

BOARD OF EDUCATION  
School District of Independence  
Tuesday, May 13, 2025

**THE MEETINGS WILL BE HELD AT CENTRAL OFFICE, 201 NORTH FOREST AVENUE.**

**6:00 P.M. – Regular Board of Education Meeting**

**CALL TO ORDER**

I. Approval of Agenda.

II. Request of District Citizens or Employees.

III. Consent Agenda (Action)

The matters listed under Item III. Consent Agenda, are considered to be routine by the Board of Education and will be enacted by one motion. There will be no separate discussions of the items. If discussion is desired, that item will be removed from the Consent Agenda and will be listed as the first item under the appropriate section of the Regular Agenda.

1. Minutes of Board Meeting – April 8, 2025

2. Approval of Bills (III. 2.)

Authorize the transfer of monies from the Incidental Fund to the Teachers Fund to meet the Teachers Fund obligations for the month and further approve the May 13, 2025 list of bills totaling \$11,388,139.82 as printed.

3. Approval to Let Bids for Cab Services for McKinney-Vento, Private Agency, and Other Student Programs.

IV. Superintendent's Report/Miscellaneous.

V. New Business.

1. Approval of Missouri School Boards' Association Membership Dues.

2. Approval to Accept Quote to Purchase and Install Playground Equipment for Thomas Hart Benton Elementary School.

3. Approval of Quote to Purchase Two (2) 77 Passenger Propane School Buses.

4. Approval of Delegate for MOSIP Annual Meeting.

5. Approval of Substitute Salary Guide for the 2025-2026 School Year.

6. Approval of the Compilation of Communications from March Board Meeting Planning and Snow Day Makeup.

7. Approval of Board of Education Policy Changes – First Reading.

VI. Motion to Adjourn to Closed Session (Mo State Statutes 610.021)

The Next Regular Board of Education Meeting is Scheduled for Tuesday, June 10, 2025.

EXECUTIVE SESSION  
Immediately Following Regular Meeting  
**Closed Session Meetings will be held at Central Office, 201 North Forest Avenue,  
Independence, Missouri**

I. Approval of Minutes of Executive Sessions held: (Action)

1. April 8, 14, and 23, 2025.

II. Closed Session for:

**Personnel – § 610.021(3), RSMo.** Actions related to the hiring, firing, disciplining or promotion of a District employee when the performance or individual merit of this employee is considered and **§ 610.021(13), RSMo.** Individually identifiable personnel records.

**Legal Matters – § 610.021(1), RSMo.** Litigation including privileged communications between the Board, its representatives, and its attorneys.

III. Adjournment.

The Board authorizes the transfer of monies from the Incidental Fund to the Teachers Fund to meet the Teachers Fund obligation for the month and further approves the list of bills dated May 13, 2025 totaling \$11,388,139.82 as printed. The complete detailed list of bills is available for review in the Business Office.

## APRIL 2025 LIST OF BILLS 13-May-25

### LIST OF BILLS

|                             |              |
|-----------------------------|--------------|
| 11 PHIL ROBERTS SCHOLARSHIP | 0.00         |
| 12 GENERAL OPERATING        | 9,361,386.34 |
| 15 NUTRITION SERVICES       | 651,587.16   |
| 16 ACTIVITY FUNDS           | 134,263.63   |
| 17 SELF-INSURANCE FUNDS     | -128,823.70  |
| 21 TEACHERS RESTRICTED      | 0.00         |
| 22 TEACHERS OPERATING       | 208,710.77   |
| 31 DEBT SERVICE             | 200.00       |
| 41 CAPITAL BOND FUNDS       | 0.00         |
| 42 CAPITAL OPERATING        | 1,153,316.44 |
| 45 NUTRITION CAPITAL FUND   | 3,750.18     |
| 46 ACTIVITY CAPITAL FUND    | 3,749.00     |
| 77 FIDUCIARY BENEFITS       | 0.00         |
| 79 PUBLIC BUILDING CORP     | 0.00         |

**TOTAL DISBURSEMENTS TO BE APPROVED**

**11,388,139.82**

**Agenda Item #:** III. 3.

**Subject / Title:** Approval to Let Bids for Cab Services for McKinney-Vento,  
Private Agency, and Other Student Programs

☒ **Action Required**      ☐ **Information Only**      (check one)

**Description of Issue:**

**Background and rationale for this program / item**

The District seeks to contract with a transportation provider or multiple providers capable of delivering comprehensive services for all eligible students, including those who qualify under the McKinney-Vento Homeless Assistance Act, private agency status and other student programs requiring specialized transportation. The selected contractor(s) must be able to perform these services reliably and efficiently, ensuring that no additional burden is placed on students or school personnel.

**Desired results**

Approval of agreement with a vendor(s) to provide transportation services for students meeting the requirements of the programs noted above

**Personnel**

N/A

**Resources**

N/A

**Reviewed and Recommended:**

  
\_\_\_\_\_  
Superintendent

5/5/25  
\_\_\_\_\_  
Date

**Motion for Board Action:**

The Board of Education approves Letting Bids for Cab Services for McKinney-Vento, Private Agency, and other Student Programs.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Board Action:**      ☐ Approved      ☐ Not Approved      ☐ Postponed      (check one)

**Agenda Item #:** v. 1.

**Subject / Title:** Approval of Missouri School Boards' Association Membership Dues for 2025-2026

X **Action Required**           **Information Only**      (check one)

**Description of Issue:**

**Background and rationale for this program / item**

The School District and Board of Education have received the membership dues statement from Missouri School Boards' Association for the 2025-2026 school year. The amount of dues is \$13,510.00.00. The dues are calculated on the District's current expenditures as reported to the Department of Elementary and Secondary Education.

