



Agenda  
Regular Session Meeting  
Sedalia School District #200  
Monday, March 9, 2020 6:30 p.m.  
Washington Elementary  
610 South Engineer Avenue  
Cafeteria

**Call to Order**

1.1 Call to Order Info

**Recognitions and Presentations**

2.1 Public and Staff Comment Info

2.2 Sedalia School District Foundation Info

2.3 Sedalia Community Educators Association Info

2.4 Approval of March 9, 2020 Agenda **Action**

**Consent Agenda**

3.1 Minutes for Monthly Business Meeting February 24, 2020 **Action**

3.2 Personnel **Action**

**Decision Unfinished Business**

4.1 Absence Time Keeping **Action**

4.2 Recruiting & Hiring and Frontline Central **Action**

4.3 CSIP Plan **Action**

**Decision**

5.1 City of Sedalia Heckart Community Center **Action**

5.2 Budget Revision Capital Projects Fund **Action**

5.3 Business and Marketing Assessment Program Evaluation **Action**

5.4 Family and Consumer Sciences Program Evaluation **Action**

5.5 PLTW Program Evaluation **Action**

**Discussion**

6.1 Student Transportation Info

6.2 Mowing Contract Info

6.3 Salary Schedule Info

6.4 Insurance Consultant Proposal Info

6.5 Activities Department Programs and Positions Info

6.6 Midwest Computech Agreement Amendment Info

**Information**

7.1 Strategos Safety Audit Info

**Adjournment**

8.1 Adjournment to Closed Session **Action**

**Upcoming Meetings**

9.1 March 30, 2020 – Regular Board Meeting at 6:30 pm, Sedalia Middle School, Media Center



Minutes  
Regular Meeting  
Sedalia School District #200  
Monday, February 24, 2020 6:30 p.m.  
Heber Hunt Elementary  
600 South Warren  
Gymnasium

Call to Order	Dr. Sharp president, called the meeting to order at 6:30 p.m.
Quorum	Board Members present: Dr. Jeffrey Sharp, President; Scott Gardner, Vice President; Diana Nichols, Secretary; Matthew Herren, Barbara Schrader, and Michael Stees.
Absent	Kenny Coffelt, Treasurer
Present	Steve Triplett, Superintendent; Dr. Todd Fraley, Assistant Superintendent; Dr. Nancy Scott, Assistant Superintendent; Dr. Harriet Wolfe, CFO; Pam Moon, Recording Secretary.
Public Comments	None.
Recognitions & Pres.	Sedalia School District Foundation Sedalia Community Educators Association Fall Award Recognitions
Approval of Agenda	Scott Gardner moved, seconded by Barbara Schrader, that the Board approve the Amended February 24, 2020 Agenda as follows: Move Consent Item 3.2 Personnel to Closed Session and Change Discussion Item 6.6 FirstNet Provider to Decision Item 6.6. Affirmative: 6
Consent Agenda	Scott Gardner moved, seconded by Diana Nichols, that the Board approve Minutes for Monthly Business Meeting January 27, 2020, Treasurer's Report, Payment of Bills, Battle High School Show Festival Guarantee. Affirmative: 6
Vocational Enhancement Grant	Scott Gardner moved, seconded by Diana Nichols, that the Board approve the 2020-2021 Vocational Enhancement Grant for a total amount of \$48,800, and district match of \$13,700 as presented. Affirmative: 6
MCE Policy Update	Scott Gardner moved, seconded by Matthew Herren, that the approve the following policies and regulations: P1210, P2640, P2874, P4870, P4871 as presented. Affirmative: 6
Policy Update 2770	Scott Gardner moved, seconded by Michael Stees, that the Board approve the Policy Update 2770 Mechanical Restraint as presented. Affirmative: 6
Alternative Internet Provider	Scott Gardner moved, seconded by Matthew Herren, that the Board approve the Alternative Internet Provider AT&T and Socket for network capabilities as presented. Affirmative: 6



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- Property/Casualty Insurance Scott Gardner moved, seconded by Matthew Herren, that the Board approve the Property Insurance with MOPERM and Casualty Insurance with Liberty Mutual for a total cost of \$500,533 as presented. Affirmative: 6
- Budget Amendments Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Budget Amendment Projected Revenue in the amount of \$54,616,082.60, and Projected Expenditures in the amount of \$56,826,150.75 as presented. Affirmative: 6
- Lease Cert 2015B Refunding Scott Gardner moved, seconded by Michael Stees, that the Board approve the resolution approving a refunding certificate of participation, series 2015B as presented. Affirmative: 6
- Loftus Early Childhood Matthew Herren moved, seconded by Michael Stees, that the Board approve the Loftus Early Childhood product accent change from brick to metal as presented. Affirmative: 6
- Loftus Early Childhood GBH CO Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Loftus Early Childhood GBH Change Order(s) a one motion in the amount of \$14,593.90 as presented. Affirmative: 6
- Loftus Early Childhood All Pro Barbara Schrader moved, seconded by Michael Stees, that the Board approve the Loftus Early Childhood All Pro Electric in the amount of \$3,070.50 as presented. Affirmative: 6
- Loftus Early Childhood 9A Scott Gardner moved, seconded by Barbara Schrader, that the Board approve the Loftus Early Childhood Work Package "9A" – Flooring and Base to Interior Surface Enterprises, LLC in the amount of \$194,765 as presented. Affirmative: 6
- Loftus Early Childhood Mr. Triplett provided an update on the Loftus Early Childhood.
- Insurance Broker Dr. Scott presented information on the district's insurance, and RFP.
- Food Service Van Dr. Fraley presented information on the purchase of a Food Service Transportation Van.
- Absence Time Keeping Dr. Scott and Dr. Fraley presented information on Absence Management and Time and Attendance Software.
- CSIP Plan Ms. Brownfield and Ms. Gilmore presented information on the CSIP Plan.
- FirstNet Provider Dr. Fraley presented information on FirstNet Provider.
- Scott Gardner moved, seconded by Barbara Schrader, that the Board approve AT&T's FirstNet network for a monthly cost of \$899.80 as presented. Affirmative: 6



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Smith-Cotton DECA	Joel Sherman presented the donation from Smith-Cotton High School DECA.
ProEnergy Donation	Mr. Triplett presented the donation from ProEnergy.
Charlie Marshall Donation	Mr. Triplett presented the donation from ProEnergy.
2019-20 Free/Reduced	Dr. Fraley presented on the 2019-20 Free/Reduced Lunch Percentage Report.
Membership and Enrollment	Mr. Triplett presented on the Membership and Enrollment Report.
Attendance 90/90	Mr. Triplett presented information on the Attendance 90/90 Report.
Adjournment	Scott Gardner moved, seconded by Michael Stees, to adjourn to closed session for purposes listed in sections RSMo. 610.021 (1) Legal Actions, (3) Personnel, and (13) Protected Records at 8:03 p.m. Affirmative: 6

Approved this 9<sup>th</sup> day of March 2020, by order of the Board of Education, Sedalia School District #200, Pettis County, Sedalia, MO.

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Diana Nichols, Secretary

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Dr. Jeffrey Sharp, President



1400 Atwater Drive Malvern, PA 19355

**Customer:** **Order Form Details:**

Sedalia 200 School District  
2806 Matthew Dr  
Sedalia, Missouri, 65301  
United States

**Contact:** Nancy Scott  
**Title:** Asst. Superintendent-Human Resources  
**Phone:** (660)829-6454  
**Email:** scotttn@sedalia200.org

**Pricing Expiration:** 3/09/2020  
**Quote Currency:** USD  
**Account Manager:** Ann Johnson

**Startup Cost Billing Terms:** One-Time, Invoiced after signing  
**Subscription Billing Frequency:** Annual  
**Sale Type:** New  
**Initial Term:** 3/09/2020 – 6/30/2023

**Pricing Overview** **Amount**

<b>One-Time Fees</b>	<b>\$11,040.00</b>
<b>Annual Recurring Fees</b>	<b>\$21,619.57</b>
<b>(Initial Term Prorated Fees)</b>	<b>\$6,752.41</b>

**One-Time Fees Itemized Description** **Quantity** **Amount (each)** **Amount**

Frontline Implementation	1	\$11,040.00	\$11,040.00
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**Annual Recurring Fees Itemized Description** **Start Date** **End Date** **Amount**

(Absence & Time Solution Prorated Term)	3/09/2020	6/30/2020	\$6,752.41
Absence & Time Solution	7/01/2020	6/30/2021	\$21,619.58
Absence & Time Solution	7/01/2021	6/30/2022	\$22,700.56
Absence & Time Solution	7/01/2022	6/30/2023	\$23,835.58



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### Additional Order Form Information

#### Tax Information

**Tax Exemption:** We currently have a tax exemption certificate on file for you.

#### PO Information

**PO Status:** Purchase order to follow

**PO #:**

**Note:** If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to [billing@frontlineed.com](mailto:billing@frontlineed.com), otherwise a PO shall not be required for payment



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Invoicing Schedule	Due Date	Amount
<b>Invoice: One Time</b> Frontline Implementation	<b>Upon Signing</b>	<b>\$11,040.00 + applicable sales tax</b> \$11,040.00
<b>Invoice: Prorated</b> Absence & Time Solution	<b>4/08/2020</b>	<b>\$6,752.41 + applicable sales tax</b> \$6,752.41
<b>Invoice: Annual</b> Absence & Time Solution		<b>\$21,619.57 + applicable sales tax</b> \$21,619.58
Absence & Time Solution		\$22,700.56
Absence & Time Solution		\$23,835.58



1400 Atwater Drive Malvern, PA 19355

**MASTER SERVICES AGREEMENT**

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, with an address at 1400 Atwater Drive, Malvern, PA 19355 ("Frontline" or "Frontline"), and the customer identified below ("Customer"). Frontline and Customer are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the Terms and Conditions contained herein (the "Terms and Conditions"), including any exhibits, Order Form(s), Order Form Terms and Conditions and Statements of Work (collectively, the "Agreement"). To place orders subject to this Agreement, at least one Order Form (as defined below) must be incorporated into this Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

<p><b>Frontline Technologies Group LLC dba Frontline Education</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: <u>1400 Atwater Drive</u> <u>Malvern, PA 19355</u></p> <p>Email: <u>billing@frontlineed.com</u></p>	<p><b>Sedalia 200 School District</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: <u>2806 Matthew Dr</u> <u>Sedalia, Missouri 65301</u></p> <p>Email: _____</p>
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**Attached:** *Terms and Conditions Exhibit A*

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**MASTER SERVICES AGREEMENT**  
**TERMS AND CONDITIONS**

**1. Software and Services**

1.1. Software. Subject to the terms and conditions set forth in this Agreement (including any Order Forms, Order Form Terms and Conditions and/or Statement of Work), Frontline hereby grants Customer a non-exclusive, non-transferable license to use the software identified on any Order Form (the "Software") and the technical manuals, instructions, user information, training materials, and other documentation that accompany the Software and contain its technical specifications, as may be amended from time to time ("Documentation") solely for internal use by its then-current employees, contractors, agents, representatives and other end users authorized to use the Software on Customer's behalf (collectively, "Authorized Users" or "End Users") in the ordinary course of Customer's business. Frontline shall provide any professional or other services set forth in an Order Form (the "Services"). All rights, title and interest to the Software and any work product, deliverables or other materials provided by Frontline ("Work Product") are expressly reserved and retained by Frontline or its licensors, including any program or other application that is designed to integrate and be used with the Software, whether or not developed independently by Frontline, and all improvements, modifications and intellectual property rights therein. Customer shall not, and Customer shall require any Authorized Users to not (a) transfer, assign, export, or sublicense the Software or Work Product except as specifically set forth herein, or its license rights thereto, to any other person, organization or entity, including through rental, timesharing, service bureau, subscription, hosting, or outsourcing the Software (whether or not such sublicense, hosting or outsourcing is by Customer or for Customer); (b) attempt to create any derivative version thereof; (c) remove or modify any marking or notice on or displayed through the Software, Work Product or Documentation, including those related to Frontline's or its licensors' proprietary rights in and to the Software, Work Product or Documentation, as applicable; or (d) de-compile, decrypt, reverse engineer, disassemble, or otherwise reduce same to human-readable form. Without limiting the foregoing, Customer may not sublicense, outsource or otherwise grant access to the Software to any third party vendor without Frontline's prior written consent, including any third party host of the Software for Customer. Frontline shall have the right (but not the obligation) to monitor Customer's and its Authorized Users' use of the Software to confirm Customer's and its Authorized Users' compliance with the terms of this Agreement.

1.2. Authorized Users. The total number of Authorized Users will be limited to the numerical or category limitations set forth in an Order Form, if any. Customer acknowledges and agrees that, depending on the specific Software provided by Frontline to Customer and/or the category of Authorized User, Authorized Users may have different access and usage rights to the Software. Customer shall ensure that Authorized Users comply with the terms and conditions of this Agreement with respect to access and use of the Software and any acts or omissions of such Authorized Users with respect to the same will be deemed acts or omissions of Customer for which Customer will be responsible on a joint and several basis. Customer is solely responsible for approving and provisioning any and all usernames and passwords assigned to or adopted by Customer's Authorized Users in connection with use of the Software. Customer is responsible for all activities that occur as a result of the use of such usernames and passwords. Customer will notify Frontline promptly of any unauthorized use of such usernames and passwords or any other breach of security known to Customer.

1.3. Order Forms. Customer may place orders for the Software and Services by entering into a mutually agreed Order Form, which shall become a part of this Agreement and be attached hereto as Exhibit A. No other document shall be required to affect a legally binding purchase under this Agreement. Any preprinted or other terms contained on Customer's purchase order or otherwise shall be inapplicable to this Agreement. Unless an Order Form states otherwise, each Order Form is independent of each other Order Form (but each Order Form is a part of and integral to this Agreement).

1.4. Software Administrator; Maintenance Windows. At all times, Customer must have an employee who has obtained the Software administrator certification training from Frontline and who is certified by Frontline as a Software administrator ("Software Administrator"). If Software Administrator ceases to serve as such, Customer shall promptly provide written notice to Frontline and have another employee obtain Frontline Software administrator certification and be designated as a Software Administrator, at Customer's expense. Frontline shall provide Customer with assistance regarding the use of the Software during Frontline's normal business hours (EST), Monday through Friday. Such assistance shall be provided only to Customer's Software Administrator. Frontline may perform system maintenance and/or software updates periodically upon advanced notice to Customer. However, due to extenuating circumstances, Frontline may, at times, need to perform maintenance without the ability to provide advance notice.

1.5. Customer Content. The Software and Services may enable Customer and its Authorized Users to provide, upload, link

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to, transmit, display, store, process and otherwise use text, files, images, graphics, illustrations, information, data (including Personal Data as that term is defined in applicable laws), audio, video, photographs and other content and material in any format (collectively, the "Customer Content") in connection with the Software and Services. Customer hereby grants to Frontline a non-exclusive, royalty-free license to reproduce, display, distribute, modify, prepare derivative works of and otherwise use the Customer Content for the purpose of providing the Software and otherwise performing its obligations and exercising its rights under this Agreement. Customer shall have the sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness and ownership of all of the Customer Content. Frontline will act as a data processor, and will act on Customer's instruction concerning the treatment of Personal Data provided in connection with the Software and Services, as specified in the Order Form. Customer shall provide any notices and obtain any consents (including consent of any parent or guardian for any minor) related to Customer's use of the Software and receipt of the Services and Frontline's provision of the Software and Services, including those related to the collection, use, processing, transfer and disclosure of Personal Data. Customer acknowledges and agrees that it must properly enter data, information and other Customer Content and configure settings within the Software in order for the Software to operate properly. Customer shall verify the accuracy of any of the Customer Content, forms, workflow and configuration settings entered on the Software. Frontline shall not have any liability arising from the inaccuracy of scoring, completeness, use of or reliance on the information contained in the extract of data from any Software or Services under this Agreement. Customer assumes the sole responsibility for the selection of the Software and Services to achieve Customer's intended results, the use of the Software and Services, and the results attained from such selection and use. Customer represents and warrants that it is the owner of the Customer Content, or has obtained permission for such use from the owner of the Customer Content, including evaluation frameworks and/or rubrics uploaded into the Software. As to any content or data made available to Frontline, Customer represents that it has notified and obtained consent from all necessary persons (including parents, students, teachers, interns, aides, principals, other administrative personnel, and classroom visitors), and has taken all other actions that may be necessary to ensure that use of the products, services, or related materials provided or produced hereunder complies with all applicable laws and regulations as well as school or district policies.

