

The Board of Education met in regular session Tuesday, March 14, 2017, at 6:00 p.m. in the Board Room at the Board of Education Office, 201 North Forest Avenue, Independence, Missouri.

Members Present: Mrs. Jill Esry, President
Mrs. Greg Finke, Vice President
Mrs. Ann Franklin, Director
Mr. Ken Johnston, Director
Dr. Matt Mallinson, Director

Member Absent: Mrs. Denise Fears, Treasurer
Mr. Blake Roberson, Director

Also Present: Dr. Dale Herl, Superintendent
Dr. Lance Stout, Dr. Brad MacLaughlin, Dr. Janet Richards, Dr. Cindy Grant, Mr. Dean Katt, Mrs. Sherry Potter, Mr. Robert Burkey, PTA, INEA, interested patrons, 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 welcomed everyone attending the meeting including students from the Professions in Education Class.

Mr. Daryl Huddleston, Transportation Department Director, addressed the Board of Education. He reported that the State Highway Patrol Department had conducted the annual bus inspection for the School District. He said of the 150 buses that were checked, only three buses had any defects and the District received a 98% rating for the inspection. The District received the Fleet Excellence Award for the 20th straight year. Mr. Huddleston introduced each of the Transportation Maintenance staff that was in attendance: Brad Oyler, Danny Davidson, Jeff Putnam, Josh Wardlow, Gary Russell, Justin Mooney, Justin Barnes, and Patrick Trotter. Mrs. Esry congratulated the Transportation Department on this outstanding recognition. Dr. Herl said they could be excused at this time.

The motion was made by Ann Franklin, second by Matt Mallinson, to approve the March 14, 2017 Agenda as presented. The motion was unanimously approved by the Board of Education.

Mrs. Esry asked if any District citizens or employees wished to address the Board of Education. No one responded.

Dr. Herl stated that the List of Bills totaling \$8,388,740.07 is typical for this time of year. He said the Administration is recommending letting bids for custodial and operational supplies and also to let bids for commodities and supplies for the Nutrition Services Department.

Greg Finke made the motion to approve the March 14, 2017 Consent Agenda as printed.

1. Approval of February 14, 2017 Minutes.
2. Approval of March 14, 2017 List of Bills totaling \$8,388,740.07
3. Personnel Recommendation #16
 - A. Request to Retire (Certificated Staff) Effective End of the 2016-2017 School Year
 1. Teresa Cook, Art/Independence Academy
 2. Susan Maxwell, MU Mentor/Korte Elementary School
 3. Nancy Richards, Counselor/Independence Academy
 4. Debra Stidham, ELL Coordinator
 5. Tom Wirtz, Counselor/George Caleb Bingham Middle School
 - B. Request to Resign (Certificated Staff) Effective End of the 2016-2017 School Year.
 1. Erin Baker, Teacher/Korte Elementary School
 2. Stephanie Bickel, Vocal Music/Pioneer Ridge Middle School
 3. Nikki Burkey, Teacher/Abraham Mallinson Elementary School
 4. Jessica Crane, Art/John W. Luff Elementary School
 5. Sydney Henley, Second Grade/Fairmount Elementary School
 6. Carman Hernandez, Spanish/George Caleb Bingham Middle School
 7. Rose Judy, Title 1/Mill Creek Elementary School
 8. Peter Mishler, English/William Chrisman High School
 9. Jessica Moniz, Science/Van Horn High School
 10. Ariana Sherk, Teacher/Procter Elementary School
 - 11.

12. Ashleigh (Blystone) Slover, Teacher/Sycamore Hills Elementary School
13. Gregg Webb, Physical Education/Truman High School

C. Employment of Certificated Staff for the 2017-2018 School Year.

1. Molly Holt, Science Teacher
 2. Palvinder Kaur, Special Education Teacher
 3. Margaret Kuhnert, Elementary Teacher
 4. Don Nethicumara, Math Teacher
 5. Rio Munro, School Psychologist
 6. Ashley Timmerman, Elementary Teacher
 7. Myah Watkins, Elementary Teacher
4. Approval to Let Bids for District Custodial and Operational Supplies.
 5. Approval to Let Bids for Commodities and Supplies for All District Nutritional Services Sites.

The motion was seconded by Ken Johnston and unanimously approved by the Board of Education.

Dr. Herl reported on HB634 - Charter School Bill. Currently, the Legislature does not have enough votes for it to go to the House floor. The Senate may introduce a Bill tomorrow on this same issue. He stated that he has made 48 Bond presentations so far and they are going well and the information has been well received. Dr. Scott is not in attendance this evening as he is giving a Bond presentation to a group. Dr. Herl talked about the recent data breach or phishing scam. He said that he regrets it happened for our employees and apologized for any issues it has caused. The District's insurance broker, CBIZ, said that the Independence School District has done a very good job notifying employees and providing a process for them to use if their information has been breached. The District has made arrangements with the Independence Teachers Credit Union to provide 0% interest loans to employees for the amount of their tax returns. Dr. Herl said he received the District's Preliminary Assessed Valuation which indicates an increase. Last year the AV was \$944.3 million and now it is projected at \$978.6 million which would be a 3.6% increase (equivalent to \$34.3 million). Other Jackson County districts are also experiencing a rise in their Assessed Valuation.

Dr. Herl said that it takes two readings to approve changes/additions to Board of Education Policies. The Administration and Board Policy Review Committee recommend approval of changes to the following Board Policies: 2270, 2656, 2750, 2760, 3155, 3440, 4120, 5410, and 6440. Dr. Herl said most of the changes/additions revolve around grants and Federal requirements.

