

BOARD OF EDUCATION
The School District of Independence

11863

The Board of Education met in regular session Tuesday, November 12, 2019, 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, President
 Mrs. Denise Fears, Vice President
 Dr. Matt Mallinson, Treasurer
 Mrs. Jill Esry, Director
 Mrs. Carrie Dixon, Director
 Mr. Eric Knipp, Director

Member Absent: Mr. Blake Roberson, Director

Also Present: Dr. Dale Herl, Superintendent
 Dr. Lance Stout, Dr. Cindy Grant, Dr. Pam Boatright, Mr. Dean Katt, Dr. Janet Richards, Ms. Prissy LeMay, Mr. Salum Stutzer, Mrs. Jana Corrie, INEA, PTA, interested patrons, staff, and Ms. Annette Miller.

The meeting was called to order by the President, Mr. Greg Finke, and minutes of the meeting were recorded by the secretary, Ms. Annette Miller. Mr. Finke welcomed those in attendance. A video was shared on the Bridge Program. All three high schools have students enrolled in the program that is located at Independence Academy. The program is designed to assist students with recovering course credits through smaller class sizes and help from a graduation coach. The District is utilizing three retired staff members as graduation coaches to assist students from each of the high schools. Several of the students said that the program is giving them a second chance and making an impact on their educational progress.

The motion was made by Denise Fears, second by Eric Knipp, to approve the November 12, 2019 Agenda as presented. The motion was unanimously approved by the Board of Education.

Dr. Herl shared that the Bills List for the month of November totals \$10,180,907.24.

Matt Mallinson made the motion to approve the November 12, 2019 Consent Agenda as printed.

1. Approval of October 8, 2019 Minutes.
2. Approval of November 12, 2019 List of Bills totaling \$10,180,907.24
3. Personnel Recommendation #6
 - A. Request to Resign (Certificated Staff) Effective End of the 2019-2020 School Year
 1. Rachel Lopez, Instrumental Music/William Chrisman High School
 - B. Request to Retire (Certificated Staff) Effective End of the 2019-2020 School Year.
 1. Susan Keefe, Teacher/Christian Ott Elementary School
 2. Paula Wester, Special Education/Jim Bridger Middle School
 - C. Employment of Certificated Teaching Staff for the 2019-2020
 1. Lorri Olson, Middle School Alternative/Independence Academy

The motion was seconded by Jill Esry and approved by the Board of Education as follows:

Ayes: Greg Finke

Absent: Blake Roberson

Denise Fears

Matt Mallinson

Jill Esry

Carrie Dixon

Eric Knipp

Dr. Herl said that it could take up to three years to complete the hearings on the protested 2019 Jackson County Assessed Valuations. He will keep the Board informed as he receives more information. A proposal for a 353 Tax Abatement area north of 23rd Street, east of Sterling Avenue, and everything to the southwest within the District's boundaries. Dr. Herl said he met earlier today with Zach Walker, City Manager, who is open minded about the School District's concerns. The Hearing with the City is scheduled for tomorrow evening at 6:00 p.m. The District has always supported ways to improve the City and a number of TIFs but this 353 Tax Abatement does not have any jobs associated with it. He will provide more information as it is received.

Sherry Potter and Dr. Wendy Kline shared information on the Bridge Program. Currently, there are 39 students enrolled in the program. Support is built into the program by providing weekly visits with the students' home school

administrators and counselors. Graduation plans are reviewed, credit recovery plans are made, focus is on the students' goals, and building relations with the students and parents. The graduation coaches also help the students learn how to overcome obstacles such as coping with distractions, understanding curriculum, staying on task, and getting work completed on time. The focus is to help these students prepare to return to their high schools and be successful.

Dr. Herl stated that the Board of Education is required to have two readings of Policy changes and additions before approval. He stated that this is the second reading and the Administration is recommending approval of the following Policies: 0370, 1210, 1425, 1430, 2230, 2710, 2742, 3470, 4120, 4411, ad 7210.

Carrie Dixon made the motion, second by Eric Knipp, that the Board of Education approves this as the second and final reading of changes and additions to Board of Education Policies as presented to: 0370, 1210, 1425, 1430, 2230, 2710, 2742, 3470, 4120, 4411, ad 7210. The motion was unanimously approved by the Board of Education. (Pages 11865-11881)

Dr. Herl reviewed two Board of Education Regulation changes and addition. The Administration is recommending this change and addition due to Missouri State Statutes updates.

