations may be a selection criteria provided that the use of such criteria leaves a sufficient number of qualified firms to compete for the contract.

Procedures for Procurement Transactions

The District will ensure a clear and accurate description of the technical requirements for the material, product or service to be provided under federally related procurements. The description

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may include a statement of the qualitative nature of the material, product or service to be procured and when appropriate will set forth those minimum essential characteristics and standards to which it need conform in order to satisfy the intended use. Where appropriate, a "brand name or equal" description may be used to define the performance or other requirements of a procurement.

The District will ensure that all prequalified lists of persons, firms, or products are current and include enough qualified sources to ensure maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitations process.

Methods of Procurement Affecting**Micro Purchases**

Where small purchases under Three Thousand Five Hundred Dollars (\$3,500.00) price quotations will be obtained from an adequate number of qualified sources. Micro Purchases will be distributed equally among qualified vendors.

Small Purchases

The District will utilize the following procurement procedures for purchases of \$50,000 or less. The District where feasible will obtain at least three (3) bids or quotes for each such purchase. The District will maintain documentation for all "small purchases" including the small purchase item; identity of quotes/bids; amount of such bid/quotes; and the date of purchase.

Sealed Bids

When procurement is by sealed bid (formal advertising), bids are publically solicited and a firm-fixed price contract is awarded, the award will be made to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation to bid, is the lowest in price. The sealed bid procurement method will be utilized for all purchases in excess of \$50,000. The sealed bid method is preferred for construction if the following conditions apply:

- a complete adequate and realistic specification is available;
- two or more responsible bidders are willing and able to compete for the project;
- the procurement lends itself to a firm price contract; and
- selection of the successful bidder can be made principally on the basis of lowest price

If sealed bids are used, the following requirements apply:

- invitation to bid will be publically advertised and bids will be solicited from an adequate number of known suppliers providing them sufficient time to bid;
- invitation to bid will define the items or services to be bid;
- all bids will be publically opened at a time and place described on the invitation to bid;

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- firm fixed-price contract award is made to the lowest responsive and responsible bidder; and
- any and all bids may be rejected when there is a sound documented reason.

Competitive Proposal

The District will utilize a competitive proposal method when conditions are not appropriate for the use of sealed bids. This method will be utilized where either a firm-fixed price is capped or cost reimbursement contract is available. When this method is used, the following requirements will apply:

- requests for proposals will be publicized along with evaluation factors and their relative importance;
- proposals will be solicited from any adequate number of qualified sources;
- a clear method of technical evaluations of the proposals and selective of any awardee will be utilized;
- awards will be made to the firm whose proposal is most advantageous to the program with price and other factors considered; and
- this method may be used for selection of architectural and engineering firms where qualifications are evaluated and the most qualified firm is selected subject to negotiations; and
- more than one contractor/vendor is submitted an offer.

Noncompetitive Sole Source

Where appropriate, procurement may be made by a proposal from any one source or after solicitation, competition is deemed inadequate. This method will be used when small purchase procedures, sealed bid, or competitive proposals are not feasible and one of the following applies:

- item is available from only one source, or there is an emergency situation;
- using the services of the Small Business Administration and the Minority Business Development Agency;
- requiring the prime contractor, where subcontracts are to be left to utilize the steps set out above sole source purchases will be well documented concerning the necessity for all sole source purchases.
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Contract Cost and Price

The District will perform a cost or price analysis in connection with every procurement action. At a minimum, the District will make independent estimates before receiving bids or proposals. A cost analysis will be required when adequate price competition is lacking and for sole source procurements, unless price reasonableness can be established on the basis of catalog or mailed price. The District will negotiate profit as a separate element of the process for each contract.

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public emergency will not permit a delay in competitive solicitation; and

- the awarding Federal agency authorizes this method.

Contracting with Small and Minority Firms, Women's Business Enterprise and Labor Surplus Area Firms

The District will take all necessary steps to assure participation of such firms. Affirmative steps will include:

- placing such firm on a solicitation list;
- assuring that such firms are solicited whenever possible;
- when economically feasible dividing total requirements into smaller contracts or quantities; and
- when economically feasible establishing delivery requests which encourage participation for such firms in which there is no price competition and small cases where cost analysis is performed. Consideration will be given to the complexity of the work, the risk to be borne, contractor's investment, the amount of subcontracting, quality of contractors' work on similar work.

Costs or prices on estimated costs will be allowable only to the extent that costs incurred or cost estimates are consistent with Federal cost principals. The District will not use a cost plus a percentage of cost and a percentage of construction cost method.

Agency Review

The District will make available, upon request of the Federal agency, all documents, including but not limited to, procurement specifications; invitations to bid; procurement procedures; pre-award documents.