1.6. Integration. Customer may, at Customer's direction and with or without Frontline's assistance, integrate or otherwise use the Software in connection with third party courseware, training, and other information and materials of third parties ("Third Party Materials") and Frontline may make certain Third Party Materials available in connection with the Software and Services. Customer acknowledges and agrees that (a) Frontline is authorized to provide the Customer Content to a specified third party or permit such third party to have access to the Customer Content in connection with Third Party Materials; and (b) Frontline does not control and is not responsible for, does not warrant, support, or make any representations regarding (i) Third Party Materials; (ii) the Customer Content provided in connection with such Third Party Materials, including a third party's storage, use or misuse of the Customer Content; or (iii) Customer's uninterrupted access to Third Party Materials. Customer understands that the use of the Software may involve the transmission of the Customer Content over the Internet and over various networks, only part of which may be owned or operated by Frontline, and that Frontline takes no responsibility for data that is lost, altered, intercepted, or stored without Customer's authorization during the transmission of any data whatsoever across networks whether or not owned or operated by Frontline. If Customer engages Frontline to assist in Customer's integration or use of the Software with Third Party Materials, you authorize Frontline to access and use such Third Party Materials in connection with such assistance and you represent and warrant that you have the rights necessary to grant such authorization. Customer agrees to be bound by the terms, conditions and restrictions of the applicable third party license agreement with respect to such Third Party Materials.

1.7. Hosting. The Software will be hosted by an authorized subcontractor (the "Hosting Service Provider") that has been engaged by Frontline and shall only be accessed by Customer on websites, using Customer's computers. As part of the Services, the Hosting Service Provider shall be responsible for maintaining a backup of the Customer Content. The Hosting Service Provider is an independent third party not controlled by the Frontline. Accordingly, IN NO EVENT WILL FRONTLINE BE LIABLE FOR ANY DIRECT, GENERAL, SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING BUT NOT LIMITED TO LOSS OR DAMAGE TO DATA, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION OR ANY OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE, DUE TO PROBLEMS (INCLUDING BUT NOT LIMITED TO ERRORS, MALFUNCTIONS) ASSOCIATED WITH THE FUNCTIONS OF SERVERS MAINTAINED BY THE HOSTING SERVICE PROVIDER, EVEN IF FRONTLINE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

1.8. Customer Responsibilities. Customer understands and agrees that (a) Customer shall have sole responsibility for

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administering access security (e.g. the granting of rights to Customer's users); (b) Customer shall review any calculations made by using the Services and satisfy Customer that those calculations are correct; and (c) if Customer uses the Services for reimbursement or payment from Medicaid and other government agencies, Frontline shall have no responsibility, and Customer shall have sole responsibility, to submit information and claims for such reimbursement or payment. Frontline does not warrant that the Services, or the results derived therefrom, will meet Customer's requirements, or that the operation of the Services will be uninterrupted or error-free. The customer is solely responsible for obtaining and maintaining, at its own expense, all hardware, software and services needed to use the Software, including any and all servers, computers, and Internet access services. In connection with the performance of the Services, Customer shall provide Frontline's personnel with all such cooperation and assistance as they may reasonably request, or otherwise may reasonably be required, to enable Frontline to perform its obligations (including the provision of the Services), and exercise its rights, under and in accordance with the terms and conditions of this Agreement.

## 2. Invoicing and Payment

All fees and charges will be set forth in the applicable Order Form(s). The Startup Cost set forth on the first page of an Order Form will be invoiced to Customer by Frontline upon execution of the applicable Order Form. Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120 day implementation period. The Annual Subscription will be invoiced to Customer by Frontline based on the Subscription Start Date (as set forth in the Order Form) unless otherwise stated on the front of an Order Form. The Subscription Start Date shall be defined as thirty (30) days after Customer's signature of an applicable Order Form. Except as otherwise provided, Frontline shall invoice Customer in US Dollars and Customer shall pay all fees, charges, and expenses within thirty (30) days of the date of an invoice via check or ACH. Without prejudice to its other rights and remedies, if Frontline does not receive any payment by its due date, Frontline may assess a late payment charge on the unpaid amount at the rate of 1.5% per month or, if less, the highest rate allowed under applicable law. Frontline reserves the right to increase any of the fees once annually during any Renewal Term by providing at least thirty (30) days advance notice to Customer. All charges under this Agreement are exclusive of, and Customer is solely responsible for, any applicable taxes, duties, fees, and other assessments of whatever nature imposed by governmental authorities. Without limiting the foregoing, Customer shall promptly pay to Frontline any amounts actually paid or required to be collected or paid by Frontline pursuant to any statute, ordinance, rule or regulation of any legally constituted taxing authority. If the Customer claims tax-exempt status or the right to remit taxes directly, the tax-exempt number must be entered on the first page of any applicable Order Form and the Customer shall indemnify and hold Frontline harmless for any loss occasioned by its failure to pay any tax when due. If for any reason Frontline's personnel travel to Customer's facility or otherwise in connection with the Software or Services under this Agreement, Customer shall be responsible for the reasonable costs of transportation, lodging, meals and the like for Frontline's personnel.

## 3. Warranties and Disclosures

3.1. Mutual. Each Party represents and warrants that the Party's execution, delivery, and performance of this Agreement (a) have been authorized by all necessary action of the governing body of the Party; (b) do not violate the terms of any law, regulation, or court order to which such Party is subject or the terms of any agreement to which the Party or any of its assets may be subject; and (c) are not subject to the consent or approval of any third party. Customer represents and warrants on behalf of itself and any of its Authorized Users that it has the full legal right to provide the Customer Content and that the Customer Content will not (a) infringe any intellectual property rights of any person or entity or any rights of publicity, personality, or privacy of any person or entity, including as a result of failure to obtain consent to provide Personal Data or otherwise private information about a person; (b) violate any law, statute, ordinance, regulation, or agreement, including school or district policies; or (c) constitute disclosure of any confidential information owned by any third party.

3.2. Software Warranties. Frontline represents and warrants that (a) the Software will perform substantially in accordance with the specifications set forth in the then-current Documentation and (b) the Services will be performed in a professional and workmanlike manner. The foregoing warranty will not apply (i) if Customer is in default or breach of any of its obligations under this Agreement, or (ii) to any non-conformance of the Software, Work Product or Services due to (A) Customer's failure to permit the installation/implementation of any update, upgrade or release provided by Frontline, (B) Customer's negligence, abuse, misapplication or misuse of the Software (including Customer's failure to operate the Software in accordance with Documentation), or (C) Customer's use or operation of the Software in or with any technology (including any software, hardware, firmware, system or network) not approved in writing by Frontline. In the event of a non-conformance of the Software, Work Product or Services reported to and verified by Frontline, Frontline will make commercially reasonable efforts to correct such non-conformance. Customer's sole remedy is limited to the replacement, repair, or refund, at Frontline's option, of defective Software or Work Product or re-performance of the Services. Notwithstanding the foregoing, any Third-

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Party Materials shall be subject only to such third-party terms and any warranties therein.

3.3. Disclaimers. EXCEPT AS EXPRESSLY PROVIDED HEREIN, FRONTLINE AND ITS LICENSORS EXPRESSLY DISCLAIM ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, AS TO ANY ASPECT OF THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FRONTLINE AND ITS LICENSORS DO NOT WARRANT THAT THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS WILL BE UNINTERRUPTED, OR ERROR-FREE; NOR DO THEY MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS.

#### **4. Confidential Information Privacy**

4.1. Confidential Information. During the term of this Agreement and for two (2) years thereafter, each Party will use the same degree of care to protect the other Party's Confidential Information as it uses to protect its own confidential information of like nature, but in no circumstances less than reasonable care. "Confidential Information" means any information that is marked or otherwise indicated as confidential or proprietary, in the case of written materials, or, in the case of information that is disclosed orally or written materials that are not marked, by notifying the other Party of the proprietary and confidential nature of the information, such notification to be done orally, by email or written correspondence, or via other means of communication as might be appropriate. Notwithstanding the foregoing, (a) Confidential Information of Frontline shall include the Software and the terms of this Agreement and (b) Confidential Information of Customer shall include Personal Data regarding Customer's users provided in connection with the Software and Services. Confidential Information does not include information which (a) was known to the receiving Party or in the public domain before disclosure; (b) becomes part of the public domain after disclosure by a publication or other means except by a breach of this Agreement by the receiving Party; (c) was received from a third party under no duty or obligation of confidentiality to the disclosing Party; or (d) was independently developed by the receiving Party without reference to Confidential Information. Aggregated data that does not contain personally identifiable information regarding Customer's users provided in connection with the Software and Services will be Confidential Information and property of Frontline. The receiving Party will not be liable for disclosures of Confidential Information that are required to be disclosed by law or legal process, so long as the recipient notifies the disclosing Party, provides it with an opportunity to object and uses reasonable efforts (at the expense of the disclosing Party) to cooperate with the disclosing Party in limiting disclosure.

4.2. Privacy. Frontline understands that its performance of the Services may involve the disclosure of student personally identifiable information ("Student PII") (as defined in the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99) ("FERPA") by the Customer to Frontline. Frontline agrees that it will not use or re-disclose Student PII except in compliance with and all applicable state and federal laws, including FERPA. Customer acknowledges that Frontline is a "school official" with a legitimate educational interest in receiving Student PII under FERPA and Frontline agrees that it will comply with the requirements of 34 C.F.R. § 99.33 regarding its use and re-disclosure of Student PII.

4.3. Data Security. Frontline will utilize commercially reasonable administrative, technical, and physical measures designed to maintain the confidentiality and security of Confidential Information and Student PII submitted by Customer. Customer understands and agrees that no security measures can be 100% effective or error-free and understands that Frontline expressly disclaims (a) any warranty that these security measures will be 100% effective or error-free or (b) any liability related to the confidentiality and security measures utilized by third parties.

#### **5. Indemnification.**

Customer shall indemnify Frontline and its officers, directors, employees, and agents and hold them harmless from all third-party claims, liabilities, expenses, and losses (including attorneys' fees and expenses) arising from or related to any breach by Customer of this Agreement, including failure to obtain consent to provide Personal Data or otherwise private information about a person.

#### **6. Limitations of Liability.**

OTHER THAN THE FEES, CHARGES AND EXPENSES PAYABLE PURSUANT HERETO, IN NO EVENT SHALL EITHER PARTY (OR IN THE CASE OF FRONTLINE, ITS LICENSORS) BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, WHETHER FORESEEABLE OR UNFORESEEABLE, OF ANY KIND WHATSOEVER (INCLUDING LOST PROFITS) ARISING FROM OR RELATING TO THIS AGREEMENT OR THE USE OR NON-USE OF THE SOFTWARE, WORK PRODUCT OR SERVICES. NOTWITHSTANDING ANYTHING CONTAINED IN THIS AGREEMENT TO THE CONTRARY, IN NO EVENT SHALL FRONTLINE'S (OR ITS LICENSORS') TOTAL LIABILITY ARISING FROM OR RELATING TO THIS AGREEMENT, WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE, EXCEED THE TOTAL AMOUNTS PAID TO FRONTLINE HEREUNDER DURING THE TWELVE MONTHS IMMEDIATELY

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PRECEDING THE EVENTS GIVING RISE TO SUCH CLAIMS. Each Party acknowledges and agrees that the warranty disclaimers and liability and remedy limitations in this Agreement are material, bargained for provisions of this Agreement and that fees and consideration payable hereunder reflects these disclaimers and limitations.

#### **7. Term and Termination.**

The term of this Agreement will commence on the Effective Date and continue until such time that there are no valid Order Forms. The initial term of each Order Form under this Agreement shall (a) begin on the Subscription Start Date (as defined in Section 2 above) and (b) continue for one year or such longer period as provided in an Order Form (the "Order Form Initial Term") and will renew for successive one-year terms thereafter (each, a "Renewal Term") unless one Party notifies the other Party of non-renewal in writing at least sixty (60) days prior to the end of the current term of such Order Form. Customer may terminate any Order Form at any time after the Order Form Initial Term, in whole or in part, for any reason or no reason, on sixty (60) days prior written notice. Upon notice of such termination, a pro-rata portion of all outstanding invoices shall become immediately due and payable. If such invoice has been paid by the Customer, Customer shall be entitled to a pro-rata credit to be applied to future Frontline services. Either Party may terminate this Agreement in the event that the other Party materially breaches this Agreement the other Party does not cure such breach within thirty (30) days after written notice of such Expiration or termination of any Order Form or Statement of Work shall constitute the expiration or the termination of such Order Form or Statement of Work only and shall not affect this Agreement or any other Order Form or Statements of Work outstanding under this Agreement. Notwithstanding the foregoing, unless otherwise mutually agreed by the parties in writing, any Order Form or Statement of Work outstanding as of the date of termination or expiration of this Agreement shall remain in effect and continue to be governed by the terms of this Agreement and its own terms until such time as such Order Form or Statement of Work is completed, expires or is otherwise terminated. Upon the termination or expiration of this Agreement, the licenses granted to Customer under Section 1.1 will terminate automatically and Customer (i) shall immediately cease using the Software and Documentation and (ii) for a period of thirty (30) days, may request a copy of the Customer Content that is in Frontline's possession in the format retained by Frontline. The following provisions of this Agreement will survive expiration or termination of this Agreement Sections 3.3, 4, 5, 6, 7 and 9. Frontline may (without limitation of any other rights or remedies) suspend use of the Software in the event that (A) Customer is delinquent in payment of any amount due to Frontline under this Agreement (and has not cured such delinquency within five (5) days following written notice thereof to Customer), (B) Customer has breached any of the provisions of Section 1 of this Agreement, or (C) in Frontline's reasonable good faith determination, suspension of use of the Software is necessary to avoid or mitigate harm to the security of Frontline's or its customers' systems or data. Any such suspension will not constitute a termination of this Agreement.

#### **8. District Ordering.**

Any other school district in the same state as Customer ("School District") may also purchase from Frontline a license to the Software and provision of the Services for the School District's own account on the same terms and conditions as are applicable to Customer under these Terms and Conditions (excluding any pricing terms and conditions). Each School District will be separately liable for payment for such Software and Services and its compliance with these Terms and Conditions, and neither Customer nor any School District will be liable for the acts, omissions or obligations of any other School District under these Terms and Conditions. Frontline will have no obligations to provide any Software or Services to a School District until such time as Frontline and such School District enter into an Order Form which references and is subject to these Terms and Conditions. By so doing, the School District agrees to be bound by these Terms and Conditions and for purposes of its order is considered "Customer" as that term is used in these Terms and Conditions. In the event that Customer and Frontline amend these Terms and Conditions (each an "Amendment"), any and all such Amendments will be enforceable against each School District that has executed an Order Form which references and is subject to these Terms and Conditions upon notice of such Amendment from Frontline unless Frontline has agreed in writing with School District that the Amendment, or specific provisions within the Amendment, do not apply to such School District.