Matt Mallinson made the motion, second by Ann Franklin, that the Board of Education approves this as the second and final reading of changes and additions to Board of Education Policies as presented: 2270, 2656, 2750, 2760, 3155, 3440, 4120, 5410, and 6440. The motion was unanimously approved by the Board of Education. (Pages 11276-11289)

Dr. Herl said the Administration and the Board Policy Review Committee are also recommending changes to several Regulations that will correspond with the Policy changes.

The motion was made by Matt Mallinson that the Board of Education approves adopting the changes to Board of Education Regulations 2270, 2750, 3155, 3166, 3440, and 5410. The motion was seconded by Ann Franklin and unanimously approved by the Board of Education. (Pages 11290-11308)

Dr. Herl asked Deborah Briggs, AEL Director, to share information about the proposed updated Salary Schedule and position titles. Ms. Briggs said the District has provided Adult Education classes for 22 years. Based on the Workforce Innovation and Opportunity Act, the District is needing to make some changes regarding qualifying for services through the ESL Workforce Readiness Development. The focus on services is to assist AEL students in getting a job, retaining a job, or entering higher education. The primary source of funding is through the Department of Elementary and Secondary Education grants. Ms. Briggs said they are applying now for three year grants and the proposed changes will not be a cost to the School District. She said that the proposed changes will not take place if the grants are not funded.

Greg Finke made the motion, second by Ken Johnston, that the Board of Education authorizes the Superintendent, or his designee, to make the necessary changes to the Adult Education Salary and Position Schedule as presented. The motion was unanimously approved by the Board of Education. (Page 11309)

Dr. Herl said the District let bids for carpet/flooring at the following schools: Bryant, John W. Luff, Randall, Santa Fe Trail, Spring Branch, Sycamore Hills Elementary Schools and George Caleb Bingham and Nowlin Middle Schools. He said the Administration is recommending accepting the bids from Campione and Regents Flooring for a total cost of \$105,908.00.

STUDENTS**Policy 2270
(Regulation 2270)****Admission and Withdrawal****Migrant Students**

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students. (See Policy 6274 - Instruction for Migrant Students.)

The Board of Education directs the administration to screen students, as required by law, to assist the state in identifying migratory children. If the District becomes aware of any student who might be a migrant student, the superintendent or designee will notify the state director of migrant education, as designated by the Department of Elementary and Secondary Education (DESE), so that the student may be formally recognized as a migrant student.

The administration will develop written administrative procedures for ensuring that migrant students, once identified, receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children, the District will:

1. Screen students and assess the educational and related health and social needs of each student identified as migrant.
2. Provide a full range of services to migrant students, including applicable Title I programs, special education, gifted education, career or technical education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

STUDENTS**Policy 2656****Discipline****Cell Phone Usage for Audio and Video Recordings**

The use of student cell phones, digital cameras, iPads, and similar electronic devices for the purpose of producing audio and/or visual records is banned during the instructional day, as well as in dressing areas during extra-curricular activities [and on District-provided transportation, including but not limited to buses.](#)

The policy does not prohibit the use of student cell phones, digital cameras and similar electronic devices for the purpose of producing audio and/or visual recordings when:

- (1) The recording is produced as part of a required school-sponsored class or activity;
- (2) The recording is produced at a school performance, activity, or sporting event to which the general public is invited;
- (3) The recording is otherwise permitted by these policies or the building principal.

Violation of this policy will result in in-school suspension for the first offense, while second offenses will result in out-of-school suspension being imposed.

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STUDENTSPolicy 2750
(Regulation 2750)Student WelfareWellness

The District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, there needs to exist a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year.

The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. ~~The goals of the District's wellness policy are as follows:~~

~~1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.~~

~~The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high-added fat, high-added sugar, and low-nutrient foods to support school programs.~~

~~2. Support and promote proper dietary habits contributing to student's health status and academic performance.~~

~~All foods available for purchase on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.~~

~~3. Provide more opportunities for students to engage in physical activity.~~

~~A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess.~~

~~4. The District is committed to improve academic performance.~~

~~Educators, administrators, parents, health practitioners, and communities should consider~~

Policy 2750
(Regulation 2750)
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~~the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met.~~

~~5. Establish and maintain a district-wide Nutrition & Physical Activity Advisory Council with the purposes of:~~

- ~~• Developing guidance to this policy~~
- ~~• Monitoring the implementation of this policy~~
- ~~• Serving as a resource to school sites~~

STUDENTS

Policy 2760 (Regulation 2760)

Student Welfare

Students in Foster Care ~~Bill of Rights~~

The District is committed to ensuring and facilitating the proper educational placement, [transportation](#), enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate the Director of Neighborhood Family Services to oversee and assess the District's foster care program.

A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or return to a previously attended school in an adjacent district.

For any foster care student whose best interest is to remain in his or her school of origin, the District will work collaboratively with the local child welfare agency to ensure that the student is provided transportation to and from the school of origin. Transportation will be provided in accordance with federal law and the plans and procedures set forth in the District's "Transportation Procedures Agreement" with the local child welfare agency.

The District will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with District policies, regulations and practices.

If a child in foster care is absent from school due to a decision to change the placement of a pupil made by a court or child placing agency, or due to a verified court appearance or related court-ordered activity, the grades and credits of the pupil will be calculated as of the day the pupil left school and no reduction in grades will occur as a result of the pupil's absence under these circumstances.

If a foster care student transfers into the District prior to or during a school year, the District will initially honor the placement of the student in educational courses and programs based on the student's prior enrollment or educational assessments; will provide comparable services to transferring foster care students with disabilities based on the student's current IEP; and will make reasonable accommodations and modifications to address the needs of a student with disabilities, subject to an existing 504 or Title II Plan in order to provide equal access to education. The District will conduct evaluations, where necessary, to ensure proper placement and services.

