

BOARD OF EDUCATION  
The School District of Independence

12161

The Board of Education met in regular session Tuesday, October 12, 2021, at 6:00 p.m. in the Board Room at the Board of Education Office, 201 North Forest Avenue, Independence, Missouri.

Members Present: Mrs. Denise Fears, President  
Mr. Eric Knipp, Vice President  
Dr. Matt Mallinson, Treasurer  
Mr. Blake Roberson, Director  
Mr. Greg Finke, Director  
Mrs. Carrie Dixon, Director

Member Absent: Mrs. Jill Esry, Director

Also Present: Dr. Dale Herl, Superintendent  
Dr. Lance Stout, Dr. Cindy Grant, Dr. Pam Boatright, Dr. Randy Maglinger,  
Dr. Prissy LeMay, Mrs. Leslie Hochsprung, Mr. Dean Katt, Mrs. Sherry  
Potter, Mr. Todd Theen, Mr. Salum Stutzer, INEA, interested patrons,  
staff, and Ms. Annette Miller.

The meeting was called to order by the President, Mrs. Denise Fears, and minutes of the meeting were recorded by the secretary, Ms. Annette Miller. Mrs. Fears welcomed those in attendance.

Matt Mallinson made the motion to approve the October 12, 2021 Agenda as presented. The motion was seconded by Eric Knipp and unanimously approved by the Board of Education.

Mrs. Fears stated that several parents wished to address the Board of Education. Mrs. Fears read the statement from Board of Education Policy 0142 regarding addressing the Board of Education.

Marcie Gragg, 422 West Farmer Street, spoke about viewing the Board of Education meetings through an electronic format. She asked the Board of Education to consider broadcasting or recording Board meetings to view later. Mrs. Gragg said it is not an unreasonable request and could increase public engagement and allow patrons to view what the District is doing without having to leave their home or interfere with them attending another meeting. Patrons would have a better understanding of Board policies and how they affect their students. She said that local governments are doing this. Mrs. Gragg said it is important to engage others in meaningful ways and the community would be more open to policy changes if they could watch on a regular basis. She asked the District to take this step and suggested having students be part of this broadcasting process.

Cortney Christ, 1736 North McCoy, thanked the Board of Education for allowing him to speak and appreciated the two call backs that he received. He said that the Independence School District does not have certain things in their curriculum and he asked how policies are being monitored. Does the District check teachers' materials regarding several things he has seen on the internet: flying flags in the classrooms, propaganda on walls, anti-American items displayed, checking the libraries regarding reading materials, and checking reading assignments? He said he is not accusing teachers but are there checks being made to monitor what is happening in the schools. He is concerned as a parent regarding what might sneak into the curriculum and is asking the District to monitor any issues.

Mrs. Fears re-read the Policy 0142 regarding addressing the Board of Education as Mrs. Beatty was not in the room when it was read previously.

Karie Beatty, 423 North Grand Avenue, stated she did not want to be here tonight. She said that parents have the right to make medical and sexuality decisions for their children. She said she refuses for her son to wear a mask all day and refuses to co-parent her child with the school district. Mrs. Beatty said the District is using platforms regarding gender pronouns, middle school teachers have the students gender announced, and the physical form on Privet requests gender information. She said she assumes this form is vetted and approved by the District. She objects to the school club SAGA - Sexual Awareness Gender. She asked what sexual predators are being protected, demand that the mask requirement be dissolved and SAGA be done. She referenced the lawsuit by the Missouri Attorney General and said she is done with all of it. Mrs. Beatty said she is encouraging her son to make it to his 16<sup>th</sup> birthday and then he can quit school and get his GED. She said that 2022 is coming and changes will be made on the Board of Education.

Dr. Herl reported the October List of Bills total is \$18,298,127.97 which is a little higher amount but is typical based on the Bond Issue projects that are underway. He said there are three motions to let bids for the following items:

roof replacement at Fairmount Elementary School, enclosed storage facility at Central Office, and storage facilities at William Chrisman High School, Truman High School and the Middle School Campus.