#### **9. General.**

Frontline and Customer are each independent contractor and neither Party shall be, nor represent itself to be, the franchiser, partner, broker, employee, servant, agent, or legal representative of the other Party for any purpose whatsoever. Customer may not sublicense, assign, or transfer this Agreement, or any rights and obligations under this Agreement, in whole or in part, without Frontline's prior written consent. Any attempted assignment in violation of this Section shall be void. This Agreement shall be binding upon and inure to the benefit of, the permitted successors and assigns of each Party. Notwithstanding anything to the contrary in this Agreement, except for Customer's obligations to pay amounts due under this Agreement, neither Party will be deemed to be in default of any provision of this Agreement for any delay, error, failure, or

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interruption of performance due to any act of God, terrorism, war, strike, or other labor or civil disturbance, interruption of power service, interruption of communications services, problems with the Internet, act of any other person not under the control of such Party, or other similar cause. If the Customer requests to be added as an additional insured on any Frontline insurance policy, the limits of such policies shall be subject to the Limitations of Liability stated in Section 6 herein. This Agreement may be amended only by written agreement of the Parties, and any attempted amendment, including any handwritten changes on this Agreement, in violation of this Section shall be void. The waiver or failure of either Party to exercise in any respect any right provided under this Agreement shall not be deemed a waiver of such right in the future or a waiver of any other rights established under this Agreement. This Agreement does not confer any rights or remedies upon any person other than the Parties, except Frontline's licensors. When used herein, the words "includes" and "including" and their syntactical variations shall be deemed followed by the words "without limitation." This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be the same agreement.

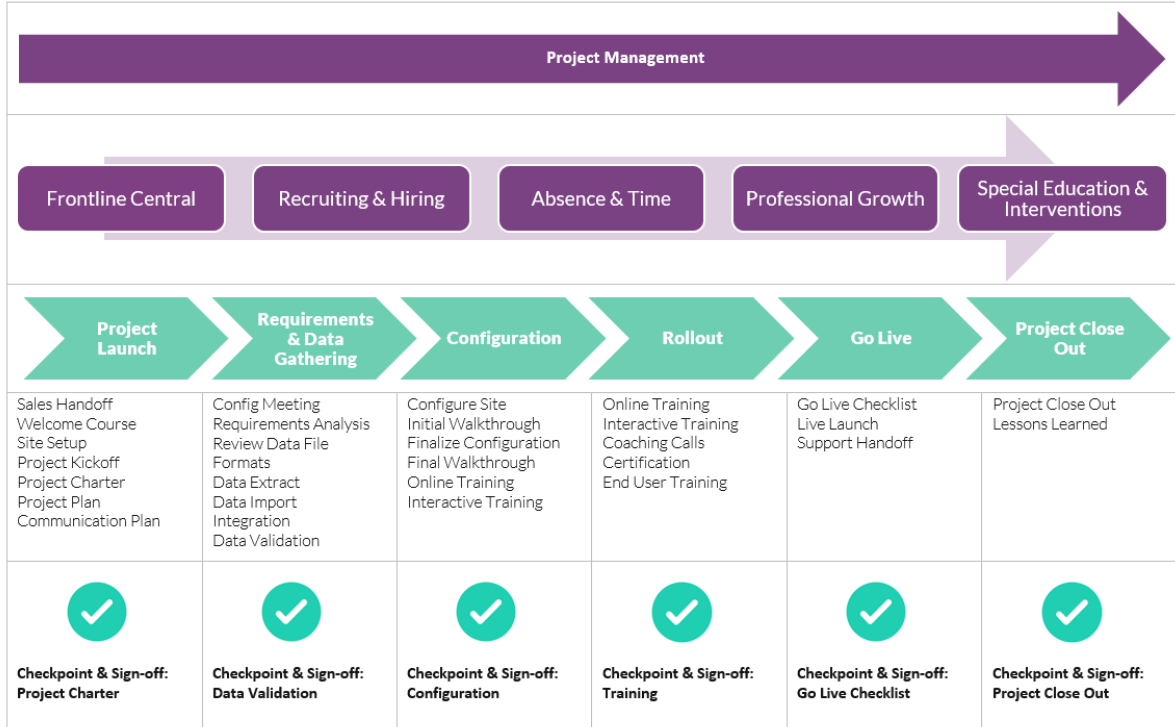


# Absence & Time Solution

Standard Implementation Services

## Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.



## Scope/Deliverables

### Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal procedures utilized for Client’s workforce management, both time and attendance and substitute placement processes.
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Role-based Learning Center: ongoing, anytime access to knowledge base articles available to all district staff
- Project Status Calls: periodic project status calls throughout implementation to review progress to the project schedule
- Project Close Out Call

### Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.



## Configuration - Absence & Substitute Management

Setups	Pre-configured with Absence and Substitute Management	Frontline Education Configuration Services
Skills	4	Based on organization and state requirements
Employee Types	6	Based on organization requirements
Schools (Generic)	5	Based on organization requirements
Absence Reasons	6	Based on organization requirements
Permission Profiles	2	Consultation on additional permission profiles based on organization requirements

## Configuration - Time & Attendance

Setups	Time and Attendance Preconfigured Setups	Frontline Education Configuration Services
Job Type	1	Implementation consultant will assist client on importing up to 1,000 job types.
Position	1	Implementation consultant will assist client on importing up to 1,000 positions.
Staff Group	1	Implementation consultant will assist client on configuring up to 5 employee contract types.
Accrual Profile	N/A	Implementation consultant will assist client on configuring up to 4 unique leave accrual policies.
Pay Period	1	Up to 4
Account Allocation	N/A	Based on State or Payroll Requirements
Permissions	Set-up Default Permissions	N/A

Note: Employee Pay Rates are out of scope for time & attendance.

## Data Imports

During implementation, we will assist with the import of the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

### Data Imports – Absence & Substitute Management

- School Locations and Settings
- Employee Types
- Absence Reasons
- Employee Data
- Substitute Data
- Organization/Campus User Data

### Data Imports – Time & Attendance

- Job Types
- Account Codes & Account Allocations
- Positions
- User Enrollment
- User Assignments
- Work Schedules



## Systems Integration

Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include —

### Systems Integration - Absence & Substitute Management

- Standard integration with Frontline Education Solutions' Recruiting and Hiring and Professional Growth
- sFTP integration to Professional Growth
- One established interface with a Substitute Pay & Employee Leave external integration
- An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources
- For a complete list of our vendor partners, please refer to:  
[https://www.frontlineeducation.com/Partners/Find\\_a\\_Partner](https://www.frontlineeducation.com/Partners/Find_a_Partner)

### Systems Integration - Time & Attendance

- Standard integration with Frontline Education Solution Absence and Substitute Management.
- One established interface with HRIS/payroll system.
- One established interface with biometric identification system.
  - An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources
  - For a complete list of our vendor partners, please refer to:  
[https://www.frontlineeducation.com/Partners/Find\\_a\\_Partner](https://www.frontlineeducation.com/Partners/Find_a_Partner)

## Reporting

### Reporting - Absence & Substitute Management

- 25+ standard reports
- Client may create additional ad-hoc reports with “Report Writer” utility once trained

### Reporting - Time & Attendance

- 15 standard reports included in pre-configuration services
- Client may create additional ad-hoc reporting with “Report Writer” Utility

## Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out



## Schedule

On average, a typical Absence & Substitute Management implementation project runs 6 - 8 weeks and a Time & Attendance implementation project runs 10 - 14 weeks. Below is an example of a project schedule for implementation for the Absence & Time bundle. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2019						
				Jan	Feb	Mar	Apr	May	Jun	Jul
Sample Solution Rollout	1/2/19	7/19/19	143	[Gantt bar spanning Jan to Jul]						
Project Kickoff	1/2/19	1/8/19	5	[Gantt bar in Jan]						
Insights Platform Migration (clients with existing Frontline solutions)	1/9/19	1/22/19	10	[Gantt bar in Jan]						
Absence & Time: Absence Management	2/11/19	4/18/19	49		[Gantt bar in Feb-Apr]					
Absence & Time: Time & Attendance	5/1/19	7/19/19	58				[Gantt bar in May-Jul]			

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

## Client Project Team: Roles & Responsibilities

### Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

### System Administrators

- System Administrator: e.g. HR Director, Substitute Coordinator, Payroll Clerk, etc.
- When implementing Frontline Absence & Time, we encourage districts to have at least two system administrators.
- The “main” contact(s): responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
  - Create/edit/delete: Employee Types, Schools, Absence Reasons, user accounts and permissions, approval workflows, etc.
  - Configure system preferences
  - Provide system support to end users

### IT Department

- Will work with Frontline Education Support teams to:
  - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
  - Provide technical support in instances where local network/technology configurations impact usage of our solutions
  - Potentially support in-solution integrations
  - Assist by making sure all necessary equipment is available for System Administrators to successfully utilize Frontline’s web-based tools



## Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

## Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.





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**Customer:** **Order Form Details:**

Sedalia 200 School District  
2806 Matthew Dr  
Sedalia, Missouri, 65301  
United States

**Pricing Expiration:** 3/09/2020  
**Quote Currency:** USD  
**Account Manager:** Ann Johnson

**Contact:** Nancy Scott  
**Title:** Asst. Superintendent-Human Resources  
**Phone:** (660)829-6454  
**Email:** scotttn@sedalia200.org

**Startup Cost Billing Terms:** One-Time, Invoiced after signing  
**Subscription Billing Frequency:** Annual  
**Sale Type:** New  
**Initial Term:** 3/09/2020 – 6/30/2023

**Pricing Overview** **Amount**

<b>One-Time Fees</b>	<b>\$8,560.00</b>
<b>Annual Recurring Fees</b>	<b>\$19,481.63</b>
<b>(Initial Term Prorated Fees)</b>	<b>\$6,084.68</b>

**One-Time Fees Itemized Description** **Quantity** **Amount (each)** **Amount**

Frontline Implementation	1	\$8,560.00	\$8,560.00
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**Annual Recurring Fees Itemized Description** **Start Date** **End Date** **Amount**

(Frontline Central Solution Prorated Term)	3/09/2020	6/30/2020	\$2,537.60
(Recruiting & Hiring Solution Prorated Term)	3/09/2020	6/30/2020	\$3,547.08
Frontline Central Solution	7/01/2020	6/30/2021	\$8,124.75
Frontline Central Solution	7/01/2021	6/30/2022	\$8,530.99
Frontline Central Solution	7/01/2022	6/30/2023	\$8,957.54
Recruiting & Hiring Solution	7/01/2020	6/30/2021	\$11,356.88
Recruiting & Hiring Solution	7/01/2021	6/30/2022	\$11,924.72
Recruiting & Hiring Solution	7/01/2022	6/30/2023	\$12,520.96



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### Additional Order Form Information

#### Tax Information

**Tax Exemption:** We currently have a tax exemption certificate on file for you.

#### PO Information

**PO Status:** Purchase order to follow

**PO #:**

**Note:** If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to [billing@frontlineed.com](mailto:billing@frontlineed.com), otherwise a PO shall not be required for payment



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Invoicing Schedule	Due Date	Amount
<b>Invoice: One Time</b>	<b>Upon Signing</b>	<b>\$8,560.00 + applicable sales tax</b>
Frontline Implementation		\$8,560.00
<b>Invoice: Prorated</b>	<b>4/08/2020</b>	<b>\$6,084.68 + applicable sales tax</b>
Frontline Central Solution		\$2,537.60
Recruiting & Hiring Solution		\$3,547.08
<b>Invoice: Annual</b>		<b>\$19,481.63 + applicable sales tax</b>
Frontline Central Solution		\$8,124.75
Frontline Central Solution		\$8,530.99
Frontline Central Solution		\$8,957.54
Recruiting & Hiring Solution		\$11,356.88
Recruiting & Hiring Solution		\$11,924.72
Recruiting & Hiring Solution		\$12,520.96



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**MASTER SERVICES AGREEMENT**

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, with an address at 1400 Atwater Drive, Malvern, PA 19355 ("Frontline" or "Frontline"), and the customer identified below ("Customer"). Frontline and Customer are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the Terms and Conditions contained herein (the "Terms and Conditions"), including any exhibits, Order Form(s), Order Form Terms and Conditions and Statements of Work (collectively, the "Agreement"). To place orders subject to this Agreement, at least one Order Form (as defined below) must be incorporated into this Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

<p><b>Frontline Technologies Group LLC dba Frontline Education</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: <u>1400 Atwater Drive</u> <u>Malvern, PA 19355</u></p> <p>Email: <u>billing@frontlineed.com</u></p>	<p><b>Sedalia 200 School District</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: <u>2806 Matthew Dr</u> <u>Sedalia, Missouri 65301</u></p> <p>Email: _____</p>
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**Attached:**     *Terms and Conditions Exhibit A*

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**MASTER SERVICES AGREEMENT**  
**TERMS AND CONDITIONS**

**1. Software and Services**

1.1. Software. Subject to the terms and conditions set forth in this Agreement (including any Order Forms, Order Form Terms and Conditions and/or Statement of Work), Frontline hereby grants Customer a non-exclusive, non-transferable license to use the software identified on any Order Form (the "Software") and the technical manuals, instructions, user information, training materials, and other documentation that accompany the Software and contain its technical specifications, as may be amended from time to time ("Documentation") solely for internal use by its then-current employees, contractors, agents, representatives and other end users authorized to use the Software on Customer's behalf (collectively, "Authorized Users" or "End Users") in the ordinary course of Customer's business. Frontline shall provide any professional or other services set forth in an Order Form (the "Services"). All rights, title and interest to the Software and any work product, deliverables or other materials provided by Frontline ("Work Product") are expressly reserved and retained by Frontline or its licensors, including any program or other application that is designed to integrate and be used with the Software, whether or not developed independently by Frontline, and all improvements, modifications and intellectual property rights therein. Customer shall not, and Customer shall require any Authorized Users to not (a) transfer, assign, export, or sublicense the Software or Work Product except as specifically set forth herein, or its license rights thereto, to any other person, organization or entity, including through rental, timesharing, service bureau, subscription, hosting, or outsourcing the Software (whether or not such sublicense, hosting or outsourcing is by Customer or for Customer); (b) attempt to create any derivative version thereof; (c) remove or modify any marking or notice on or displayed through the Software, Work Product or Documentation, including those related to Frontline's or its licensors' proprietary rights in and to the Software, Work Product or Documentation, as applicable; or (d) de-compile, decrypt, reverse engineer, disassemble, or otherwise reduce same to human-readable form. Without limiting the foregoing, Customer may not sublicense, outsource or otherwise grant access to the Software to any third party vendor without Frontline's prior written consent, including any third party host of the Software for Customer. Frontline shall have the right (but not the obligation) to monitor Customer's and its Authorized Users' use of the Software to confirm Customer's and its Authorized Users' compliance with the terms of this Agreement.

1.2. Authorized Users. The total number of Authorized Users will be limited to the numerical or category limitations set forth in an Order Form, if any. Customer acknowledges and agrees that, depending on the specific Software provided by Frontline to Customer and/or the category of Authorized User, Authorized Users may have different access and usage rights to the Software. Customer shall ensure that Authorized Users comply with the terms and conditions of this Agreement with respect to access and use of the Software and any acts or omissions of such Authorized Users with respect to the same will be deemed acts or omissions of Customer for which Customer will be responsible on a joint and several basis. Customer is solely responsible for approving and provisioning any and all usernames and passwords assigned to or adopted by Customer's Authorized Users in connection with use of the Software. Customer is responsible for all activities that occur as a result of the use of such usernames and passwords. Customer will notify Frontline promptly of any unauthorized use of such usernames and passwords or any other breach of security known to Customer.

1.3. Order Forms. Customer may place orders for the Software and Services by entering into a mutually agreed Order Form, which shall become a part of this Agreement and be attached hereto as Exhibit A. No other document shall be required to affect a legally binding purchase under this Agreement. Any preprinted or other terms contained on Customer's purchase order or otherwise shall be inapplicable to this Agreement. Unless an Order Form states otherwise, each Order Form is independent of each other Order Form (but each Order Form is a part of and integral to this Agreement).

1.4. Software Administrator; Maintenance Windows. At all times, Customer must have an employee who has obtained the Software administrator certification training from Frontline and who is certified by Frontline as a Software administrator ("Software Administrator"). If Software Administrator ceases to serve as such, Customer shall promptly provide written notice to Frontline and have another employee obtain Frontline Software administrator certification and be designated as a Software Administrator, at Customer's expense. Frontline shall provide Customer with assistance regarding the use of the Software during Frontline's normal business hours (EST), Monday through Friday. Such assistance shall be provided only to Customer's Software Administrator. Frontline may perform system maintenance and/or software updates periodically upon advanced notice to Customer. However, due to extenuating circumstances, Frontline may, at times, need to perform maintenance without the ability to provide advance notice.