**Desired results**

MSBA membership for 2025-2026

**Personnel**

N/A

**Resources**

N/A

**Reviewed and Recommended:**

  
\_\_\_\_\_  
Superintendent

4/21/25  
\_\_\_\_\_  
Date

**Motion for Board Action:**

The Board of Education authorizes the School District to pay membership dues in the amount of \$13,510.00 to the Missouri School Boards' Association for the 2025-2026 school year.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Board Action:**           **Approved**           **Not Approved**           **Postponed**      (check one)

**Missouri School Boards' Association**

2100 I-70 Drive Southwest  
Columbia, MO 65203  
(573) 445-9920 (800) 221-6722  
Fax (573) 445-9933

**INVOICE**

|                   |                 |
|-------------------|-----------------|
| <b>Invoice</b>    | INV-35338-L1C6C |
| <b>Date</b>       | 3/25/2025       |
| <b>Customer #</b> | 227             |

**Sold To:**

|  |
|--|
| Independence 30<br>201 N Forest Ave<br>Independence, MO 64050-2513 |
|--|

**Remit To:**

|   |
|---|
| MSBA<br>PO Box 1666<br>Jefferson City, MO 65102 |
|---|

| Customer ID                       | Customer Name                     | Purchase Order No. |          | Due Date    |             |
|-----------------------------------|-----------------------------------|--------------------|----------|-------------|-------------|
| 227                               | Independence 30                   |                    |          | 4/24/2025   |             |
| Item Number                       | Description                       | Ordered            | Discount | Unit Price  | Ext. Price  |
| MSBA<br>Membership<br>Annual Dues | MSBA Membership - Independence 30 | 1                  | \$0.00   | \$13,510.00 | \$13,510.00 |

**Comments:**

MSBA Membership Dues through June 30, 2026. Your annual dues are calculated on your district's Current Expenditures as reported to DESE.

|                       |             |
|-----------------------|-------------|
| <b>Subtotal</b>       | \$13,510.00 |
| <b>Tax</b>            | \$0.00      |
| <b>Freight Amount</b> | \$0.00      |
| <b>Payment(s)</b>     | \$0.00      |
| <b>Total</b>          | \$13,510.00 |

**Agenda Item #:** v. 2.

**Subject / Title:** Approval to Accept Quote to Purchase and Install Playground Equipment for Thomas Hart Benton Elementary School

☒ **Action Required**      ☐ **Information Only**      (check one)

**Description of Issue:**

**Background and rationale for this program / item**

The Administration recommends accepting the quote to purchase and install Playground Equipment for Thomas Hart Benton Elementary School from Next Generation Recreation per the Sourcewell Contract# 9971 for \$160,643.50.

**Desired results**

Approval to purchase and install Playground Equipment from Next Generation Recreation for Thomas Hart Benton Elementary School.

**Personnel**

Greg McGhee, Director of Facilities/Purchasing

**Resources**

Facilities

**Reviewed and Recommended:**

  
Superintendent

5/6/25  
Date

**Motion for Board Action:**

The Board of Education approves the quote to purchase and install Playground Equipment for Thomas Hart Benton Elementary School from Next Generation Recreation for a total cost of \$160,643.50 per the Sourcewell Contract# 9971.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Board Action:**      ☐ Approved      ☐ Not Approved      ☐ Postponed      (check one)

# QUOTE

## NEXT GENERATION RECREATION

Sourcewell 

|         |              |
|---------|--------------|
| QUOTE # | NXTQ2073     |
| DATE    | Apr 22, 2025 |

### Bill To

Gustavo Bateman  
Independence School District  
201 N Forest Avenue  
Independence, Mo 64050

### Ship To

Gustavo Bateman  
Independence School District  
Thomas Hart Benton Elementary  
429 S leslie St  
Independence, Mo 64050

### Installation Location

Gustavo Bateman  
Independence School District  
Thomas Hart Benton Elementary  
429 S leslie St  
Independence, Mo 64050

gustavo\_bateman@idschools.org

Phone +18165215330

gustavo\_bateman@idschools.org

Phone +18165215330

Phone +18165215330

| Salesperson      | Prepared By | Payment Terms | Valid Through |
|------------------|-------------|---------------|---------------|
| Baron Washington | Ed McDowell | 50% DOWN      | May 22, 2025  |

| QTY | DESCRIPTION  | UNIT PRICE   | TOTAL PRICE  |
|-----|--|--------------|--------------|
| 1   | <p>Custom Playground Design for Independence School District - Thomas Hart Benton Elementary<br/>Drawing: THB-ISD-25<br/>Colors:<br/>Post: Cobalt<br/>Rotomold 1: Yellow<br/>Rotomold 2: White<br/>Component 1: Yellow<br/>Component 2: Cobalt<br/>Sheet Plastic: Cobalt<br/>Eco: Gray<br/>Perf Metal: Cobalt<br/>Koda: Blue</p> <p>Tube slide:<br/>Plastic: Cobalt<br/>No Climbing Sign: Yellow<br/>Supports: Yellow</p> <p>Dynamic Descents:<br/>Plastic: Cobalt<br/>Supports: Yellow</p> <p>Rope: Yellow</p> <p>Naica frame: Cobalt</p> | \$106,111.50 | \$106,111.50 |

| QTY | DESCRIPTION   | UNIT PRICE  | TOTAL PRICE |
|-----|---|-------------|-------------|
| 1   | Installation of new Playworld equipment<br>per drawing THB-ISD-25<br>assembly and installation of new equipment, inground footings, cutting asphalt for footings<br><br>**DOES NOT INCLUDE SAFETY SURFACING**<br><br>***STURCUTRE WILL BE SET FOR 4" OF SAFETY SURFACING*** | \$42,445.00 | \$42,445.00 |
| 1   | Removal & Disposal<br>Includes:<br>Removal & Disposals of exisiting poured in place & existing Little Tikes Structure at Thomas<br>Hart Benton Elementary - Independence  | \$9,587.00  | \$9,587.00  |

|                  |                     |
|------------------|---------------------|
| <b>SUBTOTAL</b>  | <b>\$158,143.50</b> |
| <b>SALES TAX</b> | <b>\$0.00</b>       |
| <b>SHIPPING</b>  | <b>\$2,500.00</b>   |
| <b>TOTAL</b>     | <b>\$160,643.50</b> |
| <b>DEPOSIT</b>   | <b>\$80,321.75</b>  |

|                     |      |
|---------------------|------|
| <b>SOURCEWELL #</b> | 9971 |
|---------------------|------|

A 50% deposit is required prior to order placement.