The District will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, the District may waive prerequisites for

Policy 2760**Page 2**

placement in a District course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, the District will provide an alternative means of acquiring the required course work so that graduation may occur on time. If foster care students who transfer at the beginning of their senior year or during their senior year are deemed ineligible to graduate after all alternatives have been considered, the sending District and this District will ensure that a qualified student who satisfied graduation requirements of the sending school, will receive a diploma from the sending school.

Students in foster care who have completed the graduation requirements of the District while under juvenile court jurisdiction will receive a diploma in the same manner as other District students.

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FINANCIAL OPERATION**Policy 3155**
Regulation 3155**Financial Management****Payments from Federal Awards/Cash Management**

Payments from Federal awards will minimize the time elapsing between transfer of funds from the federal pass through entity and the disbursement of funds by the District to vendor recipients regardless of whether the payment is made by electronic transfer, or issuance/redemption of checks, warrants or payments. The District will make timely payment to contractors consistent with the terms of each specific contract. Advance payments of Federal funds will be deposited and maintained in insured interest-bearing accounts. *Interest amounts of up to \$500.00 per school year will be maintained by the District to be utilized for administrative purposes.* The District's cash management of Federal funds will be consistent with requirements §200.305 of the Code of Federal Regulations.

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FINANCIAL OPERATION

Policy 3166 (Regulation 3166)

Financial Management

Federal Awards – Allowable Costs

The District assumes responsibility for ensuring that Federal funds have been expended and are accounted for consistent with Federal program regulations and approved applications. Costs are generally categorized as either direct or indirect. All coding of direct and indirect costs will generally follow the Missouri School Finance Accounting Manual.

Direct Costs

Direct costs include salaries, fringe benefits, purchased services, supplies and equipment. Direct charging of administrative or clerical staff costs will be appropriate only if all of the following conditions are met:

1. Such costs are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal Award Agency.
4. The costs are not recovered as an indirect cost.
5. These conditions may be met using a job description along with time and effort documentation.

Indirect Costs

Indirect costs are those which are not readily identified with the activities funded by the Federal grant or contract, but are nevertheless incurred for the joint benefit of these activities and other activities and programs of the District. Accounting, auditing, personnel, budgeting, purchasing and operation/maintenance of plant are examples of services which typically benefit several activities and programs for which appropriate costs may be attributed to the Federal program by means of an indirect cost allocation plan. The indirect rate cost used in calculating the indirect cost depends on whether the grant is a restricted or unrestricted.

Documentation of Personnel Costs

Charges for salaries and wages will be based upon records that reflect the work performed. Records are required for all employees, including teachers, paraprofessionals, administrators and other staff paid with Federal funds. These records will document the time and effort such individuals spend within the program. The portion of the federally paid salary will be reflective of the actual activity, not budgeted, the individuals has contributed for the specific Federal program. Time and effort reporting is required when any part of an individual's salary is charged to a Federal program or used as a match for a Federal program.

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FINANCIAL OPERATION**Policy 3440**
(Regulation 3440)**Accounting and Reporting****Travel and Reimbursement**

It is the policy of the Board of Education to pay reasonable travel expenses for those who travel on School District business and whose trip has been approved in advance by the Superintendent of Schools. These expenses include registration, transportation, meals, lodging, tolls, and parking charges. Expenses are reimbursed only when properly accounted for by an individual and approved by the Superintendent.

Federal Award Programs

Travel costs, include transportation, lodging, meals, subsistence, and related expenses incurred by employees who are in travel status on official business of the District. When District employees are traveling on Federal Program business, automobile travel will be reimbursed at the then existing IRS mileage rate. The reasonable costs of lodging, meals, and related costs will be fully reimbursed. However, such costs will be allowable only to the extent such costs do not exceed charges normally allowable by the District in its regular operation. With prior approval, commercial air travel is a covered expense, provided the air travel utilizes the least expensive, unrestricted accommodation class.

In addition, the District's Policy and Regulation 3440 are applicable except where District policies conflict with specific Federal Award Program guidelines set out here in. In such cases, Federal Award Program guideline control.

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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. ~~and those staff members that would be issued an employment contract. The Superintendent or their designee is given the authority to approve the hiring of all other 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. ~~All District employees who are authorized to access the Missouri Automated Criminal History Site (MACHS) will only use such criminal history information for purposes of verifying qualifications for employment. The District will not create copies of the criminal record for employment record purposes and will not disseminate the record, except as permitted by law.~~

~~The District will designate a full-time employee, who will be fully trained in the Missouri Highway Patrol's automated criminal history site (MACHS), to serve as the District Local Agency Security Officer (LASO). The District's LASO Security Officer will be responsible for implementation and oversight of the District's use of MACHS for all applicants. Any employee who attempts to access MACHS without authorization, improperly disseminates an applicant's criminal history record or facilitates unauthorized access to MACHS, will be subject to disciplinary action up to and including termination.~~

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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.

SUPPORT SERVICES**Policy 5410**
Regulation 5410**Inventory Management****Inventory Requirements****Annual Inventory**

The Board shall require a physical count of all stock supply and equipment items at least once each year. This inventory total shall be recorded on the District's accounts.

This is done to provide:

1. Complete local property information for ready reference.
2. Information for insurance purposes.
3. Audit needs to determine capital worth.
4. Accountability of the physical property of the District.

The building principal is responsible for the inventory. The person responsible for the room and its contents should take the inventory.

"Physical Property" for inventory purposes is defined as that property other than the building and built-in facilities such as bookcases, wall lockers and toilets. "Physical Property" includes such items as desks, chairs, typewriters, computers, audio-visual equipment, industrial technology equipment, family and consumer science equipment and physical education equipment even though attached to the building (i.e., stage curtains, auditorium seating, clocks and public address systems). "Physical Property" meets all the following criteria:

1. Retains its original shape and appearance with use.
2. Is nonexpendable (more feasible to repair than replace).
3. Represents an investment of money which makes it advisable to capitalize the item.
4. Does not lose its identity through incorporation into a different or more complex unit.