1.5. Customer Content. The Software and Services may enable Customer and its Authorized Users to provide, upload, link

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to, transmit, display, store, process and otherwise use text, files, images, graphics, illustrations, information, data (including Personal Data as that term is defined in applicable laws), audio, video, photographs and other content and material in any format (collectively, the "Customer Content") in connection with the Software and Services. Customer hereby grants to Frontline a non-exclusive, royalty-free license to reproduce, display, distribute, modify, prepare derivative works of and otherwise use the Customer Content for the purpose of providing the Software and otherwise performing its obligations and exercising its rights under this Agreement. Customer shall have the sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness and ownership of all of the Customer Content. Frontline will act as a data processor, and will act on Customer's instruction concerning the treatment of Personal Data provided in connection with the Software and Services, as specified in the Order Form. Customer shall provide any notices and obtain any consents (including consent of any parent or guardian for any minor) related to Customer's use of the Software and receipt of the Services and Frontline's provision of the Software and Services, including those related to the collection, use, processing, transfer and disclosure of Personal Data. Customer acknowledges and agrees that it must properly enter data, information and other Customer Content and configure settings within the Software in order for the Software to operate properly. Customer shall verify the accuracy of any of the Customer Content, forms, workflow and configuration settings entered on the Software. Frontline shall not have any liability arising from the inaccuracy of scoring, completeness, use of or reliance on the information contained in the extract of data from any Software or Services under this Agreement. Customer assumes the sole responsibility for the selection of the Software and Services to achieve Customer's intended results, the use of the Software and Services, and the results attained from such selection and use. Customer represents and warrants that it is the owner of the Customer Content, or has obtained permission for such use from the owner of the Customer Content, including evaluation frameworks and/or rubrics uploaded into the Software. As to any content or data made available to Frontline, Customer represents that it has notified and obtained consent from all necessary persons (including parents, students, teachers, interns, aides, principals, other administrative personnel, and classroom visitors), and has taken all other actions that may be necessary to ensure that use of the products, services, or related materials provided or produced hereunder complies with all applicable laws and regulations as well as school or district policies.

1.6. Integration. Customer may, at Customer's direction and with or without Frontline's assistance, integrate or otherwise use the Software in connection with third party courseware, training, and other information and materials of third parties ("Third Party Materials") and Frontline may make certain Third Party Materials available in connection with the Software and Services. Customer acknowledges and agrees that (a) Frontline is authorized to provide the Customer Content to a specified third party or permit such third party to have access to the Customer Content in connection with Third Party Materials; and (b) Frontline does not control and is not responsible for, does not warrant, support, or make any representations regarding (i) Third Party Materials; (ii) the Customer Content provided in connection with such Third Party Materials, including a third party's storage, use or misuse of the Customer Content; or (iii) Customer's uninterrupted access to Third Party Materials. Customer understands that the use of the Software may involve the transmission of the Customer Content over the Internet and over various networks, only part of which may be owned or operated by Frontline, and that Frontline takes no responsibility for data that is lost, altered, intercepted, or stored without Customer's authorization during the transmission of any data whatsoever across networks whether or not owned or operated by Frontline. If Customer engages Frontline to assist in Customer's integration or use of the Software with Third Party Materials, you authorize Frontline to access and use such Third Party Materials in connection with such assistance and you represent and warrant that you have the rights necessary to grant such authorization. Customer agrees to be bound by the terms, conditions and restrictions of the applicable third party license agreement with respect to such Third Party Materials.

1.7. Hosting. The Software will be hosted by an authorized subcontractor (the "Hosting Service Provider") that has been engaged by Frontline and shall only be accessed by Customer on websites, using Customer's computers. As part of the Services, the Hosting Service Provider shall be responsible for maintaining a backup of the Customer Content. The Hosting Service Provider is an independent third party not controlled by the Frontline. Accordingly, IN NO EVENT WILL FRONTLINE BE LIABLE FOR ANY DIRECT, GENERAL, SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING BUT NOT LIMITED TO LOSS OR DAMAGE TO DATA, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION OR ANY OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE, DUE TO PROBLEMS (INCLUDING BUT NOT LIMITED TO ERRORS, MALFUNCTIONS) ASSOCIATED WITH THE FUNCTIONS OF SERVERS MAINTAINED BY THE HOSTING SERVICE PROVIDER, EVEN IF FRONTLINE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

1.8. Customer Responsibilities. Customer understands and agrees that (a) Customer shall have sole responsibility for

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administering access security (e.g. the granting of rights to Customer's users); (b) Customer shall review any calculations made by using the Services and satisfy Customer that those calculations are correct; and (c) if Customer uses the Services for reimbursement or payment from Medicaid and other government agencies, Frontline shall have no responsibility, and Customer shall have sole responsibility, to submit information and claims for such reimbursement or payment. Frontline does not warrant that the Services, or the results derived therefrom, will meet Customer's requirements, or that the operation of the Services will be uninterrupted or error-free. The customer is solely responsible for obtaining and maintaining, at its own expense, all hardware, software and services needed to use the Software, including any and all servers, computers, and Internet access services. In connection with the performance of the Services, Customer shall provide Frontline's personnel with all such cooperation and assistance as they may reasonably request, or otherwise may reasonably be required, to enable Frontline to perform its obligations (including the provision of the Services), and exercise its rights, under and in accordance with the terms and conditions of this Agreement.

## 2. Invoicing and Payment

All fees and charges will be set forth in the applicable Order Form(s). The Startup Cost set forth on the first page of an Order Form will be invoiced to Customer by Frontline upon execution of the applicable Order Form. Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120 day implementation period. The Annual Subscription will be invoiced to Customer by Frontline based on the Subscription Start Date (as set forth in the Order Form) unless otherwise stated on the front of an Order Form. The Subscription Start Date shall be defined as thirty (30) days after Customer's signature of an applicable Order Form. Except as otherwise provided, Frontline shall invoice Customer in US Dollars and Customer shall pay all fees, charges, and expenses within thirty (30) days of the date of an invoice via check or ACH. Without prejudice to its other rights and remedies, if Frontline does not receive any payment by its due date, Frontline may assess a late payment charge on the unpaid amount at the rate of 1.5% per month or, if less, the highest rate allowed under applicable law. Frontline reserves the right to increase any of the fees once annually during any Renewal Term by providing at least thirty (30) days advance notice to Customer. All charges under this Agreement are exclusive of, and Customer is solely responsible for, any applicable taxes, duties, fees, and other assessments of whatever nature imposed by governmental authorities. Without limiting the foregoing, Customer shall promptly pay to Frontline any amounts actually paid or required to be collected or paid by Frontline pursuant to any statute, ordinance, rule or regulation of any legally constituted taxing authority. If the Customer claims tax-exempt status or the right to remit taxes directly, the tax-exempt number must be entered on the first page of any applicable Order Form and the Customer shall indemnify and hold Frontline harmless for any loss occasioned by its failure to pay any tax when due. If for any reason Frontline's personnel travel to Customer's facility or otherwise in connection with the Software or Services under this Agreement, Customer shall be responsible for the reasonable costs of transportation, lodging, meals and the like for Frontline's personnel.

## 3. Warranties and Disclosures

3.1. Mutual. Each Party represents and warrants that the Party's execution, delivery, and performance of this Agreement (a) have been authorized by all necessary action of the governing body of the Party; (b) do not violate the terms of any law, regulation, or court order to which such Party is subject or the terms of any agreement to which the Party or any of its assets may be subject; and (c) are not subject to the consent or approval of any third party. Customer represents and warrants on behalf of itself and any of its Authorized Users that it has the full legal right to provide the Customer Content and that the Customer Content will not (a) infringe any intellectual property rights of any person or entity or any rights of publicity, personality, or privacy of any person or entity, including as a result of failure to obtain consent to provide Personal Data or otherwise private information about a person; (b) violate any law, statute, ordinance, regulation, or agreement, including school or district policies; or (c) constitute disclosure of any confidential information owned by any third party.

3.2. Software Warranties. Frontline represents and warrants that (a) the Software will perform substantially in accordance with the specifications set forth in the then-current Documentation and (b) the Services will be performed in a professional and workmanlike manner. The foregoing warranty will not apply (i) if Customer is in default or breach of any of its obligations under this Agreement, or (ii) to any non-conformance of the Software, Work Product or Services due to (A) Customer's failure to permit the installation/implementation of any update, upgrade or release provided by Frontline, (B) Customer's negligence, abuse, misapplication or misuse of the Software (including Customer's failure to operate the Software in accordance with Documentation), or (C) Customer's use or operation of the Software in or with any technology (including any software, hardware, firmware, system or network) not approved in writing by Frontline. In the event of a non-conformance of the Software, Work Product or Services reported to and verified by Frontline, Frontline will make commercially reasonable efforts to correct such non-conformance. Customer's sole remedy is limited to the replacement, repair, or refund, at Frontline's option, of defective Software or Work Product or re-performance of the Services. Notwithstanding the foregoing, any Third-

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Party Materials shall be subject only to such third-party terms and any warranties therein.

3.3. Disclaimers. EXCEPT AS EXPRESSLY PROVIDED HEREIN, FRONTLINE AND ITS LICENSORS EXPRESSLY DISCLAIM ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, AS TO ANY ASPECT OF THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FRONTLINE AND ITS LICENSORS DO NOT WARRANT THAT THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS WILL BE UNINTERRUPTED, OR ERROR-FREE; NOR DO THEY MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SOFTWARE, WORK PRODUCT, SERVICES, OR OTHER PRODUCTS.

#### **4. Confidential Information Privacy**

4.1. Confidential Information. During the term of this Agreement and for two (2) years thereafter, each Party will use the same degree of care to protect the other Party's Confidential Information as it uses to protect its own confidential information of like nature, but in no circumstances less than reasonable care. "Confidential Information" means any information that is marked or otherwise indicated as confidential or proprietary, in the case of written materials, or, in the case of information that is disclosed orally or written materials that are not marked, by notifying the other Party of the proprietary and confidential nature of the information, such notification to be done orally, by email or written correspondence, or via other means of communication as might be appropriate. Notwithstanding the foregoing, (a) Confidential Information of Frontline shall include the Software and the terms of this Agreement and (b) Confidential Information of Customer shall include Personal Data regarding Customer's users provided in connection with the Software and Services. Confidential Information does not include information which (a) was known to the receiving Party or in the public domain before disclosure; (b) becomes part of the public domain after disclosure by a publication or other means except by a breach of this Agreement by the receiving Party; (c) was received from a third party under no duty or obligation of confidentiality to the disclosing Party; or (d) was independently developed by the receiving Party without reference to Confidential Information. Aggregated data that does not contain personally identifiable information regarding Customer's users provided in connection with the Software and Services will be Confidential Information and property of Frontline. The receiving Party will not be liable for disclosures of Confidential Information that are required to be disclosed by law or legal process, so long as the recipient notifies the disclosing Party, provides it with an opportunity to object and uses reasonable efforts (at the expense of the disclosing Party) to cooperate with the disclosing Party in limiting disclosure.

4.2. Privacy. Frontline understands that its performance of the Services may involve the disclosure of student personally identifiable information ("Student PII") (as defined in the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99) ("FERPA") by the Customer to Frontline. Frontline agrees that it will not use or re-disclose Student PII except in compliance with and all applicable state and federal laws, including FERPA. Customer acknowledges that Frontline is a "school official" with a legitimate educational interest in receiving Student PII under FERPA and Frontline agrees that it will comply with the requirements of 34 C.F.R. § 99.33 regarding its use and re-disclosure of Student PII.

4.3. Data Security. Frontline will utilize commercially reasonable administrative, technical, and physical measures designed to maintain the confidentiality and security of Confidential Information and Student PII submitted by Customer. Customer understands and agrees that no security measures can be 100% effective or error-free and understands that Frontline expressly disclaims (a) any warranty that these security measures will be 100% effective or error-free or (b) any liability related to the confidentiality and security measures utilized by third parties.

#### **5. Indemnification.**

Customer shall indemnify Frontline and its officers, directors, employees, and agents and hold them harmless from all third-party claims, liabilities, expenses, and losses (including attorneys' fees and expenses) arising from or related to any breach by Customer of this Agreement, including failure to obtain consent to provide Personal Data or otherwise private information about a person.

#### **6. Limitations of Liability.**

OTHER THAN THE FEES, CHARGES AND EXPENSES PAYABLE PURSUANT HERETO, IN NO EVENT SHALL EITHER PARTY (OR IN THE CASE OF FRONTLINE, ITS LICENSORS) BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, WHETHER FORESEEABLE OR UNFORESEEABLE, OF ANY KIND WHATSOEVER (INCLUDING LOST PROFITS) ARISING FROM OR RELATING TO THIS AGREEMENT OR THE USE OR NON-USE OF THE SOFTWARE, WORK PRODUCT OR SERVICES. NOTWITHSTANDING ANYTHING CONTAINED IN THIS AGREEMENT TO THE CONTRARY, IN NO EVENT SHALL FRONTLINE'S (OR ITS LICENSORS') TOTAL LIABILITY ARISING FROM OR RELATING TO THIS AGREEMENT, WHETHER BASED ON WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE, EXCEED THE TOTAL AMOUNTS PAID TO FRONTLINE HEREUNDER DURING THE TWELVE MONTHS IMMEDIATELY

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PRECEDING THE EVENTS GIVING RISE TO SUCH CLAIMS. Each Party acknowledges and agrees that the warranty disclaimers and liability and remedy limitations in this Agreement are material, bargained for provisions of this Agreement and that fees and consideration payable hereunder reflects these disclaimers and limitations.

#### **7. Term and Termination.**

The term of this Agreement will commence on the Effective Date and continue until such time that there are no valid Order Forms. The initial term of each Order Form under this Agreement shall (a) begin on the Subscription Start Date (as defined in Section 2 above) and (b) continue for one year or such longer period as provided in an Order Form (the "Order Form Initial Term") and will renew for successive one-year terms thereafter (each, a "Renewal Term") unless one Party notifies the other Party of non-renewal in writing at least sixty (60) days prior to the end of the current term of such Order Form. Customer may terminate any Order Form at any time after the Order Form Initial Term, in whole or in part, for any reason or no reason, on sixty (60) days prior written notice. Upon notice of such termination, a pro-rata portion of all outstanding invoices shall become immediately due and payable. If such invoice has been paid by the Customer, Customer shall be entitled to a pro-rata credit to be applied to future Frontline services. Either Party may terminate this Agreement in the event that the other Party materially breaches this Agreement the other Party does not cure such breach within thirty (30) days after written notice of such Expiration or termination of any Order Form or Statement of Work shall constitute the expiration or the termination of such Order Form or Statement of Work only and shall not affect this Agreement or any other Order Form or Statements of Work outstanding under this Agreement. Notwithstanding the foregoing, unless otherwise mutually agreed by the parties in writing, any Order Form or Statement of Work outstanding as of the date of termination or expiration of this Agreement shall remain in effect and continue to be governed by the terms of this Agreement and its own terms until such time as such Order Form or Statement of Work is completed, expires or is otherwise terminated. Upon the termination or expiration of this Agreement, the licenses granted to Customer under Section 1.1 will terminate automatically and Customer (i) shall immediately cease using the Software and Documentation and (ii) for a period of thirty (30) days, may request a copy of the Customer Content that is in Frontline's possession in the format retained by Frontline. The following provisions of this Agreement will survive expiration or termination of this Agreement Sections 3.3, 4, 5, 6, 7 and 9. Frontline may (without limitation of any other rights or remedies) suspend use of the Software in the event that (A) Customer is delinquent in payment of any amount due to Frontline under this Agreement (and has not cured such delinquency within five (5) days following written notice thereof to Customer), (B) Customer has breached any of the provisions of Section 1 of this Agreement, or (C) in Frontline's reasonable good faith determination, suspension of use of the Software is necessary to avoid or mitigate harm to the security of Frontline's or its customers' systems or data. Any such suspension will not constitute a termination of this Agreement.