Matt Mallinson made the motion that the Board of Education approves the October 12, 2021 Consent Agenda as printed.

1. Minutes – September 14, 2021
2. Approval of October 12, 2021 List of Bills totaling \$18,298,127.97
3. Approval to Let Bids for Existing Roof Replacement at Fairmount Elementary School
4. Approval to Let Bids for an Enclosed Storage Facility at Central Office.
5. Approval to Let Bids for Storage Facilities at William Chrisman High School, Truman High School, and the Middle School Campus.

The motion was seconded by Eric Knipp and unanimously approved by the Board of Education.

Dr. Herl reported that on the COVID dashboard cases are remaining steady and that it is typically students not staff that are reporting issues. Dr. Herl said he has weekly meetings with Health Departments. He said that COVID cases are going down so positivity rate is going down and hopefully, we are getting to an end. Dr. Herl said the supply chain for materials and food continues to be an issue. The District has received materials for the Bond Issue projects relative to the playgrounds and HVAC work. Nutrition Services is the largest issue and he commended Brad Kramer and his staff for their resourcefulness in substituting meal plans. They have found alternative vendors so the District is not in danger regarding feeding students. Dr. Herl said the District purchased the former Independence YMCA building three years ago and it now houses the Nutrition Services Department which allows for additional space for food storage. He stated that it was a wonderful opening of the Van Horn High School stadium on October 1st. He said it is great that all high schools can participate in games on their home fields. At the opening the following people were recognized as they were instrumental in the acquisition of Western Independence: Dr. Jim Hinson, Former Senator Victor Callahan, Steve Mauer (Attorney), and Pastor Bob Spradling (Maywood Baptist Church). Dr. Herl reminded the Board that the annual District Parade is scheduled for this Saturday, October 16<sup>th</sup>, at 9:00 a.m. on the Independence Square.

Mr. Stutzer provided an update on the Bond Issue projects. He said crews are continuing to make progress on the secure entries at eight schools. He said that Sycamore Hills Elementary School is fully enclosed; some of the materials for Glendale Elementary School have been received; and the store front has been put in place at Independence Academy. Following is an update on the Performing Arts projects at the high schools. William Chrisman High School - orchestra room is substantially complete, teachers will start receiving training on some of the equipment; the band room is now being utilized; additional casework is being installed to store equipment; work is progressing on the auditorium; grinding the floor for finishing will be done this week; and then installation of the seats will begin. Truman High School - acoustical panels in the choir room are installed, orchestra room is almost complete, HVAC condensing units have been received and work to install them will this weekend, sheet music storage area is completed, the Lecture Hall is almost complete as the flooring has been installed, a delay in the auditorium work because of waiting for the lights before the ceiling can be finished, and then the seats will be installed. Playground renovations: - Sugar Creek Elementary School was installed last week, Spring Branch Elementary School will get the base surface the end of this week, and Blackburn Elementary School's playground was just finished. Athletic renovations: the new stadium at Van Horn High School is finished; Truman High School - finished pouring the eight tennis courts, working on fencing, lights are installed, and the project should be completed by November 5<sup>th</sup>, softball complex – playing surface work is progressing, prepping for the turf installation, and the masonry work is done. William Chrisman High School - poured the last four tennis courts, installed LED lights; and the softball complex work is in progress but there has been a delay with the brick materials. Nowlin Middle School – the site work is done for the track surface and work is starting on the parking lot for the stadium. He said he had a discussion regarding Van Horn High School's cafeteria last week. The enrollment has increased from 550 students to 1,100 students and accommodations are needed regarding enlarging the cafeteria space.