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“Physical Property” does not include supplies, textbooks, reference books, material, chalk and erasers, picture frames, cutlery, glassware, etc. Supply items which are not included are those which meet one or more of the following conditions:

1. Consumable
2. Loses its original shape or appearance
3. Expendable (more feasible to replace than repair)
4. Inexpensive item with value less than ~~\$1,000.00~~ \$250.00.

Equipment Inventory

Inventory documentation includes:

1. Description
2. Serial/ID number
3. Finding source
4. Federal Award Identification Number (FAIN) where applicable
5. Title holder, if applicable
6. Acquisition date
7. Cost
8. Percentage of Federal participation, if any
9. Location
10. Use and Condition
11. Disposition, if applicable

INSTRUCTIONAL SERVICESPolicy 6440Evaluation ServicesStatewide Assessments

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule are available to each student, parents/guardians, and the public ~~will be given to each student as well as their parent/guardian at the beginning of each school year via the District website. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.~~

The District does not administer ~~any~~ statewide ~~Grade-Level~~ assessments, ~~including Grade-Level assessments, or~~ End-of-Course assessments, ~~and the ACT,~~ to students who reside within District boundaries but who are not enrolled in the District full-time, including ~~but not limited to~~ private school and homeschooled students. The District will administer the ACT to students who reside within District boundaries but who are not enrolled in the District full-time, including but not limited to private school and homeschooled students ~~one day each year on the date designated by DESE as "statewide administration of ACT day." Non-enrolled students must meet the criteria set forth by DESE to participate in this no cost ACT administration.~~

STUDENTS**Regulation 2270****Admission and Withdrawal****~~Admission of~~ Migrant Students****Identification**

For purposes of Board policies and regulations, the phrase *migratory student* shall mean students aged three (3) through twenty-one (21) who are or whose parents/guardians or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers; and who in the preceding thirty-six (36) months, in order to obtain or accompany such parents/guardians or spouses in obtaining temporary or seasonal employment in agriculture or fishing work, have moved from one school district to another.

The District will identify migrant students by including ~~a-question~~ questions on the District's enrollment form. If it is indicated that a migrant student is enrolling, the parents will then be asked to complete a parent survey/family interview form provided by the State Office for Migrant-English Language Learner (MELL) Program. The Regional Migrant Center or the State Director for Migrant Education will be notified of any migrant students who are enrolled in the District. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

Services

School District personnel including secretaries, nurses, counselors, teachers and principals will be advised of the presence of eligible migrant students in their assigned school to ensure that equal access to all school programs is provided. Complaints concerning the placement of migrant students will be resolved by means of the District's complaint resolution procedure for homeless students.

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STUDENTS**Regulation 2750****Student Welfare****Wellness****1. — Advisory Committee**

~~— A district-wide Nutrition & Physical Activity Advisory Committee will be established. The Committee would meet a minimum of two times annually. Responsibility of the Nutrition & Physical Activity Advisory Council may include, but not be limited to, oversight of the following:~~

- ~~· — Implementation of district nutrition and physical activity standards~~
- ~~· — Integration of nutrition and physical activity in the overall curriculum~~
- ~~· — Assurance that staff professional development includes nutrition and physical activity issues~~
- ~~· — Assurance that students receive nutrition education and engage in vigorous physical activity~~

~~The Nutrition & Physical Activity Advisory Committee will be responsible for preparing a report that includes, but is not limited to, the following information:~~

- ~~· — Monthly district menus and meal counts~~
- ~~· — Listing of all a la carte, vending, and competitive foods sold by school nutrition service~~
- ~~· — Listing of all other sales of foods throughout the district including vending machines, school stores, culinary, and special education programs, in-school and in-class fundraisers, etc.~~
- ~~· — Listing of physical activity programs and opportunities for students throughout the school year.~~

2. — Student Nutrition

~~The School Breakfast/Lunch Programs:~~

- ~~· — The full meal school breakfast and lunch programs will continue to follow the USDA Requirements for Federal School Meals Programs.~~
- ~~· — The School Nutrition Service Program will follow the District's Nutrition Standards when determining the items in a la carte and "competitive foods" sales.~~
- ~~· — The Nutrition Service Director will work closely with the Nutrition & Physical Activity Advisory Committee.~~

Regulation 2750Page 2**3. — Student Nutrition Education:**

- The District has a comprehensive approach to nutrition in Kindergarten through 12th grade. All K-12 instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. The district nutrition policy reinforces nutrition education to help students practice these themes in a supportive school environment.

Parent Nutrition Education:

- Nutrition education may be provided in the forms of handouts, postings on the district website, articles and information provided in district or school newsletters, presentations that focus on nutritional value and healthy lifestyles, and through any other appropriate means available for reaching parents.

Staff Nutrition & Physical Activity Education:

Nutrition and physical activity education opportunities will be provided to all schools staff at the elementary, middle, and high school levels. These educational opportunities may include, but not be limited to, the distribution of educational and informational materials and the arrangement of presentations and workshops that focus on nutritional and healthy lifestyles, health assessments, fitness activities, and other appropriate nutrition and physical activity-related topics.

4. — District Nutrition Standards

- The District strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, the district has adopted the following nutrition standards governing the sale of food, beverage, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines:

Food:

- Encourage the consumption of nutrient dense foods, i.e. WHOLE GRAINS, FRESH FRUITS, VEGETABLES, and DAIRY PRODUCTS.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will generally have no more than 10% of its total calories derived from saturated fat.

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- Nuts and seeds with minimal added fat in processing (no more than 3 grams of added fat per 1.75 ounce or less package size) are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat.