The remaining material balance will be invoiced with NET 30 terms from the date of shipment.

Labor costs will be invoiced with NET 30 terms upon completion of work.

|                |                     |
|----------------|---------------------|
| <b>TOTAL</b>   | <b>\$160,643.50</b> |
| <b>DEPOSIT</b> | <b>\$80,321.75</b>  |

To accept this quotation, sign here and return: \_\_\_\_\_

Signature acknowledges payment amount, deposit amount, and that you have received, read and agree to our terms and conditions.

**Agenda Item #:** v. 3.

**Subject / Title:** Accept Quote to Purchase Two (2) 77 Passenger Propane School Buses

☒ **Action Required**      ☐ **Information Only**      (check one)

**Description of Issue:**

**Background and rationale for this program / item**

The Transportation Department maintains a fleet of 130 buses. Over the past five years, we have been moving toward lower emission vehicles and have utilized grant funding to assist in these purchases. The district has been awarded funding for two buses. Each bus will qualify for grant funding in the amount of \$61,639. This award is through the Missouri Department of Natural Resources Diesel Emissions Reduction Act (DERA) Grant program.

**Desired results**

Approval to accept quote from Central States Bus Sales in the amount of \$182,940 per bus through NJPA/Sourcwell, Contract #102115-BBB.

**Personnel**

N/A

**Resources**

N/A

**Reviewed and Recommended:**

  
\_\_\_\_\_  
Superintendent

5/5/25  
\_\_\_\_\_  
Date

**Motion for Board Action:**

The Board of Education approves the quote to purchase two (2) 77 Passenger Propane School Buses in the amount of \$182,940 per bus.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Board Action:**      ☐ **Approved**      ☐ **Not Approved**      ☐ **Postponed**      (check one)

May 6, 2025

Independence School District  
Attention: Mr. Daryl Huddleston, TD  
900 South Powell Road  
Independence, MO 64050

Dear Mr. Huddleston:

I'm happy to help you with your school transportation needs. Blue Bird School Buses are unsurpassed in Quality, Durability, and Built-In Safety Features.

In accordance with your request, I have prepared a proposal for your consideration.

**2026 Blue Bird Vision 71 Pass Propane with AC and IMMI Std Seats: \$181,850.00 ea**

**2026 Blue Bird Vision 77 Pass Propane with AC and IMMI Std Seats: \$182,940.00 ea**

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**(see attached spec sheet)**

**These prices above have been competitively bid and awarded to Blue Bird Corp. and Central States Bus Sales through NJPA/Sourcwell. The awarded contract number is #102115-BBB.**

The terms of this bid requires payment due upon the delivery and acceptance of the new bus. An invoice would be submitted prior to delivery to enable the preparation of payment.

I appreciate your business. If you have any questions or require additional information, please feel free to contact me by phone at (314) 882-6047 or by e-mail at [ccaton@centralstatesbus.com](mailto:ccaton@centralstatesbus.com). Thanks again, and I hope to be hearing from you soon.

Respectfully,

Cliff Caton  
Northwest Missouri Regional Sales Manager  
Central States Bus Sales, Inc.

**Agenda Item #:** v. 4.

**Subject / Title:** Approval of Delegate for MOSIP Annual Meeting

**X** **Action Required**             **Information Only**      (check one)

**Description of Issue:**

**Background and rationale for this program / item**

The District invests its excess funds and bond funds through the Missouri Securities Investment Program (MOSIP). Participants in the Program can participate in the June 2025 annual meeting at the MSBA offices in Columbia, MO or by proxy.

**Desired results**

Approval for the District to elect to participate in the MOSIP Annual Meeting by granting its proxy to the MOSIP Board of Directors to vote on its behalf.

**Personnel**

Dr. Dale Herl

**Resources**

N/A

**Reviewed and Recommended:**

  
\_\_\_\_\_  
Superintendent

5/7/25  
\_\_\_\_\_  
Date

**Motion for Board Action:**

The Board of Education approves the District to elect to grant its proxy to the MOSIP Board of Directors to vote on its behalf.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Board Action:**             **Approved**             **Not Approved**             **Postponed**      (check one)

**Agenda Item #:** v. 5.

**Subject / Title:** Approval of Substitute Salary Guide for the 2025-2026 School Year

X **Action Required**           **Information Only**      (check one)

**Description of Issue:**

**Background and rationale for this program / item**

Following a comparison and review of metro school districts' Substitute Salary Guides information, the Administration is recommending approval of the Independence School District Substitute Salary Guide for the 2025-2026 school year as presented.

**Desired results**

Approval of the Substitute Salary Guide for the 2025-2026 school year.