Bidding Requirements

The District will require bonding for all construction or facility improvements ensuring that the awarding Federal agency's interests are adequately protected as provided in federal regulations.

Contract Provisions

The District's contracts under the Regulation will include:

- administrative, contractual or legal remedies for contractor breaches and provide appropriate remedies for such breaches;
- compliance with Executive Order (EO 11246);
- compliance with Copeland Anti-Kickback Act;
- compliance with Davis Bacon Act;
- compliance with § 103 and 107 of the Contract Work Hours and Safety Standards Act;

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- notice of awarding agency's requirements and regulations pertaining to reporting;
- notice of awarding agency's requirements and regulations pertaining to patent rights;
- notice of awarding agency's requirements and regulations relating to copyrights and rights in data;
- access to contractor's book documents, papers and records which are pertinent to the contract;
- compliance with all applicable standards, order or requirements under §306 of the Clean Air Act, §508 of the Clean Water Act (EO 11738) and Environmental Protection Act Regulations; and
- mandatory standards and policies relating to emergency efficiency contained in the state emergency conversation plan.

Background Checks

All District vendors shall conduct criminal record and sexual offender background checks on each of its employees who, under a procurement contract, may provide services on District property or at District events. Copies of such record requests will be provided to the District upon request.

Faith Based Organizations

Faith based organizations are eligible to contract with those Districts on federally related contracts on the same basis as any other private organization. In such contracting, the District will not discriminate for or against an organization based on the organization's religious character or affiliation. However, private organizations that engage in inherently religious activities, such as religious workshops, instruction or proselytization must offer these services separately in a time or location separate from any programs or services supported by a federally related District contract.

A faith based organization that contracts with the District on a federally related contract may retain its independence, autonomy, right of expression, religious character and authority over its governance.

NEW 1/18

INSTRUCTIONAL SERVICES**Regulation 6145****Curriculum Services****Service Animals and Professional Therapy Dogs in Schools****Guidelines for Use of A Service Animal on School Property or At School Functions**

Requests: A person who wants to be accompanied by his/her service animal must make a prior written request of the school's principal if the service animal will come into a school. A person who wants to be accompanied by his/her service animal must make a prior written request of the superintendent for all other locations. These requests must be renewed annually.

A. **Students:** Use of a service animal by a qualified student with a disability will be permitted in school when it is determined that the student's disability requires such use in order to have equal access to the instructional program, school services and/or school activities or when the student's IEP or 504 team determines that the student requires the use of a service animal to receive a free appropriate public education. The student will be primarily responsible for the care and control of any animal used as an accommodation unless otherwise provided in the IEP or Section 504 plan. All other requirements of this Policy apply. Parents or animal handlers who may be present in school for the purpose of assisting a student with his/her service animal will be required to submit to a sex offender registry and criminal background check. In addition, parents and handlers must comply with all standards of conduct that apply to school employees and volunteers.

B. **Employees:** Use of a service animal by a qualified employee with a disability will be permitted when such use is necessary to enable the employee to perform the essential functions of his/her job or to enjoy benefits of employment comparable to those similarly situated non-disabled employees. All other requirements of this Policy apply.

Vaccinations: The service animal must be immunized against diseases common to that type of animal.

Health: The service animal must be in good health. The owner or handler of the animal must submit each school year to the school principal and/or superintendent documentation from a licensed veterinarian the following: a current veterinary health certificate; and proof of the service animal's current vaccinations and immunizations.

Control: A service animal must be under the control of its handler at all times. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which

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case the service animal must be otherwise under the handler's control through voice, signals or other effective means.

Supervision and Care of Service Animals: The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up. The District is not responsible for the care or supervision of a service animal. The District shall not be responsible for the training, feeding, grooming or care of any service animal permitted to attend school or a school function under this Policy.

Damages: The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal and must provide proper proof of liability insurance to cover such damages [on an annual basis](#).

Other Requirements: The District may impose additional conditions on the presence of a service animal, depending on the circumstances.

Removal of Service Animals from School Property

District administrators may ask an individual with a disability to remove a service animal from District buildings, property, vehicles or activities if:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health and safety of others;
4. The student, employee or handler fails to appropriately care for the animal, including feeding, exercising, taking outside for performance of excretory functions, and cleaning up;
5. The presence of the animal significantly disrupts or interferes with the educational process, school activities or the instruction program;
6. The parents/guardian or employee fails to provide the required documentation;
7. The animal fails to consistently perform the function(s)/service(s) for which it has been trained and brought to school; or
8. The presence of the animal would require a fundamental alteration to any school program.

If the District properly excludes a service animal under this Policy, the District will provide the individual with a disability the opportunity to participate in the service, program or activity without having the service animal on the premises.