Dr. Patti White, Director of the Early Childhood Education program, said she is always excited to present to the Board of Education. She said that the Independence School District operates the largest early education program in the state and quoted Harold Ramis "How one handles success or failure is determined by their early childhood." She said the goals for the early childhood education program includes: serving birth to 5 year olds, support vertical curriculum alignment Pre-K through 12th grade, offer sites to support feeder systems, and continue to access funding through the Foundation Formula and other grants. She explained the differences in funding: Head Start is funded through federal dollars and flows through the grantee (MARC) and Foundation Formula is state dollars and is more flexible in decision making. The 2021-2022 year has 18 sites, 67 Classrooms, and serves approximately 775+ students. Dr. White said Sunshine Center serves children birth to two years with only eight children to a classroom. She talked about parent pay sites and child care reimbursement benefit program. Currently, 20 staff members qualify for CCRB in the birth to two years and 17 staff members qualify in the three-five years of age. The programs has had 10% growth from last year and planning is already in progress for next year.

Several new business items were presented for the Board of Education's consideration.

Dr. Herl explained that the School District had a five year agreement with Commerce Bank for depository and other banking services. He said the Administration is recommending a one year extension of the Agreement with Commerce Bank through June 30, 2022. The District will issue a request for proposals for banking services prior to that time.

Matt Mallinson made the motion, second by Carrie Dixon, that the Board of Education approves extending the Commerce Bank agreement for depository and other banking services through June 30, 2022. The motion was unanimously approved by the Board of Education.

Dr. Herl explained the proposed changes to the following Board of Education Polices: 0320, 0324, 2420, 2710, 4120, 4320, and 4322. He said the changes/additions are due to federal and state requirements and that Board of Education Policies require two readings for approval.

A motion was made by Blake Roberson, second by Greg Finke, that the Board of Education approves this as the first reading of changes/additions to Board of Education Policies 0320, 0324, 2420, 2710, 4120, 4320, and 4322. The motion was unanimously approved by the Board of Education. (Pages 12164-12175)

Dr. Stout said the Administration is recommending purchasing 420 Dell desktop computers as the second part of obtaining technology equipment for the Project Lead the Way programs at the high schools and middle schools.

Carrie Dixon made the motion that the Board of Education approves the purchase of 420 Dell desktop computers from CDW-G for \$517,860.00 under the Education Plus (Missouri Schools) (018-A) Contract. The motion was seconded by Eric Knipp and unanimously approved by the Board of Education

Dr. Stout explained that as part of the Technology plan to rotate out older Chromebooks, the Administration is recommending purchasing 600 new Chromebooks. The older Chromebooks will be utilized in lesser grade levels that will not need to access state testing materials.

The motion was made by Eric Knipp, second by Matt Mallinson, that the Board of Education approves the quote from CDW to purchase 600 new Chromebooks under the Education Plus (Missouri Schools) (018-A) contract for a total cost of \$149,586.00. The motion was unanimously approved by the Board of Education.

Dr. Stout stated that the Administration is recommending purchasing 110 Dell All-in-One computers to be used in the high school library labs and at Independence Academy for special testing that does not work on Chromebooks.

Matt Mallinson made the motion that the Board of Education approves the purchase of 110 Dell All-in-One computers from CDW-G under the Education Plus (Missouri Schools) (018-A) contract at a cost of \$97,350.00. The motion was seconded by Eric Knipp and unanimously approved by the Board of Education.

Dr. Stout said the Administration is recommending purchasing 420 ViewSonic 24 inch monitors to be used with Project Lead the Way machines at the high schools and middle schools at a cost of \$70,980.00.

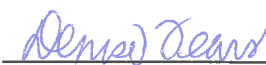
Carrie Dixon made the motion that the Board of Education approves purchasing 420 ViewSonic 24 inch monitors to be used with Project Lead the Way machines at the high schools and middle schools at a cost of \$70,980.00. under the Education Plus (Missouri Schools) (018-A) Contract. Greg Finke seconded the motion and it was unanimously approved by the Board of Education.