The motion was made by Denise Fears, second by Jill Esry, that the Board of Education approves the changes and additions to Board of Education Regulations 1210 and 4411 as presented. The motion was unanimously approved by the Board of Education. (Pages 11882-11884)

Dr. Herl said that a School Board Member Election is scheduled for April 7, 2020. The School District will have two Board positions, each for a six (6) year term. Candidates can pick up petition packets starting December 17th and are required to obtain at least 100 signatures of qualified registered voters of the Independence School District.

Eric Knipp made the motion that the Board of Education approves the Election Guidelines and Procedures for the April 7, 2020 School Board Member Election. The motion was seconded by Matt Mallinson and unanimously approved by the Board of Education. (Page 11885)

Dr. Stout stated that an RFP was sent out in August to purchase passenger propane powered school buses and two bids were received. Based on an EPA Grant of \$172,000 plus \$2,000 per bus from the Missouri Perks, the Administration is recommending purchasing ten (10) 71 passenger propane powered buses at a cost of \$110,295 per bus from Central States Bus Sales.

A motion was made by Matt Mallinson, second by Eric Knipp, that the Board of Education approves the proposal from Central States Bus Sales for the purchase of ten (10) 71 passenger propane powered conventional buses at a cost of \$110,295.00 each. The motion was unanimously approved by the Board of Education.

Dr. Stout said that based on the District's proposal to acquire propane powered school buses, bids were let regarding purchasing and pricing of propane fuel. He said two bids were received and the Administration is recommending awarding the bid to Ferrellgas Company for the 2019-2020 and the 2020-2021 school years.

Jill Esry made the motion that the Board of Education accept the proposal from Ferrellgas Company for pricing for propane fuel for the 2019-2020 and 2020-2021 school years. The motion was seconded by Carrie Dixon and unanimously approved by the Board of Education.

Dr. Stout said that the School District let bids for a propane plant conversion to be installed at the Transportation Department. The proposed propane tank will hold 18,000 gallons of fuel and the Administration is recommending approval of the bid from SGI at a cost of \$380,410.00 for purchase and installation of the propane plant conversion equipment at the Transportation Department facility.

The motion was made by Jill Esry, second by Denise Fears, that the Board of Education approves the bid from SGI for the Propane Plant Conversion at the Transportation Department facility for a cost of \$380,410.00. The motion was unanimously approved by the Board of Education.

Dr. Herl said the Administration is recommending approval of the bid from Herner Construction, Inc. at a cost of \$367,000.00 for the gym renovation at William Chrisman High School. He said it would include new interior gym doors, painting, and a new graphics package on the wall with the work being done during winter break. The gym floor will be refinished later when school is not in session. This project is being funded through left over Bond money.

ORGANIZATION, PHILOSOPHY AND GOALSPolicy 0370School Board OrganizationBoard Training

Board members initially elected or appointed after August 28, 1993, shall successfully complete orientation and training requirements within one year of the date of election or appointment. The orientation and training will consist of at least eighteen hours and thirty minutes. The District will pay the costs of the training.

This mandatory training will include two hours and thirty minutes of current reliable information concerning identifying signs of sexual abuse in children and the danger signals of potentially abusive relationships between children and adults. In addition, this segment of the training will emphasize methods to establish an atmosphere of trust in order that students feel comfortable discussing abuse with school staff. District administrators will conduct investigations following abuse hotline calls, and advise the Board of the facts and recommendations.

Any Board member serving a term as of August 28, 2019 or elected or appointed after August 28, 2019, will complete at least one hour of refresher training each year of their term of office. However, the refresher training is not required in the year the member completes the initial orientation and training.

The annual refresher training will address concepts covered in the initial training, including the prevention of sexual abuse of children.

New 9/2019

GENERAL ADMINISTRATION**Policy 1210**
(Regulation 1210)**Calendar Requirements****School Year and School Day**

Beginning with the 2019-2020 school year, the Board will annually adopt a school calendar that will provide for 1,044 hours of pupil attendance with no minimum number of school days. The beginning of the school year ~~will not generally~~ shall not be ~~set more~~ earlier than ~~ten (10)~~ fourteen (14) calendar days prior to Labor Day. ~~Should the Board decide to set an earlier start date, the Board will:~~

- ~~_____ * Give public notice of the meeting to discuss an earlier start date~~
- ~~_____ * Conduct a public meeting~~
- ~~_____ * Vote at that meeting to allow an earlier start date~~

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Superintendent and approved by the Board. The planned calendar adopted prior to the beginning of the school year must be reported to DESE on Core Data Screen 10 by August 15 of each year, and cannot be changed after that date.