**Personnel**

N/A

**Resources**

N/A

**Reviewed and Recommended:**

  
\_\_\_\_\_  
Superintendent

4/21/25  
\_\_\_\_\_  
Date

**Motion For Board Action:**

The Board of Education approves the 2025-2026 Substitute Salary Guide as presented.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Board Action:**           **Approved**           **Not Approved**           **Postponed**      (check one)

**INDEPENDENCE SCHOOL DISTRICT  
SUBSTITUTE, LONG-TERM, AND PART-TIME TEACHERS  
SALARY SCHEDULE  
2025-2026**

- A. Substitute Teachers** **\$130.00 per day**  
Persons holding a Missouri Teacher's Certificate who substitute intermittently on a day-to-day basis  
**OR**  
Persons holding a Missouri Substitute Teacher's Certificate who have completed the District's training program
- B. Paraeducator Substitute Assignment** **\$125.00 per day**
- C. Long-term Substitute Assignment**  
1. Missouri Teacher's Certificate **\$165.00 per day**  
2. Missouri Substitute Teacher's Certificate **\$140.00 per day**

**Related Information:**

- 1 Personnel appointed in any classification listed above will be paid only for the actual service days. Service days will be defined as days when pupils are in attendance, or when appointee is required to attend a workshop or planning session.
- 2 Substitute teachers will report 30 minutes before, and remain 30 minutes after, the regular instruction time schedule.
- 3 Part-day substitute assignments will be on a pupil-contact-basis at the rate of \$16.25 per hour.
- 4 Long-term substitutes are appointed to fill a temporary vacancy and will assume total responsibility of a regular staff member.
- 5 Only full-time, regularly employed personnel are eligible for sick leave, emergency leave, excused leave, or other welfare programs adopted as part of the salary schedule for each classification. A long-term substitute teacher will be allowed one (1) sick leave day per month (20) days of assignment, cumulative during, and applicable to each specific appointment.

Agenda Item #: v. 6.

Subject / Title: Approval of the Compilation of Communications from March Board Meeting Planning and Snow Day Makeup

☒ Action Required      ☐ Information Only      (check one)

**Description of Issue:**

**Background and rationale for this program / item**

In accordance with Board Policy G-285-B, any information or records intended for distribution to Board members must be approved for release by the Board of Education when such information is not already compiled in a prepared and readily accessible document.

**Desired results**

District staff estimates that it would take a combined 10 hours at a District cost of \$179.30 based upon the actual professional staff time to compile the requested information.

**Personnel**

District Personnel

**Resources**

District Personnel

**Reviewed and Recommended:**

  
Superintendent

5/7/25  
Date

**Motion for Board Action:**

Approval of the Compilation of Communications from March Board Meeting Planning and Snow Day Makeup.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Board Action:**      ☐ Approved      ☐ Not Approved      ☐ Postponed      (check one)

**Agenda Item #:** v. 7.

**Subject / Title:** Approval of Changes to Board of Education Policies – First Reading

**X** **Action Required**           **Information Only**    (check one)

**Description of Issue:**

**Background and rationale for this program / item**

The Board of Education's Policy Review Committee is comprised of Board members and administrators. The committee is charged with updating the Board Policy Manual as necessary to stay compliant with education laws and procedures. The Committee is recommending approval of changes/additions to Board of Education Policies C-155-P, E-300-P, F-140-P, and G-235-P. These Policy changes require two readings.

The committee will continue its work on revising policies and regulations and will report back to the Board as additional updates are needed.

**Desired results**

Approval of Board of Education Policy changes/additions as presented.

**Personnel**

N/A

**Resources**

N/A

**Reviewed and Recommended:**

  
\_\_\_\_\_  
Superintendent

5/7/25  
\_\_\_\_\_  
Date

**Motion For Board Action:**

The Board of Education approves this as the first reading of changes/additions to Board of Education Policies C-155-P, E-300-P, F-140-P, and G-235-P as presented.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Board Action:**           **Approved**           **Not Approved**           **Postponed**    (check one)

## **Visitors to District Property and Events**

### **C-155-P**

Visitors during school hours, including Board members, must sign in at the building main office prior to proceeding elsewhere in the building. The principal of each school building will ensure signs are posted to direct visitors to designated doors nearest the building office.

#### **Disruptive Conduct**

Visitors who engage in disruptive conduct or exceed the scope of their permission to be on District property may be considered trespassers and subject to arrest and prosecution. If a visitor engages in disruptive conduct, the Superintendent or designee may limit or revoke the visitor's permission to visit school property or parts of school property. The Superintendent or designee may inform the visitor that he or she is not welcome back on District property, or a specified portion of District property, and/or at District events for a specific period of time not to exceed one year. During any period of prohibition, the visitor will not be allowed on District property, except that no person may be denied the ability to attend open, public meetings of the Board and its committees or advisory committees except upon a specific finding by the Superintendent or Board of Education that denial of admission to such meetings is necessary to protect the Board's ability to conduct business at its meetings and is unrelated to any viewpoint expressed by that person. The Superintendent may make exceptions for parents, guardians or custodians of students enrolled in the District if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times.

To inform a visitor that he or she is not welcome back on District property or at District events, the Superintendent must send a restriction letter to the visitor, sent by first-class mail and by email, if known. The restriction letter shall include:

1. A description of the visitor's disruptive conduct;
2. The time period for which admission to District property and District events will be denied, not to exceed one year;
3. A description of the District property and events from which the visitor is restricted;
4. Whether the visitor is being restricted from attending open, public meetings of the Board and its committees or advisory committees; and
5. Notice of the visitor's right to appeal the restriction to the Board of Education, by referencing this policy, a copy of which will be provided with the letter

#### **Appeals**

Any visitor restricted for "disruptive" conduct under C-155-P, or a representative of the visitor, may submit a written appeal of the restriction to the Board of Education's Secretary via electronic mail or first-class mail. The appeal must be received by the Board of Education's Secretary within thirty (30) calendar days after the restricted visitor's receipt of the restriction letter. Therein, the visitor shall state all reasons why

they believe the restriction should be revised or overturned. Within fourteen (14) days following receipt of the visitor's appeal letter, the District's administration shall provide a written response to the Board of Education's Secretary, with a copy provided to the visitor, stating all reasons why the restriction should be affirmed. If the visitor submitted their appeal via electronic mail, the District shall provide its written response to the visitor via electronic mail; otherwise, the response shall be provided via first-class mail.