There being no further information to come before the Board of Education, Greg Finke made the motion, second by Blake Roberson, to adjourn the meeting and go into executive session for legal, real estate, personnel, and student issues at 7:00 p.m. The motion was approved as follows:

Ayes: Denise Fears  
Eric Knipp  
Matt Mallinson  
Blake Roberson  
Greg Finke  
Carrie Dixon

Absent: Jill Esry

  
Secretary

  
President



**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0320**  
**(Regulation 0320)**  
**Form 0320**

**School Board Organization****School Board Elections and Term**

The qualified voters of the School District shall biennially, on the first Tuesday after the first Monday of April, elect two (2) directors for terms of six (6) years, except, effective for Board elections beginning in April of 1994, and each six years thereafter, when three (3) directors shall be elected for terms of six (6) years.

An election shall not be held if the number of candidates who have filed for the Board is equal to the number or positions available, unless a ballot proposition (i.e. tax levy, bond issue) is on the ballot as well. If no election would be held due to the number of candidates equaling the number of vacancies when there is not a ballot proposition on the ballot, the District will publish a notice containing the names of the candidates who will assume a Board directorship absent an election. This notice will be published in a newspaper of general circulation in the District on or by March 1 prior to the scheduled election.

**Qualified Voters in the School District**

An individual must be a registered voter in order to vote in a school election. In order to vote, a person must be eighteen (18) years of age or older, must be a citizen of the United States, and must reside in the School District thirty (30) days.

**Candidate Qualification - Method of Filing**

Qualified applicants for the Board may file for office beginning at 8:00 a.m. in the Superintendent's office commencing on the ~~sixteenth (16th)~~ **seventeenth (17<sup>th</sup>)** Tuesday prior to the election and ending at 5:00 p.m. on the ~~eleventh (11th)~~ **fourteenth (14<sup>th</sup>)** Tuesday before the election. The candidate shall declare his/her intent to become a candidate, in person and in writing to the secretary of the Board of Education. The names of qualified candidates shall be placed on the ballot in the order of filing. The notice of election and certification of candidates must be submitted to the county clerk by the tenth Tuesday prior to the election. Candidates must comply with all of the prevailing laws concerning eligibility and campaign financing.

A candidate who files for one vacancy and later decides to run for another shall be positioned on the ballot according to the time when his/her change of declaration is received by the secretary of the Board, not on the basis of when the first petition was filed.

Candidates must be citizens of the United States and resident taxpayers of the District, reside in his/her state for one year next preceding their election or appointment, and be at least twenty-four (24) years of age. Candidate must also complete a notarized copy of Missouri Department of Revenue Form 5120 (MCE Form 0320) attesting that the candidate is not currently aware of any

**Policy 0320****Page 2**

delinquency in the filing or payment of state income taxes, personal property taxes, municipal taxes or real property taxes on the candidate's place of residence provided on the Department of Revenue Form 5120. Candidates will be disqualified from participation in a Board election if the candidate is delinquent in the payment of any state income taxes, personal property taxes, municipal taxes, or real property taxes on the residence of the candidate. The candidate must further attest that they are not a past or present corporate officer of the office that owes any taxes to the state, which are not in dispute. Failure to accurately complete and file Form 5120 with the Department of Revenue may disqualify a candidate from the ballot. Each newly elected or appointed director shall qualify and take his/her oath of office in the manner prescribed by law and according to Policy 0330 - Oath of Office.

No person may be a candidate for a position on the Board if such person is registered as a sex offender or is required to be registered as a sex offender under state law. Any Board member who is likewise required to register or who is registered as a sex offender under state law will immediately be requested by the Board to resign from the Board. Should such Board member refuse to resign, the member will be ineligible to serve as a Board member at the end of his/her term.

In addition, no person shall qualify as a candidate for the Board of Education who has been found guilty of or has pled guilty to a felony or misdemeanor under federal law or to a felony under Missouri law or has been found guilty of an offense in another state, that would be considered to be a felony in the State of Missouri.