The District will ~~only~~ be required to make up the first thirty-six (36) hours of school lost or canceled due to inclement weather and half the number of hours lost or canceled in excess of thirty-six (36) hours up to twenty-four (24) hours of additional lost or canceled hours. Thus, the maximum number of hours that must be made up is sixty (60) hours. ~~If there are additional hours lost or cancelled over the initial thirty-six (36) hours, the District will be required to make up half the number of additional lost or cancelled hours. However, once the total number of hours lost or cancelled equals eighty-four (84) hours, the District will no longer be required to make up any additional lost or cancelled hours, resulting in no more than sixty (60) total make-up hours.~~ For purposes of this Policy, "inclement weather" shall mean ice, snow, extreme cold, flooding, ~~or~~ a tornado, ~~or but not~~ excessive heat.

The District may make up thirty-six (36) hours of school lost or canceled due to exceptional or emergency circumstances during a school year, if DESE has approved an alternative method of instruction plan submitted by the District.

Rev. 9/2019

GENERAL ADMINISTRATION**Policy 1425****School/Community Relations****School Volunteers**

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students. ~~Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.~~

Screened Volunteers

Individuals who assist our schools on an uncompensated basis and who may periodically be left alone with students are considered “screened volunteers” under state statute. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; or chaperone students on overnight trips. Prior to being left alone with students at school or school activities, screened volunteers must have a clear criminal records check from the State Highway Patrol and Federal Bureau of Investigation. The District will pay for the cost of obtaining such criminal records checks. Screened volunteers may have access to students’ educational records where necessary and when supervised by a staff member.

Non-Screened Volunteers

Non-screened volunteers are those individuals who are not left alone with students at school or school activities. For these volunteers, the District will, with the volunteer’s consent, obtain a criminal records check from local law enforcement prior to beginning volunteer service. The District will assume any costs in obtaining such records checks.

Application for Volunteer Service

All volunteers must complete an application for volunteer service and may be interviewed prior to beginning volunteer service. (Form 1425). The District serves the right to deny individual applicants where the best interests of the educational program are served.

Rev. 9/2019

GENERAL ADMINISTRATION**Policy 1430****School/Community Relations****Visitors to Schools**

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present. [Sex offenders cannot reside within 1,000 feet of a school or victim unless the individual is receiving treatment in a treatment facility or nursing home for purposes of getting treatment.](#)

Observations by Parents, Advocates, or Others

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

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The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

STUDENTS**Policy 2230
(Regulation 2230)
(Form 2230)****Admission and Withdrawal****Admission of Non-Tuition Students****Resident Students**

Resident students of the District five to twenty-one (5-21) years of age who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.) and are not barred from enrollment by provisions of the Safe Schools Act (See Policy and Regulation 2664) may attend District schools tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian.

Where due to military stationing or deployment out-of-state of one or both of a child's parent(s), the child, a resident of Missouri, relocates to live with other family members that live in the District or live in a military support community located in the District, the child may attend District schools. If the parents' active duty orders expire during the school year, the student will be permitted to finish the current school year at the District.

In addition, the District will provide tuition-free special education services to resident students who qualify for special education services between the ages of 3 and 21 as required by law.

Students Entitled to Enroll Without Proof of Residency

The residency provisions of this policy are not applicable to homeless students, inter-District court-ordered desegregation students, wards of the state, students placed in residential care facilities, students placed in a residential care facility due to a mental illness or developmental disability, students placed in a residential facility by a juvenile court, students with a disability identified under state eligibility criteria if the student in the district for reasons other than accessing the district's educational program, students attending regional or cooperative alternative education programs, students attending an alternative education program on a contractual basis, or students attending a school pursuant to R.S.Mo s/s 167.151(2) or (4). The exemptions to the residency requirement are expressly established by state law and entitle such students to tuition free school attendance. Additionally, a student may be partially exempt from the payment of tuition as set forth in Policy and Regulation 2240 and state law. For purposes of IDEA special education evaluation and provision of special education services, a student attending a private school located within the District will be evaluated as a resident student.