Candy:

- Candy is defined as any processed food item that has:
 - a. — Sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high fructose corn syrup, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose), and syrup) is listed as one of the first two ingredients
 - AND
 - b. — Sugar is more than 25% of the item by weight.

5. — Student Physical Activity

District Physical Activity Goal:

- The District shall provide physical activity and physical education opportunities that provides students with the knowledge and skills to lead a physically active lifestyle. The District shall utilize the following Implementation Strategies:
 - 1. — Physical education classes and physical activity opportunities will be available to all students.
 - 2. — Physical activity opportunities shall be offered daily before school, during school (recess), or after school.
 - 3. — As recommended by the National Association of Sport and Physical Education (NASPE), school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness through the following:
 - Expose youngsters to a wide variety of physical activities
 - Teach physical skills to help maintain a lifetime of health and fitness
 - Encourage self-monitoring so youngsters can see how active they are and set their own goals
 - Individualize intensity of activities
 - Focus feedback on process of doing your best rather than on product
 - Be active role models

Regulation 2750**Page 4**

- ~~4. Introduce developmentally appropriate components of a health-related assessment to the students at an early age to prepare them for future assessments.~~
- ~~5. Physical education classes shall be sequential, building from year to year, and content will include movement, personal fitness, and personal and social responsibility. Students should be able to demonstrate competency through application of knowledge, skill, and practice.~~

This regulation outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

1. Students in the District have access to healthy foods throughout the school day, both through reimbursable school meals and other foods available for sale throughout the school campus, in accordance with Federal and state nutrition standards.
2. Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors.
3. Students have opportunities to be physically active before, during and after school.
4. Schools engage in nutrition and physical activity promotion and other activities that promote student wellness.
5. School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.
6. The community is encouraged to support the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits.
7. The District establishes and maintains an infrastructure for management, oversight, implementation and communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all District students, staff and schools. Specific measureable goals and outcomes are identified within each section below.

I. School Wellness Committee

A. Committee Role and Membership

A district-wide Wellness Committee ("Committee") will be established and will meet at least (2) two times per year. Any existing School Health Advisory Council will serve as the nucleus for the Committee. The Committee will include members from all school levels as specified by law. Responsibility of the Committee may include, but not be limited to, oversight of the following:

1. Implementation of district nutrition and physical activity standards.
2. Integration of nutrition and physical activity in the overall curriculum.

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3. Assurance that students receive nutrition education and engage in vigorous physical activity.

Committee membership may include, but not be limited to, parents, caregivers, students, members of the school retention program, physical education, teachers, health education teachers, school health professionals, counselors, social workers, psychiatrists, school administrators, board members health professionals and District citizens.

II. Leadership

The Superintendent and/or designee(s) will convene the Committee and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy. The designated official for oversight is the Superintendent and/or designee(s).

The titles of these individuals are:

Wellness Coordinator	Chairperson
Deputy Superintendent of Operations	Member
Nutrition Services Director	Member
Health Services Director	Member

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

III. Wellness Policy Monitoring, Accountability and Community Engagement

A. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the District's Administrative Offices. Documentation maintained in this location will include, but will not be limited to:

1. The written wellness policy;
2. Documentation demonstrating that the policy has been made available to the public;
3. Documentation of efforts to review and update the District's Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the Committee;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. The most recent assessment on the implementation of the District's wellness policy;
6. Documentation demonstrating the most recent assessment on the implementation of the District's Wellness Policy has been made available to the public.

Regulation 2750Page 3**B. Annual Notification of Policy**

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. Accordingly, the District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will use these mechanisms to inform the community about the availability of the annual and triennial reports.

The District will make this information available via the district website and/or district-wide communications. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

C. Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
2. The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
3. A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the District's Superintendent/designee

The Committee, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

D. Revisions and Updating the Policy

The Committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

IV. Nutrition**A. School Meals**

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The District is committed to serving healthy meals to children, with fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to reasonably meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

District schools are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

1. Are accessible to all students;
2. Are appealing and attractive to children;
3. Are served in clean and pleasant settings;
4. Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations.
5. Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:
 - a. Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
 - b. Sliced or cut fruit is available daily.
 - c. Daily fruit options are displayed in a location in the line of sight and reach of students.
 - d. All available vegetable options have been given creative or descriptive names.
 - e. Daily vegetable options are bundled into all grab-and-go meals available to students.
 - f. All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
 - g. White milk is placed in front of other beverages in all coolers.
 - h. Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
 - i. A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
 - j. Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
 - k. Student artwork is displayed in the service and/or dining areas.
 - l. Daily announcements are used to promote and market menu options.

B. Competitive Foods and Beverages

The District is committed to providing foods and beverages to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

C. Celebrations and Rewards

Foods offered on the school campus but are not for sale, such as foods for celebrations, parties, and incentives, are not required to meet the USDA Smart Snacks in School nutrition standards. However, the District will take the following measure to encourage that such foods promote student health.

1. *Celebrations and parties.* The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the Alliance for a Healthier Generation and from the USDA.
2. *Classroom snacks brought by parents.* The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. *Rewards and incentives.* The District will encourage teachers and other relevant school staff to use nonfood rewards.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

1. Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
2. Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

D. Nutrition Education

The District will teach, model, encourage, and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

1. Is designed to provide students with the knowledge and skills necessary to promote and protect their health;

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2. Is part of health education classes;
3. Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
4. Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
5. Teaches media literacy with an emphasis on food and beverage marketing; and
6. Has available nutrition education training for teachers and other staff.

E. Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

V. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active.

A. Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education.

The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The curriculum will support the essential components of physical education.

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B. Health Education/Physical Activity Classes

Health education/physical activity classes will be required in all elementary grades and the district will require middle and high school students to take and pass at least one health education course.

C. Recess (Elementary)

All elementary schools will offer at least 20 minutes of recess on all days during the school year.

Outdoor recess will be offered when weather is feasible for outdoor play.