It is not the District's responsibility to investigate and determine a candidate's eligibility. That responsibility rests with the Department of Revenue and/or the County Election Authority.

**Expenditure of District Funds**

No contribution or expenditure of District funds will be made directly by any officer, employee, or agent of the District to advocate, support, or oppose the passage or defeat of any ballot measure, or the nomination or election of any candidate for public office, or to direct any public funds to, or pay any debts, or obligations of any committee supporting or opposing such ballot measure or candidates. This policy shall not be construed to prohibit any district official from making public appearances or from issuing press releases concerning such ballot issue.

**REV. 6/19****REV. 10/21**

**ORGANIZATION, PHILOSOPHY AND GOALS****Policy 0324****School Board Organization****Filling Board Vacancies**

Whenever a vacancy occurs on the Board of Education, the remaining members of the Board will, by majority vote, appoint an individual to fill the vacant position until the next annual school election, ~~at which time the position shall be filled by election to complete the unexpired term.~~ Persons who are delinquent in the payment of state income tax, personal property tax, municipal tax, or real property tax on the person's place of residence are not eligible to be appointed to a Board vacancy. A candidate to fill a Board vacancy must provide the District with a signed and notarized affidavit stating that all state income taxes and property taxes, both person and real, have been paid or attest to the fact that no taxes were owed for the two fiscal years immediately prior to their appointment.

If the vacancy occurs less than six (6) months prior to the next school board election, the Board may use its discretion whether to fill the vacancy.

In filling the vacancy, the Board will inform the community and will solicit qualified community members to apply for the vacant position. The vote taken to fill the vacancy will occur in an open session meeting of the Board.

**REV. 10/21**

**STUDENTS****Policy 2420****Student Educational Records****Recording of Meetings**

The District prohibits the use of audio, video or other recording devices in any meetings between District employees and parents/guardians with the exception of meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

Exceptions to this prohibition will be made on a case-by-case basis and in accordance with federal and state laws. If a parent or guardian wishes to request an exception to this general prohibition, he or she must make a written request to the organizer of the meeting no later than one week prior to the meeting. The request must state the reasons why the parent or guardian believes the District should make an exception and/or why he or she believes that the use of a recording device is necessary to comply with any applicable federal or state laws. The District will provide a written response to the request prior to the scheduled meeting.

Parents and/or legal guardians will be permitted to make an audio recording of any meeting held under the Federal Individuals with Disabilities Education Act (IDEA) or Section 504 of the Federal Rehabilitation Act including, but not limited to, IEP meetings. Any such audio recording shall be the property of the parent/legal guardian creating the recording. When a parent or legal guardian creates such recording, the District will also create an audio recording of the meeting. The District requires parents/legal guardians intending to make such audio recording to give the District's Director of Special Education twenty-four (24) hours' notice prior to the meeting of their intent to record. District employees making a good faith report of a violation of this paragraph will not be subject to adverse employment action in retaliation for making such report.

**NEW 10/21**

**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 unique positions 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. The status as an unaccompanied youth is not, in and of itself, a sufficient basis for reporting child abuse or neglect unless the child is under sixteen (16) years of age or is an incapacitated person. However, if a mandated reporter knows or has reason to believe that an unaccompanied child has been or may be a victim of child abuse or neglect, a report must be made. 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 that a student has been or may be subjected to abuse or neglect, such employee, volunteer, or contractor and the Superintendent shall 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



**Policy 2710**  
**(Regulation 2710)**  
**Page 2**

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 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.

**Rev. 11/2019**

**REV. 10/21**

## 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~~ DHSS Family Care Safety Registry. 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.

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

**Policy 4120**  
**Page 2**

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. Such improper use of the MACHS system constitutes an "incident" requiring reporting. Immediately upon knowledge of an "incident," the District's Local Agency Security Officer (LASO) will be notified, in writing, describing the "incident." The LASO Officer will then notify the Missouri Highway Patrol with the details of the "incident."