Policy 2230**Page 2****Requests for Waiver of Proof of Residency Requirements**

Those students who are unable to satisfy the proof of residency requirements and who are not entitled to enroll as provided in the previous section of this Policy and state law may request a waiver of the proof of residency requirements. Upon filing a Request for Waiver of Proof of Residency (Form 2230.1) and satisfaction of all other enrollment requirements, the student will be conditionally enrolled and allowed to attend school pending a Board of Education hearing on the student's request unless there is reason to suspect that the admission of the pupil will create an immediate danger to the safety of other students or employees of the District. If there is reason to suspect that the student poses an immediate danger, the Superintendent/Designee may convene a hearing within five working days of the request to register and determine whether or not the pupil may register. (See Policy and Regulation 2200, Regulation 2230 and Policy and Regulation 2664).

Students of Nonresident Teachers and Regular Employees

Nonresident students of District teachers or regular District employees may be permitted to attend school without payment of tuition. Such students will be considered a "resident" student for purposes of state aid.

Remote Registration

Parent(s) who are being relocated to Missouri pursuant to military orders will be permitted to enroll their students remotely. Proof of residence is not required at the time of registration, but will be required within ten (10) days of the student's attendance in the District.

STUDENTS**Policy 2710**
(Regulation 2710)**Student Welfare****Reporting Student Abuse**

The Board of Education believes that school staff members, school volunteers, and school contractors are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees, volunteers, and school contractors making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a school employee, volunteer or school contractor has a reasonable belief ~~including a report of abuse, to believe~~ that a student has been or may be subjected to abuse or neglect, such employee, volunteer, or contractor and the Superintendent shall forward report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings; or continue the employee in their present position pending outcome of the investigation.

Any school district employee, volunteer, or school contractor acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee and volunteer training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees and volunteers will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

The District will post in each student restroom and in a clearly visible location in each school office, the toll free child abuse and neglect hotline number established by the Children's Division. These signs will be published in both English and Spanish. Such child abuse and neglect hotline numbers shall be depicted in large print on posters 11 inches by 17 inches and will be placed at eye level for easy viewing. The hotline number will be shown in bold print. The signs shall also

Policy 2710
(Regulation 2710)
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contain instructions to call 911 for emergencies and contain directions for accessing the Children's Division's website for more information on reporting abuse and neglect.

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STUDENTS**Policy 2742****Student Welfare****Sexual Abuse Awareness Training**

Beginning in the 2020-21 school year and annually thereafter, The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
4. Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

New 9/2019

FINANCIAL OPERATION**Policy 3470****Accounting and Reporting****Average Daily Attendance – Early Childhood Program**

Pupils between the ages of three and five years old who are eligible for free and reduced lunches and who attend ~~the~~ an early childhood education program ~~are included in the District's calculation of average daily attendance~~ that is operated by and in the District, or by a charter school that has declared itself a local educational agency providing full-day kindergarten and that meets standards established by the State Board of Education; or that is under contract with the District or charter school that has declared itself as a local educational agency and that meets standards established by the State Board of Education will be included in the District's calculation of average daily attendance. In the event that the District contracts with an early childhood program, the District will adhere to standards set by the State Board of Education.

If a pupil who is eligible for free and reduced price lunch leaves the early childhood program during the school year, the District may fill the vacant enrollment spot with another pupil between the ages of three and five who is also eligible for free and reduced lunch without affecting the District's calculation of average daily attendance.

The total number of three and five-year olds included in the District's calculation of average daily attendance must not exceed four percent (4%) of the total number of students who are eligible for free and reduced lunch between the ages of three and eighteen who are included in the District's average daily attendance.

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. Additionally, and prior to offering employment to any teacher who had previously been employed by a Missouri school district or charter school, the Superintendent/designee shall obtain from the Department of Elementary and Secondary Education the identity of the school district or charter school that had previously employed the applicant. The District will contact the former employer to determine if such applicant had been terminated or resigned in lieu of termination; or against whom allegations of sexual misconduct had been substantiated by the Children's Division.

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

Policy 4120
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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 from any public school regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in a determination by the Board of an actual violation of sexual misconduct pursuant to Board Policy; ~~the employee being terminated or~~ a resigning resignation in lieu of termination; or allegations of sexual misconduct that have been substantiated by Children's Division, the Superintendent or designee shall disclose to the requesting school the allegations of sexual misconduct and the findings results 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 Board directs the Superintendent or designee to provide to new employees, with ten (10) days following the start of employment, and to current employees upon euest, up-to-date, ~~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.