#### **8. District Ordering.**

Any other school district in the same state as Customer ("School District") may also purchase from Frontline a license to the Software and provision of the Services for the School District's own account on the same terms and conditions as are applicable to Customer under these Terms and Conditions (excluding any pricing terms and conditions). Each School District will be separately liable for payment for such Software and Services and its compliance with these Terms and Conditions, and neither Customer nor any School District will be liable for the acts, omissions or obligations of any other School District under these Terms and Conditions. Frontline will have no obligations to provide any Software or Services to a School District until such time as Frontline and such School District enter into an Order Form which references and is subject to these Terms and Conditions. By so doing, the School District agrees to be bound by these Terms and Conditions and for purposes of its order is considered "Customer" as that term is used in these Terms and Conditions. In the event that Customer and Frontline amend these Terms and Conditions (each an "Amendment"), any and all such Amendments will be enforceable against each School District that has executed an Order Form which references and is subject to these Terms and Conditions upon notice of such Amendment from Frontline unless Frontline has agreed in writing with School District that the Amendment, or specific provisions within the Amendment, do not apply to such School District.

#### **9. General.**

Frontline and Customer are each independent contractor and neither Party shall be, nor represent itself to be, the franchiser, partner, broker, employee, servant, agent, or legal representative of the other Party for any purpose whatsoever. Customer may not sublicense, assign, or transfer this Agreement, or any rights and obligations under this Agreement, in whole or in part, without Frontline's prior written consent. Any attempted assignment in violation of this Section shall be void. This Agreement shall be binding upon and inure to the benefit of, the permitted successors and assigns of each Party. Notwithstanding anything to the contrary in this Agreement, except for Customer's obligations to pay amounts due under this Agreement, neither Party will be deemed to be in default of any provision of this Agreement for any delay, error, failure, or

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interruption of performance due to any act of God, terrorism, war, strike, or other labor or civil disturbance, interruption of power service, interruption of communications services, problems with the Internet, act of any other person not under the control of such Party, or other similar cause. If the Customer requests to be added as an additional insured on any Frontline insurance policy, the limits of such policies shall be subject to the Limitations of Liability stated in Section 6 herein. This Agreement may be amended only by written agreement of the Parties, and any attempted amendment, including any handwritten changes on this Agreement, in violation of this Section shall be void. The waiver or failure of either Party to exercise in any respect any right provided under this Agreement shall not be deemed a waiver of such right in the future or a waiver of any other rights established under this Agreement. This Agreement does not confer any rights or remedies upon any person other than the Parties, except Frontline's licensors. When used herein, the words "includes" and "including" and their syntactical variations shall be deemed followed by the words "without limitation." This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be the same agreement.

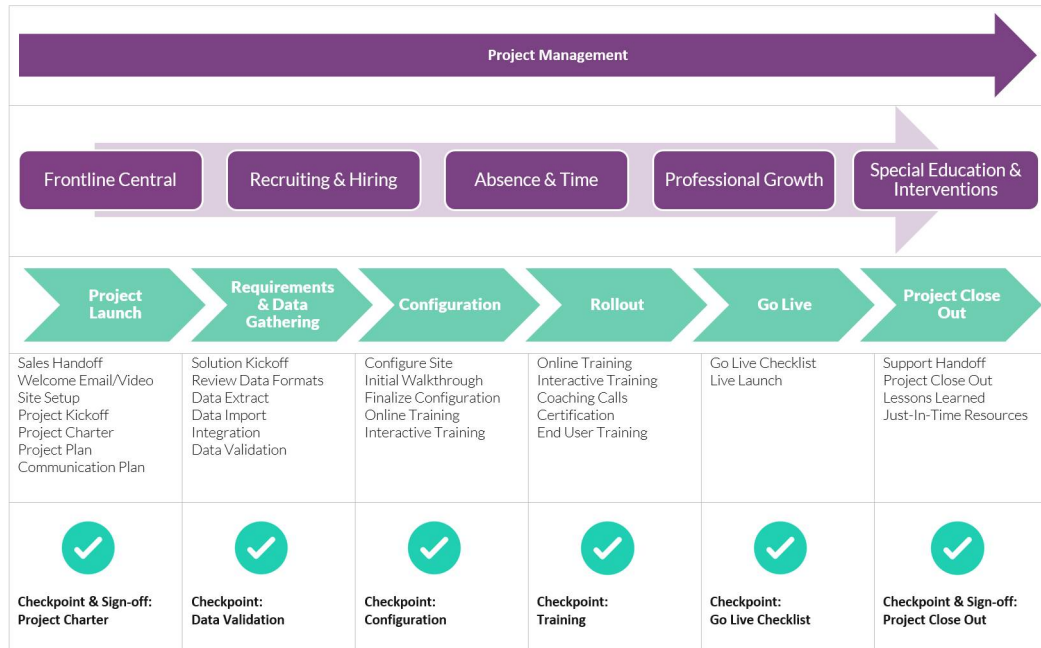


# Recruiting & Hiring

Standard Implementation Services

## Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.



## Scope/Deliverables

### Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client's requisition-to-recommendation hiring process and best practices recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led *remote* training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Monitoring: periodic review of project progress to planned project milestones throughout implementation
- Project Close Out Call

### Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide instructions on how to configure services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.



Specific examples of configuration services during implementation include –

Setups	Pre-configured with Recruiting & Hiring	Frontline Education Configuration Services
District Employer Info Page	Registration info included	Complete page
Location List	1	Adjust as needed
Position List	355 separate positions that fall in 38 categories under 3 areas	Adjust as needed
User List	1	1
Groups	0	2
Email Templates (Auto Replies)	4	3
Job Postings	Postings occur from enabled Recruiting & Hiring integration	
Campaign	0	1
Filters	28	1
Custom Filters	0	2
Admin Views	5	3
Application Pages	21	Up to 2 additional
Position Categories & Types	124	Adjust existing as needed
Pipelines	1 with 6 stages	Up to 1 additional
Forms	12	Up to 2 additional with workflows
Publics Forms Library	338	Not applicable
Forms Packet	Not Applicable	Up to 1
Job Description Templates	73	Up to 2
Applicant Certificate Types	134	Adjust existing as needed
User Groups & Permissions	1	Up to 1
Cross Advertising	6	Not applicable

## Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

### Data Imports - Applicant Tracking

- Applicant position list: categories and types
- Job Posting location/department list
- Applicant certificate types
- User list

## Systems Integration

Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include --

### Systems Integration - Applicant Tracking

- Standard web services integration with Frontline Education Solutions' Absence and Substitute Management and Frontline Central
- One established HRIS/Payroll integration
  - An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources
- One established integration across each of the other types of integration partners



- o Background Check Provider, Applicant Screening, Digital Interview
- o For a complete list of vendor partners, please refer to: [https://www.frontlineeducation.com/Partners/Find\\_a\\_Partner](https://www.frontlineeducation.com/Partners/Find_a_Partner)

### Reporting

- EEO reporting: built in reporting functionality to aggregate applicant data anonymously based on position types and date range.
- Ad-hoc Reporting on applicant, job posting, or forms data to export into an Excel file.

### Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out

### Schedule

On average, a typical Proactive Recruiting implementation project runs about 2 weeks and a typical Applicant Tracking implementation project runs 10 – 15 weeks. Below is an example of a project schedule for implementation. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2018				
				Jan	Feb	Mar	Apr	May
Sample Solution Rollout	1/2/18	5/4/18	89	[Gantt bar spanning Jan to May]				
Project Kickoff	1/2/18	1/8/18	5	[Gantt bar]				
Insights Platform Migration (clients with existing Frontline solutions)	4/3/18	4/16/18	10				[Gantt bar]	
Applicant Tracking	1/9/18	4/16/18	70	[Gantt bar]				
Proactive Recruiting	4/17/18	5/4/18	14				[Gantt bar]	

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

### Client Project Team: Roles & Responsibilities

#### Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

#### System Administrators

- System administrator: e.g. HR admin, or IT.



- The “point person” contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
  - Create/edit/delete: District Employer info page, job postings, position lists, locations, user accounts and permissions, email templates, campaigns, messages, custom filters, groups.
  - Search/filter/review: job postings and applicants
  - Configure system preferences

## IT Department

- Will work with Frontline Education Support teams to:
  - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
  - Provide technical support in instances where local network/technology configurations impact usage of our solutions
  - Potentially support in-solution integrations
  - Link Applicant Tracking to employment opportunities page on website.

## Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

## Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.





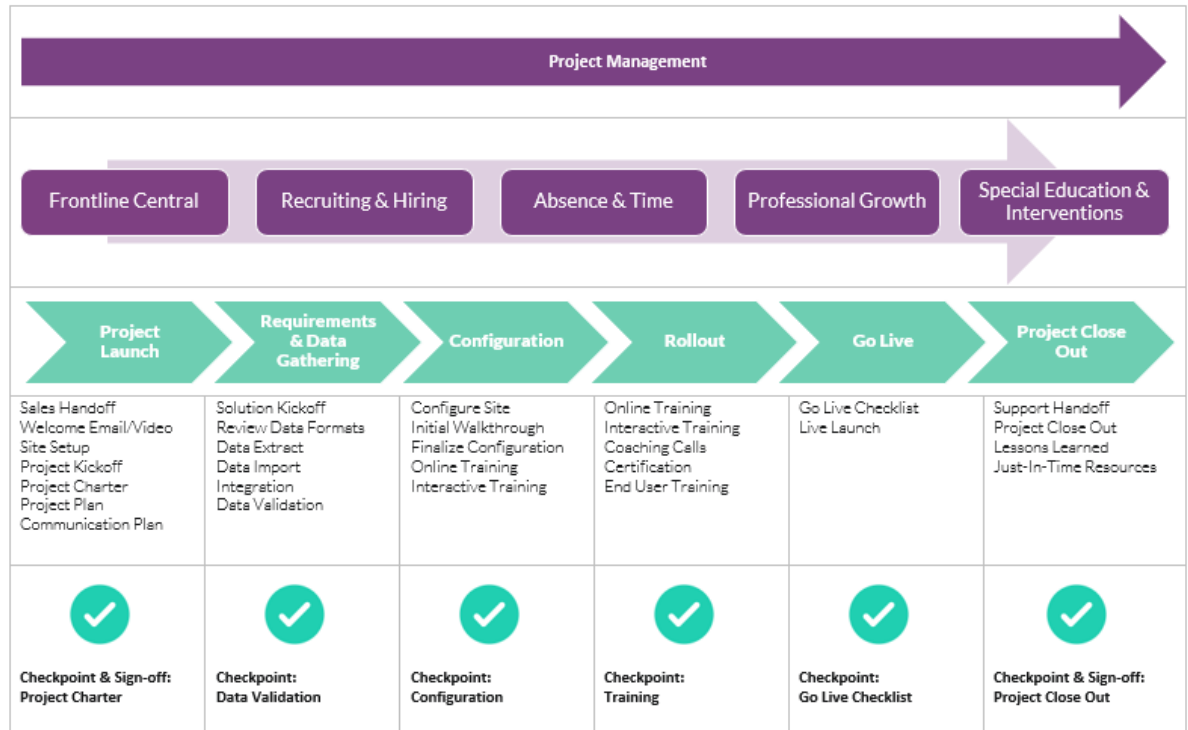
# Frontline Central

Standard Implementation Services

# Statement of Work: Frontline Central Implementation Services

## Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.



## Scope/Deliverables

### Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client's onboarding process and best practices recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Calls: periodic project status calls throughout implementation to review progress to the project schedule
- Project Close Out Call



## Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.

Specific examples of configuration services during implementation include –

Setups	Pre-configured with Applicant Tracking System	Frontline Education Configuration Services
Forms	N/A	Up to 12 forms

## Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Employees

## Systems Integration

Integrations exist within Frontline Education solutions. Specific examples of configurable integration types include --

- Standard integration with Frontline Education Solutions' Recruiting and Hiring.

## Reporting

- Employee Extract

## Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out

## Schedule

On average, a typical Frontline Central implementation project runs 8 - 10 weeks from project kickoff. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)



Task	Start	End	2018	
			Jan	Feb
Sample Solution Rollout	1/2/18	2/27/18	[Progress bar spanning Jan and Feb]	
Project Kickoff	1/2/18	1/8/18	[Progress bar in Jan]	
Insights Platform Migration (clients with existing Frontline solutions)	2/14/18	2/27/18		[Progress bar in Feb]
Frontline Central	1/10/18	2/27/18	[Progress bar spanning Jan and Feb]	

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

## Client Project Team: Roles & Responsibilities

### Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

### System Administrators

- System administrator: e.g. HR admin, or IT.
- The “point person” contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
  - Create/edit/delete: new records, packets, and forms
  - Sending/tracking/completing forms

### IT Department

- Will work with Frontline Education Support teams to:
  - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
  - Provide technical support in instances where local network/technology configurations impact usage of our solutions
  - Potentially support in-solution integrations

## Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.



## Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.





# SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

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**Steven G. Triplett, Ed. S.**  
Superintendent

**Nancy L. Scott, Ed. D.**  
Assistant Superintendent  
Human Resources  
Federal Programs

**Christopher Pyle, Ed. S.**  
Assistant Superintendent  
Student Services  
Buildings & Grounds

**Todd Fraley Ed. D.**  
Assistant Superintendent  
Transportation  
Food Service  
Technology

**Harriet A. Wolfe, Ed. D.**  
Chief Financial Officer

**Becky Brownfield, Ed. S.**  
Director Curriculum Instruction  
Assessment 6-12

**Devon Gilmore, M. Ed.**  
Director Curriculum Instruction  
Assessment K-5

**Bob Satnan, B.A.**  
Communications Director

TO: Mr. Steve Triplett and Board of Education

FROM: Devon Gilmore, Becky Brownfield

DATE: February 24, 2020

SUBJECT: BOARD APPROVAL OF CSIP PLAN

Please find the updated Comprehensive School Improvement Plan for Board approval. Our committee met on January 21, 2020, for revisions and updates deemed necessary to stay current with our district needs.

**Missouri Model School**  
[www.sedalia200.org](http://www.sedalia200.org)

Sedalia #200 is  
an equal opportunity and  
affirmative action employer

# Comprehensive School Improvement Plan (CSIP)

Date: February 24, 2020 District Name: Sedalia School District #200 County/District Code: 080125 Grades Served: PreK - 12

Regional School Improvement Team	
Name	Position
Mr. Steve Triplett	Superintendent
Mrs. Sara Nichols	District Personnel
Ms. Barbara Schrader	District Board Member
Mr. Joe Doyle	Principal
Mr. Brett Hieronymus	Principal
Mrs. Laura Peck	Building Personnel
Dr. Nancy Scott	Assistant Superintendent
Mrs. Carla Smith	Parent
Mrs. Amber Boles	Building Personnel
Mr. Chris Pyle	Assistant Superintendent
Mr. Gavin Walkington	Student
Mrs. Courtney Davis	Building Personnel
Mrs. Andrea Curtis	Building Personnel
Mrs. Christy Goalder	Parent
Mrs. Devon Gilmore Mrs. Becky Brownfield	Director of Curriculum, Instruction, and Assessment
Dr. Todd Fraley	Assistant Superintendent
Mrs. Jessica Craig	Community Member, Director of Economic Development

<p><b><i>Description of the planning process and how staff and stakeholders will be informed and engaged in the accountability plan.</i></b></p>	<p>The CSIP is developed through the ongoing combined efforts of board members, staff, administrators, students, parents/guardians, and community members. Goals, rationales, and outcomes are provided in sufficient detail to direct the improvement efforts of the district for a three to five year period. The CSIP is evaluated and updated as necessary.</p> <p>This plan will go to the Board of Education for approval. After approval, the plan will be linked on the district website for all stakeholders to view. It will be shared with all staff members to ensure collaboration and contribution to meeting and exceeding those goals.</p>
<p><b>Beliefs/Vision/ Mission Statement</b></p>	<p>Our mission is to provide a challenging education in a safe environment for all students so they will become productive, responsible, and successful members of our diverse society.</p>
<p><b>Board of Education</b></p>	<p>1. Dr. Jeffrey Sharp      5. Ms. Diana Nichols  2. Mr. Michael Stees      6. Mr. Scott Gardner  3. Mr. Matthew Herren      7. Ms. Barbara Schrader  4. Mr. Kenney Coffelt      8. Kali Butts</p>
<p><b>District Administration</b></p>	<p>Superintendent: Mr. Steve Triplett  Assistant Superintendents: Dr. Nancy Scott, Dr. Todd Fraley, Mr. Chris Pyle  Director of Curriculum, Instruction &amp; Assessment K-5: Mrs. Devon Gilmore  Director of Curriculum, Instruction &amp; Assessment 6-12: Mrs. Becky Brownfield</p>

# Core Elements for Student Achievement

## Leadership

An effective leader is a competent instructional leader and manager who continuously acquires new knowledge and skills and constantly seeks to improve their leadership practice to provide for high academic achievement for all students.