**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** posted for a minimum of ten (10) days. (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; a 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 results of a Children's Division investigation.

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.

**Policy 4120**  
**Page 3**

**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 request, up-to-date, accurate, and complete information regarding eligibility for public service loan forgiveness.

**Medical Examinations**

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

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

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

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

**REV. 11/2019**  
**REV. 6/2021**  
**REV. 10/21**



**PERSONNEL SERVICES****Policy 4320**  
**(Regulation 4320)****Absences, Leave and Vacation****Personnel Leave**

The Board of Education shall adopt regulations for the following types of leave for District employees:

1. Sick Leave
2. Personal Leave
3. Authorized Leave
4. Authorized Leave of Absence Without Pay
5. Bereavement Leave
6. Emergency Leave
7. Leave for Jury Duty
8. Military Leave
9. Leave of Absence
10. Family and Medical Care Leave (See Policy and Regulation 4321)
11. ~~COVID-19 Leave Without Pay~~ Domestic/Sexual Violence Victim Leave

Specific provisions of the various types of District leave are set out in Regulation 4320.

**Paid Time Off (“PTO”)**

As a result of the public health emergency due to COVID-19, any sick, personal, or vacation leave accrued by an employee as of March 13, 2020 through June 30, 2020 is hereby converted to “Paid Time Off” or “PTO.” PTO may be used on or between March 13, 2020 through June 30, 2020, for any reason approved by District administration.

Should an employee retain any PTO after June 30, 2020, it will be restored to the appropriate leave designation (sick, personal, vacation, etc.) based on the amount(s) and type(s) of leave the employee had accrued, or did accrue, as of March 13, 2020 through June 30, 2020, and any PTO used during that timeframe. When restoring PTO to the appropriate designation, PTO leave taken by the employee will be considered to have

**Policy 4320**  
**(Regulation 4320)**  
**Page 2**

been used from the employee's available accrued leave until depleted, in the following order: vacation, personal, and sick.

**Borrowed Leave During the 2019-2020 School Year**

~~As a result of the public health emergency due to COVID-19, leave under this policy and as outlined in Regulation 4320 may be borrowed from any anticipated leave an employee will accrue during the 2020-2021 school year, based on the position the employee will hold in the 2020-2021 school year, for use during the 2019-2020 school year.~~

~~Should an employee who borrowed leave to use during the 2019-2020 school year not continue working for the District through the 2020-2021 school year for any reason, any such monies paid to an employee as a result of the employee borrowing leave during the 2019-2020 school year shall be repaid to the District within 30 days of the employee's termination of employment.~~

~~By borrowing leave from the 2020-2021 school year to use in the 2019-2020 school year, the employee also expressly allows the District to withhold this amount from any paychecks due to the employee prior to, or at the time of, termination of employment with the District. Should the employee fail to repay any amount due to the District for borrowed leave not yet accrued, the employee also expressly agrees to pay any costs the District incurs to obtain repayment from such employee, including but not limited to, court costs and attorney's fees.~~

~~For purposes of borrowed leave, "school year" shall mean the period running from July 1 to June 30 of such school year.~~

Rev. 8/2020  
REV. 10/21

**PERSONNEL SERVICES****Policy 4322**  
**(Regulation 4322)****Absences, Leave and Vacation****Domestic/Sexual Violence Victim Leave**

The District will provide unpaid leave for employees who become victims of domestic or sexual violence and for an employee whose family or household member becomes a victim of domestic or sexual violence. Eligible employees will receive up to two (2) weeks of unpaid leave during any twelve-month period. Such leave may be taken intermittently or on a reduced work schedule. Employees seeking leave under this policy must provide their supervisor with at least forty-eight (48) hours' advance notice, if practicable, of their intent to take leave under this policy. When an unscheduled absence occurs, the employee must, within reasonable period after the absence, provide certification of the approved reason for the leave as provided in this policy. Employees returning from leave under this policy, will be restored to the position held prior to leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

**NEW 10/21**