Regulation 6145**Page 3****Admission of Service Animals to Public Events**

Individuals with disabilities may be accompanied by their service animals while on District property for events or activities that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.

School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks the animal has been trained to perform, but shall not ask questions about an individual's disability.

The District shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged, but the individual is liable for any damage done to the premises or facilities by such an animal.

District administrators may revoke or exclude the service animal if the animal poses a direct threat to the health and safety of others, the use of the animal would result in substantial physical damage to the property of others, or would substantially interfere with the reasonable enjoyment of the event or activity by others.

Grievance Procedure

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board Regulation 1310.

~~Professional Therapy Dogs~~

~~An animal that is used to provide a supportive or therapeutic service for a student does not meet the definition of a Service Animal which is permitted for use by students, employees, and patrons of the District consistent with this Policy. — However, the District may employ the use of such dogs to work with staff to provide certain types of support for its students.~~

~~Such dogs are not for the personal use of District students or employees and will be utilized at the discretion of District administration and counselors for their intended purpose.~~

~~Grievance Procedure~~

~~Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board Regulation 2130.~~

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Page 4

Guidelines for Use of A Professional Therapy Dogs on School Property or At School Functions

Staff members may use therapy dogs in the course of their regular duties only after receiving permission from the administrator of the building where the animal will be used. Before permission to use a therapy dog is granted, staff members must provide:

1. Proof the dog has been trained and certified as a therapy dog by an organization approved by the district;
2. An explanation of how the dog will be used, including research supporting the use of a therapy dog;
3. A plan for how the staff member will provide for the care and control of the dog;
4. A plan for how the staff member will accommodate students, other staff members, and parents with allergies to the dog;
5. A plan for how the staff member will accommodate students, other staff members, and parents who fear the dog;
6. A proposed schedule for the use of the therapy dog in District buildings.

Vaccinations: The therapy dog must be immunized against diseases common to that type of animal.

Health: The therapy dog must be in good health. The owner or handler of the dog must submit each school year to the school principal and/or superintendent documentation from a licensed veterinarian the following: a current veterinary health certificate; and proof of the therapy dog's current vaccinations and immunizations.

Identification: The handler and therapy dog must wear appropriate identification issued by the registering organization identifying them as a registered handler and therapy dog. The handler shall bring only the registered therapy dog onto school property; no other animals will be permitted.

Control: A therapy dog must be under the control of its handler at all times. A therapy dog must have a harness, leash, or other tether, unless the use of a harness, leash, or other tether would interfere with the therapy dog's safe, effective performance of work or tasks, in which case the therapy dog must be otherwise under the handler's control through voice, signals or other effective means.

Damages: The owner or handler of a therapy dog is solely responsible for any damage to school property or injury to personnel, students, or others caused by the dog and must provide proper proof of liability insurance to cover such damages on an annual basis.

Regulation 6145**Page 5**

Other Requirements: The District may impose additional conditions on the presence of a therapy dog, depending on the circumstances.

Removal of Professional Therapy Dogs from School Property

District administrators may ask a therapy dog to be removed from District buildings, property, vehicles or activities if:

1. The therapy dog is out of control and the animal's handler does not take effective action to control it;
2. The therapy dog is not housebroken;
3. The presence of the therapy dog poses a direct threat to the health and safety of others;
4. The handler fails to appropriately care for the therapy dog, including feeding, exercising, taking outside for performance of excretory functions, and cleaning up;
5. The presence of the therapy dog significantly disrupts or interferes with the educational process, school activities or the instruction program;
6. The handler fails to provide the required documentation;
7. The therapy dog fails to consistently perform the function(s)/service(s) for which it has been trained and brought to school; or

The presence of the therapy dog would require a fundamental alteration to any school program

School, Nowlin Middle School, Pioneer Ridge Middle School, Truman High School, Van Horn High School, and William Chrisman High School at a cost of \$26,486.84.

The motion was made by Matt Mallinson, second by Blake Roberson, that the Board of Education approves the bid from Riddell for replacement of football helmets and shoulder pads for George Caleb Bingham Middle School, Nowlin Middle School, Pioneer Ridge Middle School, Truman High School, Van Horn High School, and William Chrisman High School at a cost of \$26,486.84. The motion was unanimously approved by the Board of Education.

Dr. Herl said the District let bids to replace school bus child safety restraint systems. The Administration is recommending approval of the bid from Central Bus Sales for 125 at a cost of \$15,785.00.

Denise Fears made the motion that the Board of Education approves accepting the bid from Central Bus Sales for 125 Child Safety Restraint Systems at a cost of \$15,785.00. The motion was seconded by Matt Mallinson and unanimously approved by the Board of Education.