### SMART Goal (Specific, Measurable, Achievable, Relevant and Timely):

1. Developing/guiding teachers: All building administrators will evaluate 100% of district teachers and provide effective feedback within 48 hours.
2. Each administrator will meet quarterly with the superintendent to review student achievement data. Student achievement data will show improvement from the spring of the previous year to the spring of the current year.
3. Building administration continually works to improve student attendance, which has a direct effect on student achievement. 90% of students will have 90% attendance for the school year.

### Rationale (name the existing conditions/data points to support the selection of the objective/goal):

Quarterly School Data presented to the Sedalia #200 School Board includes attendance, student achievement data, building initiatives, discipline, and observations completed. Quarterly reports are linked below.

<a href="#">Horace Mann Elementary</a>	<a href="#">Pettis County Early Childhood</a>
<a href="#">Heber Hunt Elementary</a>	<a href="#">Whittier High School</a>
<a href="#">Skyline Elementary</a>	<a href="#">Smith-Cotton High School</a>
<a href="#">Parkview Elementary</a>	<a href="#">Smith-Cotton Junior High</a>
<a href="#">Washington Elementary</a>	<a href="#">Sedalia Middle School</a>

### Researched Based Strategy(ies) for Implementation:

- Vigorous recruitment of highly qualified candidates with experience
- A structure that enables collaboration and teamwork
- A focus on instruction, organizational development, and change for improvement

- Regularly scheduled collaboration times to meet with teachers to discuss student growth
- Follow-up with ways to help the teacher foster student achievement and close the learning gap in the classroom through the implementation of cooperative learning strategies
- Targeted professional development for teachers based on NEE evaluation model

**Funding Source(s):**Title II, V, 1% Professional Development, and local/state

**Measurable Adult Behaviors:**

- Building Administrators will follow NEE calendar and be present in classrooms
- Building Administrators, Instructional Coaches, and teachers will meet monthly to discuss curriculum and assessment
- Building Administrators will consistently and effectively monitor student attendance (weekly and/or on a needed basis)

**Building Administrators will be asking to look at evidence provided by teachers that students are improving on identified standards (student data and student work)**

Action Steps	Start Date	Person Responsible	Resources	Complete / Date
<p><b>30 Days:</b></p> <ol style="list-style-type: none"> <li>1. First meeting between principals and superintendent to set goals and discuss achievement targets</li> <li>2. Begin teacher evaluations and provide feedback within 48 hours to teacher</li> <li>3. Meet with superintendent quarterly to discuss district, building, and individual goals</li> <li>4. Data team meetings will take place on a regular basis</li> <li>5. Principals and staff will communicate with students and parents/guardians stressing correlation between attendance and academic success</li> </ol>	<p><b>August (yearly)</b></p>	<p><b>superintendent and principals</b></p>	<p><b>previous end of year testing data (if available)</b></p>	<p><b>end Sept (yearly)</b></p>

<p><b>60 Days:</b></p> <ol style="list-style-type: none"> <li>1. Continue with walkthrough observations</li> <li>2. Meet with superintendent quarterly to discuss District/Building/Individual goals</li> <li>3. Provide targeted professional development based on observations</li> <li>4. Contact with students' families and continue to encourage and promote acceptable levels of attendance</li> </ol>	<p><b>October (yearly)</b></p>	<p><b>principals and teachers</b></p>	<p><b>observations</b></p>	<p><b>end October (yearly)</b></p>
<p><b>90 Days:</b></p> <ol style="list-style-type: none"> <li>1. Observations continue and conferencing</li> <li>2. Teachers work on Professional Development Plan (PDP) as needed</li> <li>3. Meet with superintendent quarterly to discuss district, building, and individual goals</li> <li>4. Continue to contact students' families and encourage and promote acceptable levels of attendance</li> </ol>	<p><b>Nov/Dec</b></p>	<p><b>principals and teachers</b></p>	<p><b>observations</b></p>	<p><b>Nov/Dec (yearly)</b></p>
<p><b>Long Range:</b></p> <ol style="list-style-type: none"> <li>1. Recommend for re-employment or non-renewal</li> <li>2. Teachers should be implementing professional development as prescribed by observations</li> <li>3. Continue with teacher development toward district goals</li> <li>4. Meet with superintendent quarterly to discuss district, building, individual goals</li> <li>5. Continue to contact students' families and encourage and promote acceptable levels of attendance</li> </ol>	<p><b>Jan/Feb</b></p>	<p><b>principals and teachers</b></p>	<p><b>observations/ conferences</b></p>	<p><b>Jan/ Feb (yearly)</b></p>

## Facilities and Resources

Provide and maintain appropriate instructional resources, support services and functional and safe facilities.

### **SMART Goal (Specific, Measurable, Achievable, Relevant and Timely):**

Sedalia School District #200 facilities will meet the standards set for size, maintenance, and health in order to house educational programs in a safe environment.

### **Rationale (name the existing conditions/data points to support the selection of the objective/goal):**

- Building administrators will perform a walk through inspection in August and January. A report will be sent to the Assistant Superintendent for buildings and grounds
- Safety drills will be implemented and reported to the Safety Coordinator. Safety training for district substitute teachers will be provided
- Fire drills quarterly, tornado drills semi-annually, intruder drills semi-annually, bus evacuation and lockdown drills semi-annually; updating intercom systems in each building
- Weekly safety inspections of the playground equipment at each building will be conducted by the head custodian and principals
- Build additions to meet programming needs
- Meet the space requirements as specified by national standards
- Alleviate deferred maintenance, replace roofs, systems, lighting as needed
- Continue to increase student safety; install video surveillance in buildings/grounds as needed, upgrade door hardware, upgrade locking systems, update crisis management plans annually, and shatterproof film added to all building entrances
- Increase energy efficiency in all buildings by replacing light switches with occupancy sensors
- Address ADA requirements, inspect corridors, elevators, sidewalks, and restrooms for ADA accessibility
- Armed security personnel in every building
- Buzz in safety systems in every building, including central office 2019-2020
- District continues to remain in compliance with the Children's Internet Protection Act (CIPA)
- Strategos International district-wide safety assessment

### **Researched Based Strategy(ies) for Implementation:**

Leadership promotes high expectations for all staff and provides in-service when needed

**Funding Source(s):** Local/State funds

**Measurable Adult Behaviors:**

- Leadership meets with head maintenance personnel daily
- Building leadership maintains effective working relationships with all maintenance staff to learn about issues and to keep abreast of needs and priorities for building safety, cleanliness, and function
- Online web-based programs will be utilized to schedule and meet maintenance work needs
- Safety drill protocol monitored
- Building leader will review protocol for all safety drills with all staff to ensure fidelity

Action Steps	Start Date	Person Responsible	Resources	Complete / Date
<p><b>30 Days:</b></p> <ol style="list-style-type: none"> <li>1. Evaluate summer work and needs still pending</li> <li>2. Determine priority needs now</li> <li>3. Review 5 year maintenance plan as required</li> </ol>	<p>Aug (yearly)</p>	<p>Assistant Superintendent &amp; Head Maintenance</p>		<p>annually</p>
<p><b>60 Days:</b></p> <ol style="list-style-type: none"> <li>1. Continue with needed priority items</li> <li>2. Review 5 year maintenance plan as required</li> </ol>		<p>Assistant Superintendent &amp; Head Maintenance</p>		<p>annually</p>
<p><b>90 Days:</b></p> <ol style="list-style-type: none"> <li>1. Continue with priority needs</li> <li>2. Review 5 year maintenance plan as required</li> </ol>		<p>Assistant Superintendent &amp; Head Maintenance</p>		<p>annually</p>
<p><b>Long Range:</b></p> <ol style="list-style-type: none"> <li>1. Determine summer needs</li> <li>2. Establish order of priority</li> <li>3. Work as needed according to the 5 year maintenance plan</li> </ol>		<p>Assistant Superintendent &amp; Head Maintenance</p>		<p>annually</p>

# Curriculum and Assessment

Curriculum and assessments are comprehensive and aligned with the core academic standards.

## **SMART Goal (Specific, Measurable, Achievable, Relevant and Timely):**

Students will be college and career ready upon graduation by aligning curriculum and assessment to state standards. The composite score of ACT will reach and/or maintain an average composite score of 22 annually.

*Graduating Class Composite score of ACT Statewide Census in 2015 was 18.4, in 2016 it was 19.4 , 2017 it was 19.2, 2018 it was 20.0, 2019 it was 20.8*

## **Rationale (name the existing conditions/data points to support the selection of the objective/goal):**

- Vertical alignment in all content areas K-12 will incorporate ACT standards into their curriculum
- To show growth of all students toward college and career standards
- Determine student progress, or lack of, and design interventions/re-teaching plans as needed
- Guide instruction on a daily basis

## **Researched Based Strategy(ies) for Implementation:**

- Data driven decision making
- Collaboration of teachers
- District unit assessments
- Common formative assessments
- Instructional coaches – ELA, math, science, & technology
- ACT prep sessions during the school year for all Juniors
- The district may pay for the ACT test if funds are allowed/available
- Incorporate ACT standards into advanced course curriculum at the high school level in English III/Geometry
- Update and maintain curriculum in English I and English II courses that prepare all students for entry into advanced placement
- Make available ACT practice released items and website
- Make available MAP practice released items and website
- Analyze MAP data, as a collaboration team, to make informed decisions about interventions
- Missouri Model Districts (MMD) / DCI-will require ongoing training on Assessment Capable Learners (ACL) as a district goal
- A guaranteed and viable curriculum is strongly related to student achievement at the school level (Marzano, 2003, What Works in Schools)
- All teachers should be familiar with the curriculum-in terms of content, levels of difficulty, expected progressions-and share common interpretations about these with each other (Hattie, 2012, Visible Learning for Teachers)

- Teachers recognize the importance of long-range planning and curriculum development. (Marzano, 2007, Teacher Growth Guide, Quality Standard 3, Quality Indicator 1)
- Tighe and Wiggins, 2004, Understanding by Design, support developing curricula and assessments with a focus on deepening students' understanding of important ideas

**Funding Source(s): State & Local Dollars**

**Measurable Adult Behaviors:**

- Instructional Coaches will collaborate weekly/bi-weekly with teachers
- Teachers will attend professional development and implement strategies related to curriculum & assessment provided by Sedalia School District #200
- Maintain 15-20 AP certified trained teachers among staff each year
- Teachers will use district curriculum pacing guides to maintain student engagement and ensure appropriate levels of instructional complexity to advance to the next grade/course
- Teachers will review the scope and sequence for each content area to ensure common understanding of the standards and content vocabulary expected to be taught in the classroom
- Teachers will review grading procedures to align curriculum, instruction, and assessments with the report card system
- Teachers will identify specific learning targets in daily lesson plans
- All teachers and administrators will seek research-based professional development opportunities to enhance the work of data teams, vertical teams, and Professional Learning Communities (PLCs)
- Administrators, including central office administrators, will monitor the effectiveness of teacher teams and make adjustments where necessary to maximize collaborative efforts at the building level

Action Steps	Start Date	Person Responsible	Resources	Complete / Date
<p><b>30 Days:</b></p> <ol style="list-style-type: none"> <li>1. Crosswalk curriculum to align ACT standards and advanced placement</li> </ol>	June/ August	Counselors, Principals, Director of Curriculum, High School Testing Coordinator/Technology Instructional Coach, Teachers		August 1
<p><b>60 Days:</b></p> <ol style="list-style-type: none"> <li>1. Crosswalk curriculum to align ACT standards and advanced placement</li> <li>2. Enroll students in the ACT workshop for Juniors</li> <li>3. Departments will collaborate on ACT reading and analysis across the curriculum.</li> <li>4. Assess student success using formative assessments and plan instruction based on the data.</li> </ol>	Oct	Counselors, Principals, Director of Curriculum, High School Testing Coordinator/Technology Instructional Coach, Teachers	ACT standards/Curriculum	Oct 31
<p><b>90 Days:</b></p> <ol style="list-style-type: none"> <li>1. Crosswalk curriculum to align ACT standards and advanced placement</li> <li>2. Assess student success using formative assessments and plan instruction based on the data.</li> <li>3. Planning for all Juniors to take the ACT test on state prescribed day.</li> <li>4. Enroll eligible Juniors in ACT workshops</li> </ol>	Nov/Dec	Counselors, Principals, Director of Curriculum, High School Testing Coordinator/Technology Instructional Coach, Teachers	Assessment Data/ACT standards/Curriculum	Dec 31
<p><b>Long Range:</b></p> <ol style="list-style-type: none"> <li>1. Crosswalk curriculum to align ACT standards and advanced placement</li> <li>2. Assess ACT data and determine student needs for increased achievement</li> </ol>	May- August	Principals, Teachers , Counselors, Director of Curriculum., High School Testing Coordinator/Technology Instructional Coach	ACT data/ College data	Aug 25 (begin of next school year)

## Effective Instruction

Effective teachers are caring, reflective practitioners and lifelong learners who continuously acquire new knowledge and skills and are constantly seeking to improve their teaching practice to provide high academic achievement for all students.

### **SMART Goal (Specific, Measurable, Achievable, Relevant and Timely):**

100% of teachers will be evaluated annually and given an average score over multiple indicators (teaching practices) set by the administrative team. Each teacher will make progress towards improving his/her score or maintaining high levels of effective instruction. The revised evaluation process will be used as a tool to encourage professional growth and development for all teachers and administrators. The District average on the NEE Indicators will reach and maintain an average score of five (5.0) annually. District indicators are as follows:

- 1.2 - Cognitively engaging students in the content
- 4.1 - Instructional strategies leading to student problem solving and critical thinking
- 7.4 - The teacher monitors the effect of instruction on the whole class and individual learning
- 2.2 - The teacher sets and monitors student goals

An additional focus for effective instruction district wide is the Missouri Model Districts Framework (MMD) This is based on Hattie's research of most effective practices (1.33 effect size) . Our district has chosen the focus of "Developing Assessment Capable Learners" (DACL) as our area of improvement. This means that students know the learning targets for the lesson, they can describe where they are in relation to the criteria and use that information to select learning strategies to improve their work. Students know what they are supposed to learn, they can monitor their progress and set goals and finally reflect on their learning. Teachers will provide descriptive feedback linking learning goals to success criteria. The descriptive feedback will provide information about their strengths and ways to improve. Teachers will pace instruction to allow for frequent feedback and prompt students to assess their own progress. This will be evaluated using the NEE using the current indicator of 7.4. Indicator 2.2 - The teacher sets and monitors student goals - was added as a measure of success with DACL.