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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.

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PERSONNEL SERVICES

Policy 4411 **(Regulation 4411)**

Professional Activities, Training and Professional Growth

Professional Development Program

The Board shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers. A committee will be elected to develop a plan to carry out the goals of the Professional Development Program.

The Professional Development Program shall further be in compliance with the “Outstanding Schools Act” Section 7 of Senate Bill #380 of the 87th General Assembly.

The District will establish a Professional Development Committee to work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher’s request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendations pertaining to classroom instruction within the School District; and review and evaluate the District’s staff development program.

In any year, expiring with fiscal year 2024, in which the amount appropriated and expended ~~to public schools~~ for transportation of students is less than 25% of the allowable costs of providing student transportation, the Board, by majority vote, may allocate less than 1%, of professional development funds to student transportation. ~~However, in no case will the amount allocated be but no~~ less than 0.5%, of money received under the school foundation formula to the District’s professional development.

The District provides teacher externships for teachers participating in a supervised practical experience in local and state business. Depending upon the type of externship, participating teachers may receive professional development credit or credit on the District’s salary schedule. (See Regulation 4411).

FACILITIES DEVELOPMENT**Policy 7210****Facilities Construction****Construction Contracts, Bidding and Awards**

All facilities construction projects which exceed an expenditure of ~~Fifty Thousand Dollars (\$50,000)~~ **\$15,000** shall be advertised once a week for two consecutive weeks in a newspaper of general circulation located in the city or county in which the District is located. In addition to the city or county newspaper, the District may also advertise in business, trade or minority newspapers. Competitive bids shall be solicited according to state law only after the plans and specifications have been approved by the Board of Education. In order to protect the Board of Education, each bidder may be required to submit, with his bid, a bidder's bond in an amount determined by the estimated cost of the project

The construction contract shall be awarded to the best bidder whose bid is in accordance with the Board approved plans and specifications and has provided the required security. The Board reserves the right to waive any informalities in, or reject any or all bids or any part of any bid. No bid for the construction, alteration, or repair of any building shall be accepted if it does not conform to the Board approved plans and specifications. Notwithstanding Board policies and regulations providing for construction manager and design build methods, the District may elect to proceed with the traditional method set out in this policy.

Whenever two or more proposals or bids of equal amount are the lowest proposals submitted by reasonable bidders pursuant to the advertisement of bids, the Board of Education may award the contract to any one of the bidders as determined by exercise of discretion.

The contractor shall receive monthly payments for the work completed, less a percentage to be determined to ensure completion. The contractor may be required to submit a performance bond and a material and labor bond to the satisfaction of the Board. The final payment shall be made only after acceptance of the project by the Board of Education and completion of the items to be corrected. Lien waivers shall be provided by the contractor and his subcontractors and suppliers.

All pay requests by the contractor shall be approved by the architect prior to submission to the Board of Education for payment.

~~If a change order is submitted to the architect, approval by the superintendent or designee is required prior to the performance of the work specified in the change order. The change order submitted to the architect must provide the following:~~

- ~~• a detailed description of the change proposed~~
- ~~• the reason for the change~~
- ~~• the original amount contracted~~
- ~~• the amount related to the change proposed~~
- ~~• the total amount of the proposed change is approved~~

~~In the event that the change amounts to \$15,000 or more or 5% of the total originally contracted amount, whichever is greater, Board approval is required prior to performance of the work described in the change order.~~

~~The superintendent/designee or Board must also determine, with respect to any change order submitted and on a case-by-case basis, whether the change proposed warrants rebidding of the project. The following factors must be weighed in order to make a rebidding determination:~~

- ~~1. The increase or decrease in cost related to the change, as compared to the total original amount contracted;~~
- ~~2. Whether the scope of the contract is deemed to have substantially changed due to the change order;~~
- ~~3. Whether the additional work proposed under the change order is sufficiently distinct from the original scope of the project;~~
- ~~4. The location of the work for the proposed change;~~
- ~~5. The time required in order to rebid the project;~~
- ~~6. The deadline for completion of the project and circumstances related thereto; or~~
- ~~7. The cost associated with rebidding the project as compared to the cost associated with approval of the change order.~~