In the event that the school or district must conduct indoor recess, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

D. Classroom Physical Activity Breaks (Elementary and Secondary)

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. The District encourages teachers provide short (3-5-minute) physical activity breaks to students during and between classroom times at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through USDA and the Alliance for a Healthier Generation.

E. Active Academics

Teachers will serve as role models by being physically active alongside the students whenever feasible.

F. Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by: *[District should choose appropriate and reasonable options such as physical activity clubs, physical activity in aftercare, intramurals or interscholastic sports]*.

G. Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by:

1. Use crossing guards
2. Use crosswalks on main streets leading to schools
3. Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

VI. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

District schools are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum directors.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the Committee.

A. Community Partnerships

The District will utilize where feasible relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

B. Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

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As described in the “Community Involvement, Outreach, and Communications” subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the district’s website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

C. Staff Wellness and Health Promotion

The Committee will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff which will be coordinated by the District’s HR Director.

District schools will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

D. Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

FINANCIAL OPERATION

Regulation 3155

Financial Management

Payments from Federal Awards/Cash Management

Cash Management Procedure

In order to ensure compliance with Cash Management Improvement Act (CMIA), the following procedures have been implemented:

1. The individual District Manager for each Federal grant will review and prepare each payment request to ensure compliance with CMIA and related regulations.
2. The District's financial officer will, as an additional check, review the payment requests prepared by the Federal grant manager to ensure compliance with federal and state regulations.
3. Payment requests will be made for each Federal program on a monthly basis. If the amount to be requested in any month is \$500.00 or less, the District's financial manager may elect to carry over the sum until the succeeding month.
4. All Federal funds will be documented by an individual program and tracked by the District's financial officer.
5. The District's financial officer will monthly track Federal funds as individual expenditures in the District's general ledger.
6. The District's financial officer will have initial responsibility to ensure overall compliance of cash management requirements. The District's external auditor will monitor utilization of Federal funds to ensure compliance with federal and state cash management requirements.

FINANCIAL OPERATIONRegulation 3166Financial ManagementFederal Awards – Allowable Costs**Allowable, Reasonable, Allocable Cost Principles****Allowable**

To be allowable under a Federal award, costs will meet the following criteria:

1. Be necessary and reasonable for the performance of the Federal Award and be allocable to the Award.
2. Conform to limitations or exclusions in these principles or in the Federal award as to types or amounts of cost items.
3. Be consistent with policies and procedures that apply uniformly to both federally-financed and other District activities that are non-Federal.
4. Be given consistent treatment. A cost may not be assigned as a direct cost if any other cost for a like purpose is assigned as an indirect cost.
5. Be in accordance with generally accepted accounting principles.
6. Not be included as a cost or used to meet cost sharing or matching request of any other federally financed project in either the current or a prior project.
7. Be adequately documented.
8. Be net of all applicable credits.

Reasonable

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a reasonable person under the prevailing circumstances. In determining reasonableness of a specific cost, consideration must be given to:

1. Whether the cost is generally recognized as ordinary and necessary for the operations of the District, or the proper and efficient performance of the Federal award.
2. The restraints or requirements imposed by sound business practice, and terms of the Federal grant.
3. Market prices for comparable goods or services for the District's geographic area.
4. Whether District individuals involved in the Federal grant acted with prudence.
5. Whether the District has significantly deviated from its established practices and policies regarding the incurrence of costs.

Allocable

A cost is allocable to a particular Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the benefits received. This standard is met if the cost:

Regulation 3166
Page 2

1. Is incurred specifically for the Federal award.
2. Benefits both the Federal award and other work of the District and can be allocated on proportions using reasonable methods.
3. Is necessary to the overall operation of the District and is assignable in part to the Federal award.

Allowability Procedures

At the time of budgeting for a Federal award, all costs, direct and indirect, will be reviewed by the District's Federal Grant administrator to assure compliance with Federal allowability principles.

1. All purchase orders/invoices will be screened by the District's finance office to ensure consistency of the budgeted items with Federal allowability principles.
2. An annual risk assessment will be conducted consistent with 2 CFR Part 200.331(b).
3. The District's outside auditor will review compliance with Federal allowability standards as part of the annual audit.

Documentation of Personnel Costs

Semi-Annual Certification – Where employees are expected to work solely on a single Federal award or cost objection, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the certification period.

Monthly Personnel Reports

Where District employees work on multiple activities or cost objectives, a distribution of their salary and wages will be supported by personnel activity reports. Similar procedure will be used for District employees working on cost sharing or matching activities.

If the District elects to work under a substitute system for time and effort, the District will seek approval by DESE.

Stipends and Extra Duty Pay

Where the District pays for extra work beyond an employee's regular contract, the District will have developed written documentation that demonstrates the extra work to be performed; the dates of performance; and the amount or rate to be paid to such employee. The employee must complete time and effort documentation that supports the extra work beyond the employee's regular contract. This documentation may be a semi-annual time certification or monthly personnel activity report.

FINANCIAL OPERATION**Regulation 3440****Accounting and Reporting****Travel and Reimbursement****Travel Expense Allowance**

Upon recommendation of the Superintendent, approved by resolution of the Board, any employee may be authorized for purposes deemed beneficial to the District, to discharge duties and to attend conference, meeting, conventions, etc., requiring absence from duty and travel outside the District, with or without allowance for expenses. When full expenses are allowed, they shall be deemed to include registration, transportation fees, lodging and meals.

Each employee allowed travel expense shall file with the Superintendent/designee an itemized account of expenses incurred and shall be reimbursed provided that any such employee may request and receive an advance of estimated expenses subject to adjustment upon filing of the itemized account. Each employee shall submit to the Superintendent/designee such other reports as may be required.