Dr. Herl said the Administration is recommending approval of the proposal for furniture for the new classrooms at William Chrisman High School from SSI Furnishings through the EdPlus Co-Op for a cost of \$47,528.86

The motion was made by Ann Franklin, second by Matt Mallinson, that the Board of Education approves accepting the proposal from SSI Furnishings for furniture for the new classrooms at William Chrisman High School at a cost of \$47,528.86. The motion was unanimously approved by the Board of Education.

Dr. Stout said the District maintains a fleet of 154 buses. Bids for bus replacements were sent to three companies. The Administration is recommending approval of the bid from Midwest Central Bus Sales. Dr. Stout said the District is looking into purchasing a small bus/van for transporting smaller school groups to events. He said that 10% of drive pool and maintenance staff surveyed the bus bids and agreed with accepting Midwest Bus Sales bid of \$400,328.00 and \$109,076.00.

The motion was made by Matt Mallinson that the Board of Education authorizes the Superintendent to purchase from Midwest Bus Sales:

- 4 - 77 passenger, Type C, conventional bus vehicles to be purchased and delivered to ISD Transportation Department no later than May 31, 2018 in the amount of \$100,082.00 per bus for a total of \$400,328.00
- 1 - 68 passenger, Type C, conventional bus with Wheelchair lift to be purchased and delivered to ISD Transportation Department no later than May 31, 2018 in the amount of \$109,076.00.

The motion was seconded by Denise Fears and unanimously approved by the Board of Education.

Dr. Herl stated that due to the April 3, 2018 School Board Election, that a special Board Meeting would need to be scheduled to certify the candidates for three open positions.

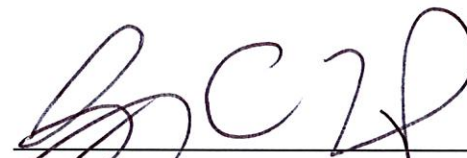
Denise Fears made the motion that the Board of Education approves scheduling a special Board of Education meeting on Monday, January 22, at 7:30 a.m. to certify candidates for the April 3, 2018 School Board Election. The motion was seconded by Ann Franklin and unanimously approved by the Board of Education.

There being no further information to come before the Board, Blake Roberson made the motion, second by Ann Franklin, to adjourn the meeting and go into executive session for legal, personnel, and real estate issues at 6:58 p.m. The motion was approved as follows:

Ayes: Greg Finke
Denise Fears
Ann Franklin
Ken Johnston
Matt Mallinson
Blake Roberson

Absent: Jill Esry


Secretary


Vice President

BOARD OF EDUCATION
The School District of Independence

11480

The Board of Education met in Special Session on Monday, January 22, 2018, at 7:30 a.m. in the Board Room at the Board of Education Office, 201 North Forest Avenue, Independence, Missouri.

Members Present: Mrs. Jill Esry, President
Mrs. Denise Fears, Treasurer
Mrs. Ann Franklin, Director
Mr. Ken Johnston, Director
Dr. Matt Mallinson, Director
Mr. Blake Roberson, Director

Member Absent: Mr. Greg Finke, Vice President

Also Present: Dr. Dale Herl, Superintendent
Dr. Dred Scott, Mr. Eric Knipp, Mrs. Carrie Dixon, interested patrons and staff, and Ms. Annette Miller.

The meeting was called to order by the President, Mrs. Jill Esry, and minutes of the meeting were recorded by the secretary, Ms. Annette Miller. Mrs. Esry stated the purpose of the meeting was to certify candidates for the April 3, 2018 School Board Election.

Matt Mallinson made the motion to approve the January 22, 2018 Special Board Meeting Agenda. The motion was seconded by Denise Fears and unanimously approved by the Board of Education.

Mrs. Esry stated that three candidates met the requirements of the application process and their petitions have been certified by the Jackson County Board of Election Commissioners as having the necessary 100 registered District voter signatures: Mr. Greg Finke, Mrs. Carrie Dixon, and Mr. Eric Knipp. There are three (six-year terms) positions open for the April 3, 2018 Election.

Ann Franklin made the motion that the Board of Education approves the following candidates for the April 3, 2018 School Board Election:

Six (6) year term – Three (3) positions:

1. Greg Finke
2. Carrie Dixon
3. Eric Knipp

The motion was seconded by Blake Roberson and unanimously approved by the Board of Education.

There being no further business to come before the Board of Education, the motion was made by Blake Roberson, second by Ken Johnston, at 7:35 a.m. to adjourn the meeting. The motion was approved as follows:

Ayes: Ann Franklin

Absent: Greg Finke

Jill Esry

Denise Fears

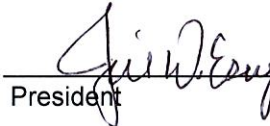
Ken Johnston

Matt Mallinson

Blake Roberson



Secretary



President