~~Change orders which must be submitted to the Board for approval due to the proposed cost of the change pursuant to this policy shall be accompanied by Superintendent's recommendation regarding the necessity for rebidding based on these factors.~~

~~If it is determined that the change order should be approved without rebidding, either by the superintendent/designee or by the Board, the approval must be signed and transmitted to the contractor prior to performance. Once the work has been performed, the invoice for the work must be attached to the next pay application submitted to the district and processed normally, unless a contract specifically dictates to the contrary.~~

GENERAL ADMINISTRATION**Regulation 1210****Calendar Requirements****School Year and School Day****Alternative Methods of Instruction**

Beginning in school year 2020-21, the District may use a DESE approved alternative method of instruction to compensate for certain hours lost due to exceptional and/or emergency circumstances. "Exceptional or emergency circumstances" include, inclement weather, a utility outage or an outbreak of a contagious disease.

Notification of Parents and Students

If the District utilizes such DESE approved alternative method of instruction plan, the District will notify students and parents on each day of the closure. In these circumstances, the District will ensure that each student receives assignments for that day in hard copy or receives instruction through virtual learning or another form of instruction.

Limitation on Utilization of Instruction Method

Alternative methods of instruction can be utilized for a maximum of thirty-six (36) hours during a school year. Days lost or cancelled beyond thirty-six (36) hours, will be made up in the scheduling of replacement days.

Application for Use of Alternative Methods of Instruction

The District's application to DESE will describe:

1. Manner in which the District intends to strengthen and reinforce instructional content.
2. Means of communicating to students and parents the decision to implement alternative methods.
3. Process for communicating the purpose and expectation of alternative changes.
4. Communication of proposed expectations.
5. Assignments and materials to be used.
6. Manner in which attendance will be determined.
7. Instruction methods to reach students electronically and to reach students without internet access.
8. Instructional methods for IEP students.
9. Role and responsibility of certified personnel to be available to communicate with students.

New 9/2019

PERSONNEL SERVICES**Regulation 4411****Professional Activities, Training and Professional Growth****Professional Development Program**

The District supports professional development of its certified staff through the maintenance of a professional development committee as well as assistance programs for new teachers and resource programs for experienced teachers.

Professional Development Committee

The purpose of the committee is to identify instructional concerns and remedies; assist beginning teachers with the implementation of their professional development plan; serve as consultant at a personal teacher's request; arrange training programs for mentors; assess faculty needs; develop in-service opportunities for school staff; and provide District administration with suggestions, ideas and recommendations concerning instruction.

Committee Composition

Eligibility to serve on the committee will be restricted to certified employees with a minimum of five years of teaching and /or administrative experience. Members selected will serve for a staggered three (3) year term with one of the committee selected each of three years. New members will be selected by classroom teachers, librarians and counselors. New members will be selected on or by April 30 of the year proceeding the member's term. Teaching will be completed by June 30 and membership will commence on July 1 of the new school year. Efforts will be made to insure that each attendance center is represented on the committee and that a cross-section of grade levels and disciplines are represented. Administrators may be selected to serve on the committee but will not participate in the selection process.

New Teacher Assistance Program

Each inexperienced teacher employed by the District will be assigned a mentor by the building principal. When possible, mentors will possess at least five (5) years of teaching experience and have received or be willing to complete mentor training. Mentors will work closely with their assigned new teachers during the teachers' first two (2) years upon request or at the direction of the building principal during the mentoring period.

New teachers, with the assistance of their mentors, will prepare professional development plans. The plans will be consistent with the evaluation criteria and will establish plans of development for the teachers' first two (2) years of teaching.

Regulation 4411**Page 2****Local Business Externships for Professional Development**

Local business externship means an experience in which a teacher supervised by the District gains practical experience in a business, located within the District, through observations and interactions with employers and employees who are working on issues related to subjects taught by the teacher. Any hours spent in a local business externship will count as contact hours for professional development.

Local Business Externships for Credit

Teacher externships are practical experiences in which a teacher, supervised by the District, gains experience at a business located in Missouri through observation and interaction with employers and employees. Requirements for teacher externships to be considered the equivalent to graduate level credit hours for salary schedule purposes will be developed by the Department of Economic Development and Department of Elementary and Secondary Education by July 1, 2020.

Teachers who satisfy graduate-level credit equivalences will receive appropriate credit on the District's salary schedule if the District's salary schedule considers a teacher's completed credit hours in graduate-level courses on its salary schedule. Unless reauthorized by the General Assembly, the teacher externship program will expire on September 2024.