Within seven (7) days after receipt of the District administration's written response, the visitor or their representative may, but is not required to, submit to the Board of Education's Secretary a written rebuttal via electronic mail or first-class mail. If the visitor makes new factual assertions that were not raised in the original written appeal, the District's administration may, within seven (7) days following receipt of the written rebuttal, submit to the Board of Education's Secretary a written reply to address only those new factual assertions, with a copy provided to the visitor. Otherwise, the District's administration shall not provide any information to the Board of Education regarding the appeal outside of the contents of the administration's written submission until the Board of Education has issued a decision regarding the appeal.

Upon receipt of any written rebuttal, the Board of Education shall consider the visitor's appeal at the next regularly scheduled meeting of the Board of Education that is scheduled to take place at least five (5) business days after receipt of such rebuttal.

A visitor who is restricted from attending open, public meetings of the Board and its committees or advisory committees may, in lieu of submitting a written rebuttal, submit to the Board of Education's Secretary a request to provide an oral rebuttal at a Board of Education meeting. Upon receipt of any request to provide an oral rebuttal by a visitor who is restricted from attending open, public meetings of the Board and its committees or advisory committees, the visitor or a representative designated by the visitor shall be provided with the opportunity to address the Board at the next meeting of the Board of Education that is scheduled to take place at least five (5) business days after receipt of such request, and the Board of Education shall consider the visitor's appeal at that same meeting. If the District administration determines there is reason to believe that the visitor's presence at a Board of Education meeting will create an immediate danger to the physical safety of individuals present at the Board of Education meeting, the visitor may be required to address the Board of Education virtually rather than in person.

The visitor or their representative may address the Board of Education for a period of time not to exceed five (5) minutes. If, during their presentation, the visitor makes new factual assertions that were not raised in the original written appeal, the District's administration may address only those new factual assertions for a period of time not to exceed five (5) minutes, and the visitor may listen to such address. Otherwise, the District's administration shall not provide any information to the Board of Education regarding the appeal outside of the contents of the administration's written submission until the Board of Education has issued a decision regarding the appeal.

If the visitor does not submit a written rebuttal or request to provide an oral rebuttal within seven (7) days of receiving the District administration's written response, the Board shall consider the appeal at the next meeting of the Board of Education that is scheduled to take place at least five (5) business days after the expiration of the time to submit such written rebuttal or request an oral rebuttal.

The Board of Education shall consider the visitor's written appeal, the District's response, and the visitor's written or oral rebuttal, if any, and the District's reply to any new factual assertions in the visitor's rebuttal in deciding whether to affirm, overturn, or revise the restriction. The Board of Education will provide notice of its decision to the appealing visitor and Superintendent within three (3) business days of the Board meeting. The Board of Education's decision shall be final.

### **Possession of Weapons, Alcohol, and Illegal Substances**

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board. Possession or use of alcohol or any illegal substances is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District.

### **Sex Offenders**

Individuals listed on the Missouri Highway Patrol's sex offender registry 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. For those extraordinary circumstances when permission is granted, it will be granted in writing for a specific event. In such cases, the Superintendent will notify the principal of the building in which the sex offender will be present and arrange for the sex offender to be supervised at all times and the sex offender will not be permitted to be alone with a child.

## **Teacher Union Representation**

### **E-300-P**

The District will use this policy to recognize a union to represent District teachers for collective bargaining purposes, unless the applicable collective bargaining agreement includes a conflicting provision, in which case, the agreement will control. In accordance with law, all employees other than teachers must apply for certification of their employee representative with the Missouri State Board of Mediation. The Superintendent is authorized to develop procedures governing this union representation selection process.

### **Request to Change or Decertify Representation**

The Board will only recognize an organization, association, union, or professional group ("a union") as the representative for District teachers through a secret ballot election. District teachers may request to change or decertify the representative of the bargaining unit through a secret ballot election. To request an election, a District teacher must submit the following to the Superintendent:

- For a change in the representative of the bargaining unit, a description of the proposed bargaining unit. This will include the general classifications of employees to be included and excluded as well as the approximate number of teachers in the proposed unit. For decertification of representation, a description of the current bargaining unit.
- The name of the proposed union as the exclusive representative and the name and contact information for the union's contact person. For decertification of representation, the name of the current representative and the contact information for the union's contact person.
- A petition, signed by at least 30% of the District's teachers in the proposed unit or current unit if decertification is sought, requesting an election by secret ballot. ~~requesting an election by secret ballot signed by at least 30% of the District's teachers in the proposed unit or current unit if decertification is sought.~~ Signatures cannot be older than 90 days from the date the petition was submitted to the Secretary of the Board~~Superintendent~~. The petition must be submitted in sealed envelope separate from the other information submitted and must be labeled "Petition".

When the ~~Superintendent~~ Secretary of the Board receives the request and the information outlined above, as applicable, the ~~Secretary of the Board~~Superintendent will post notice of receipt of the request in the same location Board meeting notices are posted and notify the current exclusive representative of such notice. The notice will include a deadline no earlier than 20 business days from the date the notice was posted for District teachers interested in representation by a different union to submit a request.

### **Interest in Representation by Another Union**

District teachers interested in representation by a different union must submit the same information outlined above ~~with the exception that only 10% of the District teachers must sign the sealed petition.~~ The Board will delay setting a date for the election until the information is reviewed by ~~the Superintendent and~~ the person designated to review the petition(s). If the request is submitted before the deadline and includes the information outlined above, the union will be listed on the ballot.