The Superintendent may authorize attendance at professional meetings by staff members, members of the Board of Education, and others working on School District matters, and may approve reasonable expenditures that may include an amount set annually by the School Board per diem, lodging and travel expenses and applicable registration fees.

The Superintendent shall notify the Board of Education of the date and purpose of the event for which such approval is granted, name(s) of person(s) attending, and cost to the School District.

The Superintendent shall have the power to excuse any employee from duty for the above purposes for a period not to exceed one (1) day without allowance for expenses

Reimbursement Policies

1. Mileage reimbursement is not authorized between home and office/base school.
2. Employees who travel directly from home to other than office/base school on official business are entitled to a mileage allowance of the distance in excess of that from home to office/base school. The same policy is applicable to return trips. In this case a reimbursement request must show that all mileage excludes round trip mileage from home to office/base school.

Regulation 3440**Page 2**

3. Employees who travel from school to school on official duty are eligible to receive authorized mileage from the first to the last school visited subject to the restrictions outlined in the paragraph above.
4. When transportation is performed by privately owned vehicle, mileage is authorized at the IRS approved reimbursement rate effective July 1 of each fiscal year.
5. When private transportation can be pooled, the driver of the vehicle is eligible to receive authorized reimbursement at the annually determined rate. When transportation pooling is not desired by the individuals concerned, each traveler will be limited to an equal share of the annually determined rate per mile.
6. In performing necessary local travel, personnel will use the most direct well-traveled route between any two points. Claims for mileage reimbursement will be for actual miles driven based on odometer readings.

Federal Award Programs

If lodging and subsistence costs are charged directly to the Federal award, documentation must justify that:

1. Participation of the individual is necessary to the Federal award; and
2. The costs are reasonable and are consistent with the District's travel policy.

Such documentation may include any or all of the following:

1. Agenda
2. List of attendees
3. Prior written approval
4. Written qualification statement

Grant funds will not be used for temporary dependent care costs unless specifically permitted by the awards' authorizing statute, regulation, or department.

SUPPORT SERVICES

Regulation 5410

Inventory Management

Inventory Requirements

Federal Program Equipment and Supplies

Definitions

Equipment - Tangible, nonexpendable personal property having a useful life of more than a year and an acquisition cost of \$1,000.00 or more per unit.

Supplies - All tangible personal property other than equipment. Computing devices are supplies if cost is less than \$1,000.00.

Additional Tracking Requirements

The District will maintain effective control over and accountability for all funds, property and other assets. Regardless of cost, the District will maintain effective control and will safeguard all assets and will assure that they are used solely for authorized programs.

Equipment Disposition

The District will use equipment used in the Federal program for which it was acquired as long as needed, whether or not the program continues to be supported by the Federal award.

When equipment acquired under a Federal award is no longer needed for the original program, the District will dispose of the equipment as follows:

1. Items with a current per unit fair market value of \$5,000.00 or less may be retained, sold or otherwise disposed of with no further obligation.
2. Items with a current per unit market value in excess of \$5,000.00 may be retained by the District or sold.
3. Sales procedures will comply with Policy 3390.

Adult Education & Literacy Proposed Salary Schedule and New Positions

ADD: 1 Service Coordinator (salaried)	12 Month Salaried @ \$55 - \$65,000
ADD: 1 Longview Site Coordinator	12 month hourly @ \$26/hr.
ADD: 1 IET Site Coordinator	12 month hourly @ \$26/hr.
ADD: 1 Test Proctor @ Don Bosco	12 month hourly @ \$23/hr.
ADD: 1 part time data entry clerk at Don Bosco	10 month hourly @ \$15/hr.

CHANGE: Job Title of Program Coordinator to Site Coordinator

CHANGE: ALL Instructor titles to AEL Instructor

CREATE: "Service Coordinator" position to assist in the oversight and management of the various site locations from Excelsior Springs to Belton. This will be a 12 month salaried position for \$55 - \$65,000. Candidates must have a Master's degree in a related field and supervisory experience. Experience with Adult learners and ESL students preferred. Prefer bilingual candidate in Spanish and English.

CREATE: "IET Site Coordinator" position to coordinate, partner with, and provide instruction in our new *Integrated Education and Training (IET)* program model. Works closely with vocational schools, employment agencies, and workforce development personnel.

CREATE: Part Time Data Entry Clerk to enter student data in the student information system (ACES) and calculate student hours of attendance.

DISCONTINUE: WIOA, Career Readiness, and Youth Services Instructor titles and replace with AEL Instructor.

DISCONTINUE: AEL/HSE Program Coordinator and ESL Program Coordinator titles and replace with AEL Site Coordinator.

New AEL Salary Schedule

Position	Current Rate	Proposed New Rate	Months
AEL Instructor	\$22.50/Hour	\$23.00/Hour	Variable
AEL Site Coordinator	\$25.00/Hour	\$26.00/Hour	12
AEL Service Coordinator	New Position	\$65,000 salaried	12
AEL Certified Test Proctor	\$22.50/Hour	\$23.00/Hour	12
AEL Data Entry Clerk	New Position	\$15.00/Hour	DB calendar
Job Coach	New Position	\$15.00/Hour	Variable
AEL Substitute	\$22.50/Hour	\$20.00/Hour	Variable

Greg Finke made the motion that the Board of Education approves the bid of \$64,105.00 from Campione and the bid of \$41,803.00 from Regents Flooring for the replacement of carpet/VCT flooring at Bryant Elementary School, John W. Luff Elementary School, Randall Elementary School, Santa Fe Trail Elementary School, Spring Branch Elementary School, Sycamore Hills Elementary School, George Caleb Bingham Middle School, and Nowlin Middle School for a total cost of \$105,908.00. The motion was seconded by Ken Johnston and unanimously approved by the Board of Education.

Dr. Herl stated that the District had let bids for epoxy flooring at several schools and the Administration recommends awarding the bid of \$178,000.00 from Uni Floor for all sites.