**Rationale (name the existing conditions/data points to support the selection of the objective/goal):**

<b>Bldg.</b>	<b>2019 ELA</b>	<b>2018 ELA</b>	<b>2019 Math</b>	<b>2018 Math</b>	<b>2019 Science</b>	<b>2018 Science</b>	<b>2019 Govt.</b>	<b>2018 Govt.</b>	<b>2019 Atd. %</b>	<b>2018 Atd. %</b>	<b>2017 Atd. %</b>
<b>HM</b>	342.0	337.3	320.4	310.8					93.0%	92.3%	92.2
<b>HH</b>	354.8	350.6	343.9	326.1					94.0%	91.0%	95.0
<b>PKV</b>	395.7	374.1	394.6	347.9					93.3%	90.6%	92.8
<b>WASH</b>	304.9	296.0	316.5	304.0					96.3%	92.9%	92.8
<b>SKY</b>	359.5	367.6	334.3	359.9					95.4%	92.7%	91.1
<b>SMS</b>	356.8	340.3	354.4	339.9	350.0	N/D	N/D		96.2%	91.8%	92.2
<b>SCJHS</b>	323.11	321.1	297.5	285.8	325.0	N/D	N/D		92.1%	90.6%	92.0
<b>SCHS</b>	351.5	348.9	311.4	295.5	302.0	N/D	N/D	342.2	91.5%	84.6%	86.1

<b>Indicator</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>Goal</b>
<b>1.2</b>	5.0	5.37	5.39	5.0
<b>4.1</b>	4.5	4.73	4.80	5.0
<b>7.4</b>	4.7	5.11	4.95	5.0
<b>2.2</b>	N/D	N/D	N/D	5.0

### **Researched Based Strategy(ies) for Implementation:**

- A research based growth model will be used consistently - Network for Educator Effectiveness (University of Missouri)
- Professional development will be provided based on the district's needs identified through survey tools such as the Collaborative Work Implementation Survey (CWIS) and the Self Assessment Practice Profile (SAPP)
- Professional development focus for 2019-20 year is Developing Assessment Capable Learners (DACL), as needed for MMD district focus
- Administrators receive NEE organization training (College of Education, University of Missouri) along with annual recertification training
- Administrative team reviews teacher videos to ensure calibration of scoring within our district at the beginning of each school year
- Regular/ongoing meaningful feedback by administrators and instructional coaches
- New certified teachers will be observed 7 times per year and all other certified staff will be observed 4 times
- Cooperative Learning training is provided to new district employees to help with cognitive student engagement, problem solving, and critical thinking ( indicators 1.2, 4.1 and 7.4)
- Teachers will use strategies to assist students in evaluating and modifying personal learning goals based on personal performance data (Marzano, 2007, Teacher Growth Guide, Quality Standard 2, Quality Indicator 2)
- Teachers will use the most effective instructional strategies often in their classrooms (Hattie, 2012, Visible Learning For Teachers)
- Teachers provide differentiated learning opportunities that are adapted to diverse learners and support the intellectual, social, and personal development of all students (Marzano, 2007, Teacher Growth Guide, Quality Standard 2, Quality Indicator 1)
- Teachers understand and use formative and summative assessment strategies to assess the learner's progress and use assessment data to plan ongoing instruction. (Marzano, 2007, Teacher Growth Guide, Quality Standard 7, Quality Indicator 1)
- Teachers monitor the effect of instruction on individual/whole class learning. Hamilton, L., Halverson, R., Jackson, S., Mandinach, E., Supovitz, J., & Wayman, J. (2009). Using student achievement data to support instructional decision making (NCEE 2009-4067). Washington, DC: National Center for Education Evaluation and Regional Assistance, Institute of Education Sciences, U.S. Department of Education

**Funding Source(s): Local, Title II, Title V, Professional Development funds**

### **Measurable Adult Behaviors:**

- After each observation the teacher and building administrators/evaluator must meet within 48 hours to reflect on observation and discuss possible highly effective teacher strategies. Teachers will attend in person or online, targeted professional development to strengthen areas of concern.
- All teachers will work with building administrators and instructional coaches to establish an ongoing professional development plan that will enable them to meet personal, professional and student achievement goals.
- Teachers will develop and teach units of instruction and analyze student progress through common formative assessments with each unit
- Certified teaching staff will attend professional development and implement strategies learned.
- Teachers will use student achievement data to provide differentiated and effective instruction. Teachers will provide evidence of this practice in the classroom and documentation will occur at least monthly as a result of the district performance evaluation process.

- Teachers will meet regularly (minimum of once a week) to self-reflect and collaborate on instructional practices and student progress. This includes but is not limited to: planning, data review, curriculum and assessment development, professional development, and student behavior progress.

Action Steps	Start Date	Person Responsible	Resources	Complete / Date
<b>30 Days:</b> <ol style="list-style-type: none"> <li>NEE evaluations begin</li> <li>Meaningful reflective conversations between teacher and administrator</li> <li>Administrative team views local teaching video for consistency and discussion</li> </ol>	September	Building administrators and teachers	NEE evaluation technology	October 1
<b>60 Days:</b> <ol style="list-style-type: none"> <li>Attend professional development and implement strategies</li> <li>Continue conferencing with building administrators</li> <li>Work on PDP as needed</li> </ol>	Sept -Dec	Building administrators and teachers	NEE evaluation technology , professional development	Dec 31
<b>90 Days:</b> <ol style="list-style-type: none"> <li>Continue PD opportunities for continued improvement as needed</li> <li>Conferencing with principal</li> <li>Principals should make reemployment plans with individual staff</li> </ol>	Ongoing all year	Building administrators and teachers	NEE evaluation technology	May 31
<b>Long Range:</b> <ol style="list-style-type: none"> <li>Improve the quality of instruction district wide</li> <li>Improving student achievement through quality teaching</li> <li>Interviewing appropriate candidates for open jobs</li> </ol>	May -August	Entire administrative team and teaching staff	NEE evaluations, professional development and meaningful feedback	May 31



**SSD**

**Sedalia School District #200**

**5.2**

*District Office  
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**Steven G. Triplett, Ed.S**  
Superintendent

**Nancy L. Scott, Ed.D.**  
Assistant Superintendent  
Human Resources  
Federal Programs

**Todd Fraley, Ed.D.**  
Assistant Superintendent  
Buildings & Grounds  
Support Services

**Chris Pyle, Ed.S.**  
Assistant Superintendent  
K-12 Special Education

**Harriet Wolfe, Ed.D.**  
Chief Finance Officer

**Devon Gilmore, M.E.D.**  
Director of Curriculum  
Instruction & Assessment K-5

**Becky Brownfield, Ed.S**  
Director of Curriculum  
Instruction & Assessment 6-12

**Bob Satnan, B.A.**  
Communications Director

MEMO

TO: Board of Education; Steve Triplett  
FROM: Dr. Fraley  
DATE: March 9, 2020  
RE: Budget Amendment for Interagency Agreement

Please be advised of the following:

The District requests an increase in this year's amended budget expenditures in the amount of \$3,230,000.00 from fund 004 Capital Projects Fund. This is in partial payment for the Heckart Community Center regarding the indoor aquatics center under the intergovernmental agreement between the Sedalia School District and the City of Sedalia.

If you have any questions, please contact me at 660-829-6456. Thank you.

**We Live Tiger  
Pride Everyday**

Sedalia #200 is an equal  
opportunity and affirmative  
action employer

**ASSESSMENT AND EVALUATION****Sedalia #200 School District****PROGRAM:** Business and Marketing Education

**Vocational Program Courses:** Business Technology I&II, Computer Programming, Computer Graphics, Desktop Publishing, Multimedia, Web Design, Accounting I&II, Marketing, Sports and Entertainment Marketing, Adv. Marketing

**Additional Program Courses:** Business Leadership, Introduction to Business, Personal Finance, Accounting III, Tiger Vision

**ADMINISTRATION/BOARD REVIEW DATE:** March 9, 2020

**PROGRAM TEACHERS:** Seth Brunkhorst, Lakin Janke, Bryant Lazenby, Amanda Harvey, & Angie Howard

**TOTAL OF STUDENTS:**

All Courses	Male	Female	Total
Accounting	18	19	37
Accounting II	3	3	6
JAG	29	16	45
Personal Finance	121	98	219
Business Technology I	57	27	84
Business Technology 2	24	6	30
Multimedia Production	6	3	9
Web Page Design	9	3	12
Computer Graphics	11	2	13
Tiger Vision	0	9	9
Introduction to Computer Science	50	8	58
Introduction to Business	23	14	37
<b>TOTAL</b>	<b>348</b>	<b>202</b>	<b>550</b>

Course	Male	Female	Total
Marketing	74	56	130
Sports & Entertainment Marketing	10	2	12
Marketing Leadership	5	14	19
Retail Store Operations	11	10	21
Advertising and Public Relations	11	2	13
<b>TOTAL</b>	<b>111</b>	<b>84</b>	<b>195</b>

## **PROGRAM GOALS:**

1. Provide relevant & updated course offerings, curriculum, equipment, and workplace learning opportunities so that students are prepared for real world situations and with entry level job skills after high school.
2. Teachers will participate in professional development to improve their technology skills and network with business & marketing professionals to ensure effective student instruction and build relationships between students and the community.
3. FIT program goals include adding the development of a talent transcript by meeting with all students beginning their freshman year and each subsequent year. In addition, we would like for the majority of students to have completed an internship prior to graduation.
4. Update course offerings to be competitive with other departments including clear course pathways & opportunities to earn dual credit.

### *Summary of how goals were met:*

1. Equipment needs have been evaluated based on the useful life of current equipment, concentrator students in our programs, and enrollment. The Vocational Enhancement Grant was approved and new cameras were ordered for the Tiger Vision & Multimedia Production courses.
2. Teachers in our program currently maintain active professional memberships with the MOACTE, MBEA, NBEA and MCEA organizations. One of our members is currently the Information Transition Coordinator for MBEA & another is West Central MBEA President. These professional organizations provide summer training conferences that teach new technology skills, workplace changes relevant to students, and curriculum changes at DESE. We also continue to partner with local businesses and economic development to continue adding elements into the curriculum that our local employers see as a need.
3. Current course curriculum includes hands on activities that gives students the opportunity to apply their technology, marketing, and finance skills in relevant and practical situations. Feedback is generated from members in the community, previous students now in college, local colleges/universities, school administration, and local business owners.
4. The internship program for juniors and seniors- Sedalia FIT - has continued to provide a portal for students to gain real-word experiences, insight on college entry, and decision making in regards to future careers. Although it is not specifically a business department program, it continues to be organized and processed through our department and we teach the required personal finance course that encompasses the career unit for all Smith-Cotton students.

### *What significant changes were made to the program this year?*

1. Two new teachers joined the district and business department bringing fresh ideas, materials, & resources to be shared with students. In addition, one of them filled a

full-time business department position allowing Mrs. Harvey class periods for the JAG program.

2. The Common Criteria Quality Indicator (CCQI) form from DESE indicated the need to provide additional work-based learning opportunities outside of our Sedalia FIT program so the Jobs for America's Graduates (JAG) course, Supervised Marketing Experience course, and Retail Store Operations course were added to our course offerings. The employer engagement JAG has created, and the successful operations of the Tiger Tailgate school store have proved these are successful additions.
3. Our articulation agreement with State Fair Community College was updated to include Personal Finance. Courses which continue to remain offered as free college credit to students earning a degree from SFCC include: Web Page Design, Business Technology I&II, Accounting I&II, and Marketing I&II.

*What areas of improvement are needed?*

1. Common plan time of business department teachers, especially those with common courses, would allow for time to collaborate and work together to ensure similar course pacing & materials are being utilized.
2. Additional time to coordinate the FIT internship program would allow for the implementation of the talent transcript, more student participation, and thorough discussions with students about career choice, better placement, employer site visits, and follow up with students after interning. Right now time does not allow for student recruitment or a thorough follow up process; reflection and guiding students on the next steps.
3. Courses changes recommended for Business & Marketing for the 2020-21 school year included the following, but these changes were delayed until 2021-22:
  - Remove Desktop Publishing course from offerings.
  - Business Technology 1 and 2
    - Combine Business Technology 1 and 2 into one semester course, named Business Technology
    - New course description:  
One-half (½) credit - 9th, 10th, 11th, & 12th grades. This course will allow students to use a computer and other technologies common in businesses to accomplish activities similar to current trends in business and industry. The course content will include a quick review of the keyboard and proper typing technique, introduction to device operation and Internet usage. The students will learn to use the Microsoft Office Suite (Word, Excel, PowerPoint, and Access) to complete common tasks in the workplace. This is an applications-oriented course. The course is articulated with SFCC.
  - Computer Graphics
    - New course description:

One-half (½) credit -- 10th, 11th, & 12th grades. This course is designed for students to learn the fundamentals of design and combine artistic and technical skills to complete original works of art and design. Students will complete creative assignments in print and digital graphics.

- Business Leadership and Marketing Leadership
  - Combine Business Leadership and Marketing Leadership to Business/Marketing Leadership if possible. If not possible to combine, please change grade levels for Marketing Leadership to 11th & 12th grades.
  - New course description:  
One-half (1/2) credit – 11th & 12th grades. DECA or FBLA membership & participation is required. This course provides business & marketing students an opportunity to grow as leaders for our school and future careers. Students will learn about and participate in FBLA & DECA activities including local, state, and national competitive events and serve as project managers for our Chapter Events. This course provides an opportunity for students to work on FBLA & DECA activities in class, as well as give time for them to become engaged with the community during school hours. This class can be taken more than once, if the student’s schedule allows, and permission is granted by the teacher.
- JAG (Jobs for America’s Graduates)
  - New course description:  
One (1) credit- 12th grade. This course will prepare students for success after high school and help them to determine which path (Education, Employment, Enlist) is right for them. The students will be introduced to employability competencies and be assessed on those skills. The competencies fall into six categories: career development, job attainment, job survival, basic skills, leadership and self-development, and personal skills. Students will be involved in “real world” experiences that connect them to available careers within their community. Students taking this course will be required to complete follow up surveys for twelve months after graduation.
- Offer combined Supervised Business Experience & Supervised Marketing experience.

*Was the program effective?*

In the Spring of the 2018-19 school year, we identified program completers (students earning 3 or more credit hours of Business & Marketing courses in a career pathway) and 14 students completed Technical Skill Assessments and those completing Business TSA's had a 77% pass rate. No Marketing TSA's were given. Previous years data from the 2017-18 school year shows: 21 Business completers with 81% pass rate of TSA's and Marketing completers with a 77% pass rate of TSA's.

This year Future Business Leaders of America has 30 members and 23 students competed at the District Leadership Conference on February 4. Of those 6 received medals, 2 qualified for State Conference in 2 events, in addition to those receiving medals we had 8 Top 8 Placements. In addition, we had a student elected to serve as District 10 Vice President and 1 project is being entered to compete at the State Conference in April.

This year DECA has 49 members & 46 students competed at District Leadership Conference on February 12. Out of the 46 competitors, 24 received awards for Top 4 in their category, and 20 qualified to go to the State Competition in March.

The Business Department has continued to implement the Sedalia FIT program at SCHS. Thus far over 307 students have completed forty-hour internships to experience careers they are interested in learning more about. In addition, the FIT program was selected for presentation at the National Business Educators Association and continues to serve as an internship model for other high schools.

Student, employer, school, & community feedback in regards to the JAG program has been overwhelming positive & supportive. JAG students have had the opportunity to visit local employers and hear from guest speakers enabling them to network with career professionals & make connections for opportunities after high school. Six JAG students attended the National Student Leadership Academy in Washington DC in December where they attended workshops & conference sessions, toured national monuments, met with legislators, and took part in many new experiences. Six students will attend the State Career Development Conference in Jefferson City in April.

We will continue to do our best to offer quality instruction in the areas of Business & Marketing, while also offering a variety of real-world, hands-on experience whenever possible. Not only will we strive to provide students with curriculum, technology, and work-based learning, we are confident that our career & technical student organization experiences prepare them for the situations they face after high school. By evaluating our programs regularly and collaborating with one another when appropriate, we believe that our programs will continue to grow and prosper in the coming years.