### **Person Designated to Review the Petition(s)**

The Superintendent, the union contact person identified by the requesting District teacher, and the union contact person of the union currently representing District teachers, ~~if applicable,~~ will select a person mutually acceptable to the District and the union(s) to review the petition(s) ~~in accordance with District procedure.~~

### **Election Procedures**

The Superintendent and one representative from each organization on the ballot shall meet to discuss, develop, and agree to ground rules and procedures for conducting the election.

### **Ballot Language**

~~The ballot language will be developed and mutually agreed upon by the Superintendent, the union currently recognized, and the union seeking recognition. The Superintendent will submit recommended ballot language to the Board and any union(s) that will appear on the ballot may submit recommended ballot language to the Board. All ballots must include an option for a District teacher to vote not to be represented by any union and to be represented by the existing union, if applicable. The Board will review and approve the ballot language, in its sole discretion.~~

### **Timetable and Notice of Election**

After all petitions have been verified by the person designated to review the petition(s), an election will occur within twenty (20) business days. Notice of the election shall be posted to all eligible members of the bargaining unit no less than six (6) business days prior to the opening of the election polls.

### **Election Results**

~~If a union receives a majority of the votes cast by members of the bargaining unit, that unit will be elected the exclusive bargaining representative. The results of the election may result in a conclusive election, an inconclusive election requiring a runoff election, or a null election.~~

### **Conclusive Elections**

~~If a union receives the vote of a majority of the teachers in the bargaining unit and the Board votes to certify the election, that union will become the District teacher bargaining representative. If a ballot provides for only two options, and no union receives the vote of a majority of the teachers in the bargaining unit, no union will be certified by the Board as the District teacher bargaining representative.~~

————Inconclusive Elections Requiring a Runoff Election

If a ballot provides for no less than three options, including at least 2 unions and an option for no representation, and none of the options received the vote of a majority of the teachers in the bargaining unit, it is an inconclusive election. The Board will certify the election as such and set a date for a runoff election. There will only be one runoff election, unless the Board directs otherwise.

————Runoff Elections

The ballot for a runoff election will be among the two choices that received the largest number of votes in the last election, whose sum of the votes aggregate at least one more than half of the total teachers in the bargaining unit. All District teachers in the bargaining unit may vote in the runoff election.

Null Elections

If all choices on the ballot receive an equal number of votes or if two choices received an equal number of votes and a third choice received a higher, but less than the vote of a majority of the teachers in the bargaining unit, this is a null election, which the Board will declare and set another date for a new election. If the second election results in another null election, the Board will dismiss the petition and no change is made to the District teacher bargaining representative, regardless if there is one already in place. If the second election results in an inconclusive election, a runoff election will be held, as described above.

————Circumstance without a Runoff or Rerun Election

If two or more choices on the ballot receive an equal number of votes, another receives no votes, and all eligible voters have voted, neither a runoff nor a rerun election will be conducted. Without a union receiving the vote of a majority of the teachers in the bargaining unit, no change is made to the District teacher bargaining representative, regardless if there is one already in place.

————Final Election Results

The final election results will be presented to the Board after the deadline for filing objections has expired or the Board issued a decision on all objections and challenged ballots, if necessary.

Once a union is made to be the District teacher bargaining representative through an election and Board certification, a petition requesting another election to change or decertify the representative of the bargaining unit will not be accepted for a minimum of one year after the Board voted to certify the results of the previous election.

**Objections to Conduct of Election**

Within ten (10) business days after the tally of ballots has been furnished to the parties, any party may file objections to the conduct of the election or conduct affecting the results of the election. If objections are filed, the parties shall meet to mutually agree upon a person to investigate the claims and, if deemed necessary, that person will hold a hearing with the parties to make a decision on the objections.

**Election Costs**

Any costs of the election shall be borne equally by the District and each organization on the ballot.

**Open-Window Period**

A petition for decertification of the Association as the exclusive bargaining representative, or request to change representation, of the teacher unit may be filed by an District teacher, as outlined above no earlier than January 1, 2026 and no later than April 1, 2026.

Adoption Date(s): July 12, 2023

## **Purchasing**

### **F-140-P**

The Superintendent or designee will supervise District purchases to ensure compliance with the District's budget, as well as state and federal law. Purchases that exceed \$~~15075~~,000 must have prior Board approval unless the Superintendent determines an emergency exists. District staff members are encouraged to purchase products manufactured, assembled or produced in the United States. The District will follow all requirements for purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs.

### **Purchasing Generally**

The Superintendent or designee will supervise District purchasing to ensure the following:

1. No purchase that may exceed \$~~15075~~,000 will be made without prior Board approval, unless it is an emergency and is approved by the Superintendent.
2. Purchases may only be made through a purchase order, credit or purchasing card, [employee reimbursement](#), or through petty cash.
3. All purchases must receive approval from the appropriate supervisor responsible [or designee](#) for the budget code from which the purchase is made.
4. The Superintendent or designee must approve travel expenses such as airline tickets and hotel reservations.
5. All purchases must be appropriately documented consistent with District guidelines. Documentation related to purchases will be maintained in accordance with the Missouri Secretary of State's retention manual and include an audit trail linking the solicitation, evaluation, award and payment.
6. District staff will provide the District's tax-exempt letter [or tax number](#) to vendors before making any purchase that may be taxed.
7. No contract will be entered into or bill paid without the proper documentation and an affirmative vote from a majority of the whole Board.
8. Any contract to provide the District services in excess of \$5,000 to the District must be conditioned on the provider submitting a sworn affidavit and documentation affirming enrollment in E-Verify and stating that the provider does not knowingly employ any person who is not authorized to work in the U.S. or including such in the contract.