Rev. 9/2019

INDEPENDENCE SCHOOL DISTRICT GUIDELINES AND PROCEDURES
BOARD OF EDUCATION ELECTION - APRIL 7, 2020

I. Qualifications for Candidacy

- a. Must be a citizen of the United States.
- b. Must be a registered voter living in the School District.
- c. Must have resided in the State of Missouri for one year next preceding his/her election.
- d. Must be at least twenty-four years of age.

II. Nomination by Petition

Persons interested in filing for the April 7, 2020 school board election are required to file with the Secretary of the Board of Education a petition with at least one hundred (100) signatures of qualified registered voters of the School District of Independence.

Petition blanks may be picked up from the Board Secretary, 201 North Forest Avenue, from 8:00 a.m. to 4:30 p.m. daily beginning Tuesday, December 17, 2019 (except for Winter Recess - December 23, 24, 25, 26, 27, 30, 31, 2019 and January 1, 2020) through Tuesday, January 21, 2020. Persons interested in running for the Board of Education will need to pick up petitions in person and have petitions initialed by the Board Secretary.

III. Petition Filing Date and Order on Ballot

Petitions properly completed must be filed with the Board Secretary at 201 North Forest Avenue, Independence, Missouri, no later than 5:00 p.m. Tuesday, January 21, 2020. The Board Secretary will indicate the time and date of filing on each petition as received. The petitions will be forwarded to the Jackson County Board of Election Commissioners for determination of the validity of the signatures and residence in the school district. A random drawing for the order in which names shall appear on the ballot will be conducted for candidates who file a declaration of candidacy on the first day, December 17 (115.127 (5) RSMo). The names of candidates filing after December 17 will be listed on the ballot in the order in which valid petitions are received by the Board Secretary and as described in the Board Policy. Petitions found to be invalid may not be amended to preserve order of listing on the ballot.

Persons with petitions found to be in order with the proper number of valid signatures will be certified as candidates for election by the Secretary of the Board of Education of the School District of Independence.

IV. Certification of Candidates

The Secretary of the Board of Education will certify the candidates and their order on the ballot at the Board of Education Office, 201 North Forest Avenue, Independence, Missouri, at a special meeting to be scheduled prior to Tuesday, January 28, 2020 in the presence of candidates and others desiring to attend.

V. Candidate Name Policy

All names shall appear in the same form in which the candidate is registered to vote, except that:

1. Prefixes and suffixes which represent titles or degrees shall not be used.
2. The following exceptions, when certified by the candidate as a necessary means of identification, may be allowed: commonly used nicknames; or commonly used abbreviations.

The Board of Election Commissioners, in its discretion, may review the necessity of such identification after providing notice to the candidate.

Eric Knipp made the motion that the Board of Education approves the bid from Herner Construction, Inc. for the gym renovation at William Chrisman High School in the amount of \$367,000.00. The motion was seconded by Matt Mallinson and unanimously approved by the Board of Education.

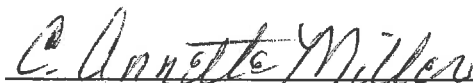
Dr. Herl said the Administration is also recommending approval of the bid from Herner Construction, Inc. for the renovation of the weight room at Van Horn High School. This will include painting the interior, installing a new sound system, replacing windows, and installing high efficiency lighting. This project is also funded from the Bond proceeds.

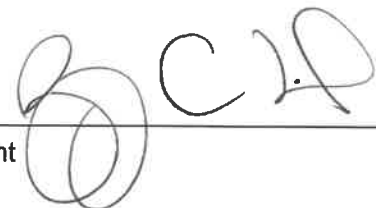
The motion was made by Matt Mallinson, second by Jill Esry, that the Board of Education approves the bid of \$267,200.00 from Herner Construction, Inc. for the renovation of the weight room at Van Horn High School. The motion was unanimously approved by the Board of Education.

There being no further information to come before the Board of Education, Eric Knipp made the motion, second by Jill Esry, to adjourn the meeting and go into executive session for legal, personnel, real estate, and student issues at 6:42 p.m. The motion was approved as follows:

Ayes: Greg Finke
Denise Fears
Matt Mallinson
Jill Esry
Carrie Dixon
Eric Knipp

Absent: Blake Roberson


Secretary


President