The motion was made by Matt Mallinson, second by Ann Franklin, that the Board of Education approves the bid of \$178,000.00 from Uni Floor for epoxy flooring at Three Trails Elementary School, Truman High School, Randall Elementary School, John W. Luff Elementary School, Thomas Hart Benton Elementary School, Spring Branch Elementary School, Sycamore Hills Elementary School, Santa Fe Trail Elementary School, and Santa Fe Trail Annex. The motion was unanimously approved by the Board of Education.

Dr. Herl said the District had received bids for asphalt work that needs to be done at a number of school sites and that the Administration recommends approval of the bids from two contractors (Blacktop Paving and Maintenance and Phillips Paving) for a total cost of \$252,907.00.

Ann Franklin made the motion, second by Greg Finke, that the Board of Education approves the bid of \$176,108.00 from Blacktop Paving and Maintenance for asphalt work at Thomas Hart Benton Elementary School, Santa Fe Trail Elementary School, Spring Branch Elementary School, Sycamore Hills Elementary School, William Southern Elementary School, and Nowlin Middle School and the bid of \$76,799.00 from Phillips Paving for asphalt work at Van Horn High School for a total cost of \$252,907.00. The motion was unanimously approved by the Board of Education.

Dr. Herl explained that several times a year the District recommends declaring a number of items that are obsolete or damaged beyond repair as surplus. He said that a list of items has been attached and the Administration recommends the items be declared as surplus.

The motion was made by Ann Franklin that the Board of Education approves declaring the list of items as presented as surplus pursuant to Section 177.091 R.S.Mo. The motion was seconded by Greg Finke and unanimously approved by the Board of Education. (Pages 13111-13112)

Dr. Herl said that certain expenditures need to be paid prior to the Bond Issue (architect fees, soil testing, etc.). He explained that in order for the District to be reimbursed for the pre-project expenses that the District has to make a prior declaration of its intent to reimburse itself from project expenditures. Therefore, the Administration is recommending approval of the attached Resolution to Reimburse Project Expenses.

Ken Johnston made the motion that the Board of Education approves the following Resolution to declare the intent to reimburse Bond related pre-project expenses from Bond proceeds to the Independence School District.

Resolution expressing the intent of the Board of Education of The School District of the City of Independence, Missouri to finance the cost of improvements to certain facilities of the District and to reimburse the costs of the project so incurred from proceeds of General obligation Bonds; authorizing George K. Baum & Company to offer for sale General Obligation Bonds of the District in the aggregate principal amount not to exceed \$38,000,000; and authorized Bond Counsel to proceed with the necessary documentation therefore.

The motion was seconded by Matt Mallinson and unanimously approved by the Board of Education.

There being no further business to come before the Board of Education, Greg Finke made the motion, second by Ann Franklin, to adjourn the meeting and go into executive session for real estate, legal, and personnel issues at 6:27 p.m. The motion was approved as follows:

Ayes: Jill Esry
Greg Finke
Ann Franklin
Ken Johnston
Matt Mallinson

Absent: Denise Fears
Blake Roberson



Secretary



President

INDEPENDENCE SCHOOL DISTRICT
FIXED ASSET SHEET FOR DISPOSAL /SCRAP/DONATE

Date: 3-8-17

Asset Description	Quantity	Asset #	Serial #	Donate Item	Condition of Items(s)	Grant Item	Disposal/Scrap/Donate
All in one PC	23			No	Obsolete	No	Disposal
Auto Scrubber - Advance BA5321D	1	13016396	70302132	No	Poor	No	Disposal
Auto Scrubber - Nobles	1	13015299	608293-1003815	No	Poor	No	Disposal
Bookshelve - wood	1			No	Poor	No	Disposal
Cabinet-Wood	1	44242		No	Poor	No	Disposal
Cables/Ac Adapters/power cords/patch cables - Boxes	10			No	Broken	No	Disposal
Cafeteria Table	25			No	Obsolete	No	Disposal
Cart - Black	1	311004461		No	Poor	No	Disposal
Chair - Student	30			No	Poor	No	Disposal
Challenge - Cutter Mod 20	1	83849	PC3723	No	Poor	No	Disposal
Chromebooks	6			No	Broken	No	Disposal
Clickers - packs	9			No	Broken	No	Disposal
Computer Tables	7			No	Poor	No	Disposal
Computers	50			No	Obsolete	No	Disposal
Desk - Combo	18			No	Broken/Damaged	No	Disposal
Desk - Student	70			No	Poor	No	Disposal
Desk - Teacher	1	44162		No	Broken	No	Disposal
Docking stations	60			No	Broken	No	Disposal
File Cabinet - 4 Drawer	2			No	Obsolete	No	Disposal
HP Monitor sound bars	25			No	Broken	No	Disposal
Keyboards	240			No	Broken	No	Disposal
LapTops	21			No	Broken	No	Disposal
Monitors	40			No	Obsolete	No	Disposal
Overhead Projector	1	311012212		No	Obsolete	No	Disposal
Overhead Projector & Cart	1			No	Obsolete	No	Disposal
Photography Equipment	6			No	Obsolete	No	Disposal
Ping Pong Tables	7			No	Poor	No	Disposal
Radial Arm Saw (Black & Decker)	1	81223		No	Poor	No	Disposal
Refrigerator - White	1	13017943	BA7112088	No	Poor	No	Disposal

Scrubber	1	13020594	No	Poor	No	Disposal
Scrubber	1	13009158	No	Poor	No	Disposal
SMART WS100	21		No	Obsolete	No	Disposal
Table Saw	1		No	Poor	No	Disposal
TV-Toshiba	1	2973	No	Poor	No	Disposal
Underdesk keyboard drawers	10		No	Broken	No	Disposal

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