## Competitive Purchasing

Unless bidding or other procurement method is required by law for a particular type of product or service, the District will comply with the following:

### ~~Purchases For Less than \$3,500~~

~~Employees will make a purchasing decision for less than \$3,500 using the general purchasing procedures.~~

### ~~Purchases for \$3,500 or More, but Less than \$105,000~~

~~Employees will make a purchasing decision for less than \$10,000 using the general purchasing procedures.~~

~~If the estimated expenditure is \$3,500 or more but less than \$15,000, the employee authorized to make the purchase must receive at least three official quotes through the general purchasing procedures before making a purchasing decision.~~

### ~~Purchases For \$10,0005,000 or More but Less than \$15075,001~~

~~If the estimated expenditure is for \$10,0005,000 or more but less than \$15075,001, one of the following must be met: Sanctioned ISD approved COOP purchasing group, the employee authorized to make the purchase must receive at least three official quotes through the general purchasing procedures, including Superintendent approval, before making a purchasing decision, or sole source, or administrative quote exception, including Superintendent approval or designee, before making a purchasing decision.~~

### ~~Purchases For \$250150,0010 or More~~

~~If the estimated expenditure is \$15075,001 or more, the purchase will be made through the general purchasing procedures, including the formal written bid process procedures, with Board approval.~~

## Emergency Purchasing

Unless competitive bidding is required by law, the Superintendent or designee may waive the requirement of competitive bids or proposals when an emergency exists.

## Request for Proposals and Negotiations

Requests for proposals (RFPs) may be sought in the same manner as competitive bids when competitive bidding is not required. The District will select the best proposal as determined by the evaluation of the RFP and any negotiations. The Superintendent or designee shall have the right to reject any or all proposals.

## Single Source Providers

The Superintendent or designee may waive the requirement of competitive bids or proposals when there is only one feasible source for the purchase.

### **Routine Purchases**

The Superintendent or designee may bid or negotiate for the products or services to be routinely purchased throughout the school year. The Superintendent or designee will approve providers at least annually to ensure that the prices of the products and services provided remain competitive.

### **Cooperative Purchasing**

Cooperative purchasing, including local and state intergovernmental agreements, may be used as approved by Superintendent or designee.

### **Legal Requirements for Specific Types of Purchases**

The District will comply with all procurement laws relating to specific types of purchases, including, but not limited to, the following:

1. *Auditors:* See 5 C.S.R. [30-4.030](#).
2. *Construction Projects:* Construction projects that may exceed \$50,000 shall be advertised in a newspaper of general circulation and competitively bid. See Sections [107.170](#), [177.086](#), [285.530](#), [290.210](#) - [290.340](#), [292.675](#), RSMo.
3. *Construction Managers and Design-Builders:* Construction management, construction manager at risk and design-build contractor services must be advertised, bid and selected in accordance with law. See Sections [8.675](#) - [8.687](#), [67.5050](#), [67.5060](#), RSMo.
4. *Depositories:* Depositories of funds will be competitively bid at least every five years. See Sections [165.201](#) - [165.291](#), RSMo.
5. *Design Professionals:* Architectural, engineering or land surveying services must be selected in accordance with law. See Sections [8.285](#) - [8.291](#), RSMo.
6. *Food Service Management:* Food service management companies will be competitively bid in accordance with state and federal law. See [7 C.F.R. 210.16](#); [5 C.S.R. 30-680.010](#).
7. *General Liability Insurance:* General liability and other forms of insurance contracts will be competitively bid at least every six years. See Section [376.696](#), RSMo.
8. *Health and Life Insurance:* Health and life insurance contracts will be competitively bid at least every three years. See Section [67.150](#), RSMo.
9. *E-Rate Purchases:* When purchasing services using federal E-Rate Funds, the District will comply with federal law detailing the competitive bidding process. See [47 C.F.R. 54.503](#).
10. *Purchases from Board Members or Employees:* Transactions with School Board members or employees, their spouses, dependent children in their custody and businesses they are associated with will only be conducted as required by law and Board policy. See Sections [105.454](#), [105.458](#), [171.181](#), RSMo.

### **Purchasing Preferences**

When purchasing, the District will comply with all legal requirements for the preferred selection of providers, products and services.

### **Credit and Purchasing Cards**

The following rules apply to the use of District credit or purchasing cards:

1. The Board will set limitations on the use of the Superintendent's credit/purchasing card. The Superintendent or designee will set the limit on all other credit/purchasing cards.
2. Any employee using a District card shall first sign a card usage agreement and receive training on procedures for card use.
3. Employees issued credit or purchasing cards must reconcile their statements weekly. Documentation, including receipts and the appropriate budget code, will be produced for each item purchased.
4. The Superintendent or designee will examine all documentation prior to payment. If any purchase was made by an employee contrary to law, Board policy or administrative procedures, the Superintendent/designee will immediately confiscate the card.
5. District cards will not be used to purchase personal items, or unauthorized items.

## **Board Member Elections**

### **G-235-P**

The voters of the District will biennially elect two directors for terms of six years each on the municipal Election Day in April. An additional director will be elected every six years.

#### **Candidate Filing**

Before the seventeenth Tuesday preceding the election, the Board shall publish in at least one newspaper of general circulation in the District the opening filing date, the offices to be filled, the place for filing, the closing date for filing and a statement that candidates filing on the first day of filing will be listed on the ballot in an order assigned by random drawing. Only candidates who filed a Declaration of Candidacy form and returned the number of required petition signatures on the first day of filing are eligible for the random drawing for the order in which names will appear on the ballot.

Candidates filing their Declaration of Candidacy form and required petition signatures after the first day of filing will be listed on the ballot after the candidates eligible for the random drawing in the order in which their valid Petitions are received by the Board Secretary.

Qualified applicants for the Board may file a Declaration of Candidacy form and the number of required petition signatures during business hours in the Superintendent's office commencing at 8:00 a.m. on the seventeenth Tuesday prior to the election and ending at 5:00 p.m. on the fourteenth Tuesday prior to the election. The candidate shall declare his or her intent to become a candidate in person and in writing to the Secretary of the Board or designee. The District will designate a location where candidates will form a line to file the necessary paperwork in order to determine the order of such filings for ballot placement.

Qualified applicants for the Board are required to file with the Secretary of the Board a petition with at least one hundred signatures of qualified registered voters of the School District of Independence prior to 5:00 p.m. on the fourteenth Tuesday prior to the election. Qualified applicants for the Board must obtain Petition forms in-person from the Secretary of the Board during the filing period and such form must be initialed by the Secretary of the Board.

The names of qualified candidates shall be placed on the ballot in order of filing except that for candidates who file a Declaration of Candidacy form and return the number of required petition signatures prior to 5:00 p.m. on the first day of filing, the District shall determine by random drawing the order in which such candidates' names shall appear on the ballot. Each candidate filing their Declaration of Candidacy form and number of required petition signatures on the first day shall personally draw a number at random at 5:00 p.m. in the Superintendent's Office on the first day of filing. Personal representatives may only be used for the random drawing in accordance with the provisions in the section below, "Filing by Certified Mail". The District shall record the number drawn with the candidate's Declaration of Candidacy. The names of candidates filing their Declaration of Candidacy and the required number of petition signatures on

the first day of filing shall be listed in ascending order of the numbers so drawn and ahead of the names of candidates filing on a later date.

The notice of election and certification of candidates must be submitted to the election authority by the tenth Tuesday prior to the election in the manner provided by law. After the tenth Tuesday prior to the election, the candidate list may only be modified pursuant to court order, in accordance with law.

Prior to the District's certification of candidates to the election authority, a candidate may withdraw from the election by presenting to the District a notarized written statement of his or her intention to withdraw. After the deadline for certification of candidates to the election authority, a candidate may only withdraw pursuant to court order, in accordance with law.

The District will provide each candidate a copy of the Notice of Candidate's Obligation to File a Financial Interest Statement and a plain language summary of the applicable laws provided by the Missouri Ethics Commission as required by law. Candidates must comply with laws concerning eligibility, campaign financing and campaign disclosures.

### **Filing by Certified Mail**

In accordance with law, candidates may file by certified mail if they are unable to file the Declaration of Candidacy and other necessary paperwork in person due to a physical disability or because they are members of the U.S. Armed Forces on active duty. Upon request, the District will provide potential candidates the necessary paperwork prior to the opening date of candidate filing and during the filing period.

The candidate must personally sign the Declaration of Candidacy and other documents necessary for filing that require a signature and the signatures must be notarized. In addition, the Declaration of Candidacy of a person with a physical disability who is filing by certified mail must be accompanied by a notarized statement from a licensed physician verifying the disability. A candidate on active-duty military service who is filing by certified mail must include a notarized statement from the candidate's commanding officer verifying the candidate's active duty status.

A candidate's completed Declaration of Candidacy and other necessary documents must be received by the District during the official candidate filing period in order for the candidate to appear on the ballot. If these documents are received by the District before 8:00 a.m. on the first day of filing or after 5:00 p.m. on the last day of filing, the District will not accept them and will return them to the candidate.

While the Declaration of Candidacy and other necessary documents must be sent to the District by certified mail in accordance with law, the candidate may designate a personal representative to draw a number at the designated time established by the District if filing on the first day or stand in line on behalf of the candidate for ballot placement purposes by submitting a completed and notarized form provided by the District. If filing a Declaration of Candidacy form and the number of required petition signatures on the first day, the candidate's name will appear on the ballot based upon the random

drawing. Otherwise, the candidate's name will appear on the ballot in the order the Declaration of Candidacy form and other necessary documents are received. As long as the candidate's Declaration of Candidacy and other necessary documents are received by the District after the beginning of filing and before the close of filing on the last day of filing, the candidate's ballot placement as determined by the personal representative's participation will stand.

If the candidate does not designate a personal representative for ballot placement purposes and the District receives the candidate's Declaration of Candidacy and other necessary documents the first day of filing, the candidate will be listed on the ballot after all other candidates who filed on the first day of filing. If the District receives the necessary documents on any other day of filing, the District will list the candidate on the ballot in the order the Declaration of Candidacy and other necessary documents are physically received by the District. If two or more candidates file by certified mail on the same day and the filings are received at the same time, the District will list the candidate with the earlier postmark date first. If two or more postmark dates are identical, the candidates will be listed in the order the mail is processed.

If the required paperwork is received after candidate filing has closed for the day or on a day the District's offices are closed, the candidate will be considered to have filed first on the next day filings are received.

### **Write-In Candidates**

If candidates have filed for a position, a person interested in becoming a write-in candidate must file a Declaration of Intent to be a write-in candidate with the proper election authority prior to 5:00 p.m. on the second Friday immediately preceding the Election Day in order for the votes to be counted. If no candidates have filed for the position, filing a Declaration of Intent to be a write-in candidate is not necessary but is recommended.

### **No Election Held**

No election will be held if, after the last date of candidate filing, the number of candidates who have filed is equal to the number of positions to be filled by the election. However, if the number of candidates filing exceeds the number of positions, the election will be held even if a sufficient number of candidates withdraw so that the number of candidates remaining after the filing deadline is equal to the number of positions to be filled. Also, if the number of candidates who have filed is equal to the number of positions to be filled by the election and the District has an issue on the ballot (a bond or tax levy issue), an election will be held and the ballot will include the issue and the names of all candidates.