**ASSESSMENT AND EVALUATION**  
**Sedalia #200 School District**

**PROGRAM:** Family and Consumer Sciences

**Vocational Program Courses:** Nutrition & Wellness; Creative Foods I & II; International Foods; Interpersonal Relationships; Apparel, Textiles & Fashion; Advanced Apparel, Textiles & Fashion; Housing Environments & Design; Child Development; Parenting; Career Pathways to the Teaching Profession; Practicum in the Teaching Pathway and ProSTART I

**FCS Departmental Courses:** FCCLA Leadership

**ADMINISTRATION/BOARD REVIEW DATE:** March 9, 2020

**PROGRAM TEACHERS:** Elizabeth Shaffer, Kathy O'Dell, Alicia Fowlkes (Student Teacher)

**TOTAL NUMBER OF STUDENTS S-CHS CAMPUS ENROLLMENT 2019-2020:**

All Courses	Male	Female	TOTAL	ELL	SPED
Child Development	5	50	55	3	7
Parenting	2	11	13	3	3
Interpersonal Relationships	10	18	28	0	4
Nutrition and Wellness	27	26	53	5	9
Creative Foods I	92	136	228	27	27
Creative Foods II	38	55	93	7	13
International Foods	17	35	52	6	5
ProStart I	0	0	0	0	0
Housing Environments & Design	3	12	15	3	2
Apparel, Textiles & Fashion	0	19	19	3	4
Career Pathway to the Teaching Profession	0	0	0	0	0
<b>2019-2020 TOTAL</b>	<b>194</b>	<b>362</b>	<b>556</b>	<b>57(11%)</b>	<b>74(13%)</b>
<b>2018-2019 TOTAL</b>			<b>474</b>		

\*In the 2018-19 school year there were 25 sections of classes offered with an average of 18.96 students per class.

\*In the 2019-2020 school year there were 24 sections of classes offered with an average of 23.16 students per class.

**PROGRAM GOALS:**

1. Maintain and update curriculum and equipment to effectively instruct students so they are prepared for real world situations.
2. Teachers will participate in professional development to ensure effective student instruction.

3. Provide relevant course curriculum to students that will prepare them for life skills after high school and entry level job skills.
4. Expand pathways and course offerings.

***Summary of how goals are being met:***

1. Throughout the year the equipment needs and conditions of existing equipment has been evaluated. These needs are based on the concentrator students in our programs and the increase in our class enrollments. At the beginning of the 2019-2020 school year additional kitchen equipment was purchased due to the dramatic increase in the number of students enrolled in the Creative Foods 1 course.
2. Teachers in our program currently maintain active professional memberships with the MOACTE, ACTE, NAFACS, MoEFACS, MSTA, and FCCLA organizations to stay current on the educational trends and change within our field and within Career & Technical education as a whole. Ms. Shaffer currently serves on the MoEFACS Board and Mrs. O'Dell currently serves as a MSTA Central Region Board member, along with Smith-Cotton Building Representative for SCEA. High school teachers attend summer conferences and additional training as provided by DESE to complement and expand on relevant skill development. To implement both the Career Pathways to the Teaching Profession and ProStart programs of study, teachers must meet professional development training requirements as set forth by DESE and national certification guidelines. Training for ProStart was completed in the Summer of 2018. We are hopeful that enrollment numbers will be large enough for this program to be implemented in the fall of 2020. Ms. Shaffer will attend a two day training for the Pathways to the Teaching Profession in May of 2020 in hopes of reinstating the course at S-CHS for the 2020-2021 school year.
3. The current course curriculum includes hands on activities that give students the opportunity to apply their skills in relevant and practical situations. Some of these activities are generated from the feedback received at our annual Advisory Committee meeting, others are in direct alignment with National FCS standards which guide all program and curriculum implementation. Some coursework is also being completed through the CANVAS platform, helping teach students technology skills that are needed in after high school education programs and real life setting. Feedback is generated from members in the community, previous students now in college, local colleges/universities, school administration, and local business owners. Students enrolled in CTE courses were surveyed in December 2019 for additional feedback, as well.

***What significant changes were made to the program this year?***

1. We continue to work through the new processes required by DESE to identify program concentrators and completers as well as the Common Criteria and Quality Indicators. The DESE Vocational Enhancement Grant utilized by all vocational departments is now based on the number of students we have in our programs that are concentrated in a vocational career path. At DESE, the FCS Department has undergone significant strategic planning and we have an established programs of study that students complete

to give focus and planned sequences of courses for students with particular career focus.

2. At S-CHS, we are an approved program, have two approved programs of study, and align with SFCC Career Center to offer students an additional program of study in Child Development. With current staffing, this is the maximum we can offer our students. Additional teaching staff would be required to offer the fourth program of study for students: Interior Design/Fashion Merchandising. We have sufficient student interest for this program of study, but at present staffing levels are unable to offer the entire sequence of courses. The Spring 2020 enrollment in the Apparels, Textiles and Fashion course is up 190% over the Fall 2018 course enrollment. There is a large interest from the students for an Advanced Apparels, Textiles and Fashion course for the 2020-2021 school year in addition to the Apparels, Textiles and Fashion course. To help support the increased interest in this area the FACS department participated in a Loaner program for an Embroidery machine from the B-Sewin company. This led to the purchasing of said machine at a discounted price. Additionally, the department has signed up and are currently on the waiting list for a Jiffy Steam machine for the department, too. In addition, due to the high numbers in our Creative Foods 1 courses we reorganized the set up of the Lab Kitchens equipment by removing a ledge shelf along the back wall and replacing it with shelving racks. This will streamline the kitchens and help prepare the students and department for the remodel to take place in the near future by focusing on more of an industrial kitchen look as opposed to a home style kitchen appearance.
3. In 2018-2019 a retired teacher, Marina Scheiner, was utilized with a 550 teaching assignment for the Career Pathways to Teaching Profession course and CTSO Educators Rising advisor and coordinates activities for the Grow Your Own initiative under the direction of Dr. Nancy Scott. Ms. Scheiner did not return for the 2019-2020 school year. Due to the loss of the half time faculty member that taught the Career Pathways to the Teaching Profession and Practicum courses in 2018-19 not returning for the 2019-2020 school year, the Career Pathways to the Teaching Profession and Practicum courses was not offered even though there was enough student interest to support the class. The Educator Rising Organization was continued in the 2019-2020 school year by School Counselor, Ms. Carmen Brock. Ms. Shaffer is scheduled to attend the required Professional Development for teaching this coursework in May of 2020 so that it can again be offered during the 2020-2021 school year.
4. Separated advisor responsibilities for the two Career & Technical Student Organizations (CTSO) functioning within the FCS Department. The two full-time FCS teachers (Ms. Shaffer & Ms. O'Dell) serve as FCCLA advisors and Educators Rising is advised by Ms. Brock. By adding in an advisor dedicated to the Educators Rising chapter, students in both organizations benefit. FCCLA is the larger chapter (53 members) and the co-advising structure allows for more engagement with students.
5. Curriculum course objectives, essential questions, guiding questions, and common formative assessments are an ongoing process as part of our Common Criteria and Quality Indicators and is updated annually.

6. As a complement to the curriculum, two Career and Technical Student Organizations are active within the FCS Department. Family Career & Community Leaders of America is open to all students who have taken a FCS class; and Educators Rising is open to all students interested in teaching careers. Both CTSO chapters are active, and have experienced significant membership growth in the last 5 years. Students are competing in both CTSOs.

In 2019-2020, FCCLA had one student complete the application for Region 12 FCCLA officer, and one student competed in the Region 12 STAR Events receiving a Silver Medal. This the only second time we have had a FCCLA member fill out an application for Region Officer selection. We are working towards having additional candidates run next year with a positive outcome and being able to have a Regional FCCLA Officer from Smith-Cotton High School. Smith-Cotton High School has hosted the Regional Fall FCCLA meeting for the last several years and plans to host it again in the fall of 2020. We also have at least one student who will be recognized at the State FCCLA Leadership Conference this March for completing the POWER OF ONE program. This will be Smith-Cotton's first known Power of One completer.

In its third year on the SCHS campus, the Educators Rising chapter draws students in grades 9-12 who have expressed an interest in becoming educators. This year, there are 30 members who were able to volunteer at elementary holiday parties in December. Due to the loss of the Career Pathways to Teaching course this school year, members have been unable to interact with teachers or work with lower grade level classrooms. Our chapter is sending 3 teams or individuals to compete in 3 events at the state level in March.

By providing opportunities for CTSOs within the FCS Department, students have the opportunity to serve at the local level and use the skills obtained in the classroom to apply to a competitive environment, further developing their leadership and individual life skill competencies.

7. We have been fortunate enough to have a Student Teacher in our department during the Spring 2020 semester and will have another student from UCM coming later in the semester for a 30 hour practicum. Also, a student will be doing observations in our department this spring from State Fair Community College and another UCM student, both doing 30 hours each of observations. These current university students bring in fresh ideas that can be a valuable resource to both the students and our department faculty.

### ***What areas of improvement are needed?***

1. With the changes to DESE regarding vocation programs and concentrators, we need to focus on enrolling students into programs of study in order to continue to receive financial assistance with equipment purchases to meet curriculum, college, and career readiness needs.

2. Also through discovery of the Common Criteria Quality Indicator, each CTSO needs to have a published program of work for the year created by students and shared with the entire student body and parents.
3. Additional equipment funds are needed to upgrade the kitchen lab area to complement the ProStart I & II curriculum. Funds are available via grant matches within DESE, but additional funds will be needed to supplement those funds to provide items not supported through grant funds. A full kitchen upgrade is tentative scheduled for summer of 2021.

***Is the program effective?***

The FCS Department offers two distinct purposes-to prepare students for the realities of adulthood and specific career pathway planning. It is our consensus that our department goals are being met and our progress toward our long-range planning does indeed provide an opportunity to equip and prepare our students for the future. We believe that this can be substantiated by the increase of enrollment in our department courses even though we are now down to two full time faculty members instead of two and a half faculty members we had in the 2018-2019 school year. Based on interest in our courses, we believe that this increase will continue to show a marked increase in the future.

**ASSESSMENT AND EVALUATION**  
**Sedalia #200 School District**

**PROGRAM:** Engineering and Technology Education- Project Lead the Way

**Project Lead the Way Courses:** Introduction to Engineering Design, Principles of Engineering, Digital Electronics, Aerospace Engineering, Engineering Development and Design, Civil Engineering and Architecture, AP Computer Science Principles, AP Computer Science A Java, Principles of Biomedical Science, and Human Body Systems

**Additional Program Courses:** Robotics, CNC Manufacturing & Machining

**ADMINISTRATION/BOARD REVIEW DATE:** March 9, 2020

**PROGRAM TEACHERS:** Anna Singer, Michael Wright, Rush Walters

**TOTAL OF STUDENTS:**

Course	Male	Female	Total
Introduction to Engineering Design	58	4	62
Principles of Engineering	28	4	32
Digital Electronics	7	0	7
Aerospace Engineering	13	1	14
Engineering Development & Design	2	0	2
Civil Engineering & Architecture	2	2	4
Robotics	2	2	4
CNC Manufacturing & Machining	13	1	14
Computer Science Essentials	17	4	21
Computer Science Principles	17	4	21
Computer Science A- Java	5	4	9
Principles of Biomedical Science	13	36	49
Human Body Systems	10	19	29
	<b>Total Students</b>		268

**Student Demographics Overview:**

- Student numbers dropped slightly this year by four students (-1.5%)

**PROGRAM GOALS:**

1. Maintain and update curriculum and equipment to effectively instruct students so they are prepared for real-world situations.
2. Teachers will participate in professional development to improve their technology skills to ensure effective student instruction.
3. Provide relevant course curriculum to students that will prepare them for life skills after high school and entry-level job skills.
4. Provide dual credit opportunities for students.
5. Provide internship/job shadowing opportunities for students.
6. Provide extracurricular student organizations to further develop leadership and technical skills.

*Summary of how goals were met:*

1. Teachers in the PLTW program maintain certification in their assigned courses and are provided with a wealth of resources for professional development throughout the PLTW network. Summer training opportunities and conferences are available and taken advantage of. Teachers also maintain active professional memberships with the MOACTE, ACTE and ITEEA. These professional organizations provide fall and summer training conferences that teach new technology skills, workplace changes relevant to students, and curriculum changes at DESE.
2. Current course curriculum includes hands-on activities that give students the opportunity to apply their technology, design, and engineering skills in relevant and practical situations. Feedback is generated from members in the community, previous students now in college, local colleges/universities, and local business leaders.
3. Students are provided with dual credit opportunities in the following courses: Introduction to Engineering Design, Principles of Engineering, and Digital Electronics. These dual credit courses are offered through UCM. Students are eligible to receive AP credit through AP Computer Science Principles and AP Computer Science A- Java. Students are also able to get dual credit for Principles of Biomedical Science and Human Body Systems through Missouri S & T.
4. Students are able to participate in internships and job shadowing opportunities through the FIT Program, Maxion Wheels, and Stanley Black & Decker.
5. Students have the choice of three different student organizations to participate in for extracurricular: HOSA, TSA, and Team SCREAM Robotics

*What significant changes were made to the program this year?*

1. PLTW's Aerospace Engineering (AERO) course was successfully offered for the first time this school year. Students have engaged in multiple real-world applications in the field of aerospace engineering through projects such as flight simulators and GPS navigation. Students also design, build and test model gliders and Estes rockets.
2. PLTW's Human Body Systems (HBS) was offered for the first time starting in the fall of 2019. This is the second of four potential courses in the biomedical pathway.
3. PLTW's Computer Science A course was offered for the first time starting in the fall of 2019. This is an AP course that teaches students how to program using Java as the programming language.
4. HOSA has continued with strong membership; 35 members attended the State Leadership Conference & 7 students qualified for the International Leadership Conference. Chapter activities have included raising money for pediatric cancer, planning a two-day event to teach middle school students about heart health, hosting panels of speakers from the medical field for our "Med Talks" events and members participating in job shadowing experiences at Sedalia health care providers.
5. Team SCREAM has continued to grow. This year's team is one of the largest teams we have had to date. The Central MO Regional will once again be hosted here at Smith-Cotton High School. The team is also helping with the development of a new team at the middle school.

*What areas of improvement are needed?*

1. Based on student survey results, we need to do a better job of providing information to the students regarding internships and job shadowing opportunities. Our students have a strong desire to get out into the field more to experience real-world engineering professions. It is clear that our students do not understand all of the industries and opportunities that are available to them right here in our community.
2. The engineering department needs to develop creative ways to help females find an interest in STEM fields.

*Was the program effective?*

The engineering and technology education program does an excellent job of providing students with real-world engineering and design experiences that will better prepare them to be college and career ready. The program has shown improvements in interest and growth. With technology continually changing and improving it is vital that this program continues to do so as well. We feel that this program is effective and successful but there is room for improvement. We look forward to the challenges to make it a world-class educational opportunity for our students.

Career and Technology Education Department

Program Evaluation

Student Survey Results

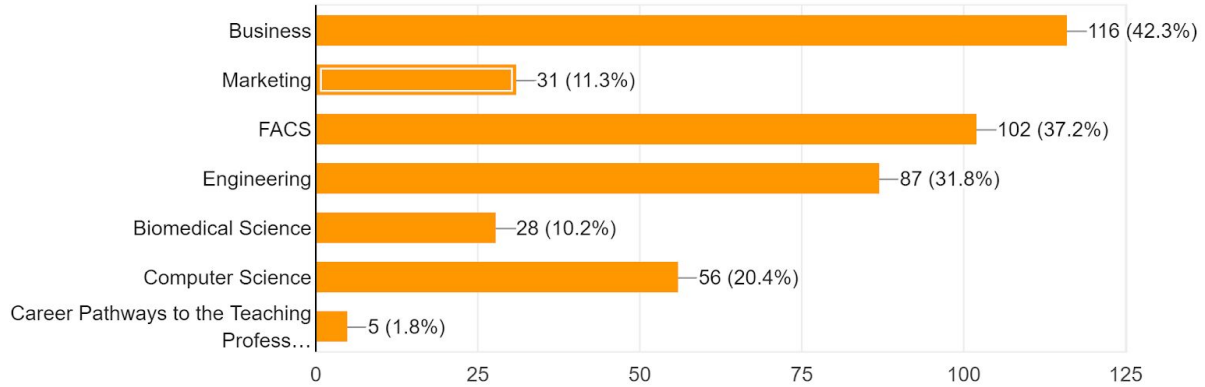
Board of Education Review

February 24, 2020

**Overview:** The Career and Technology Education (CTE) Department recently had a survey completed by students who have taken CTE courses. This survey was intended to receive feedback from students regarding their thoughts on the overall performance of the CTE Department.

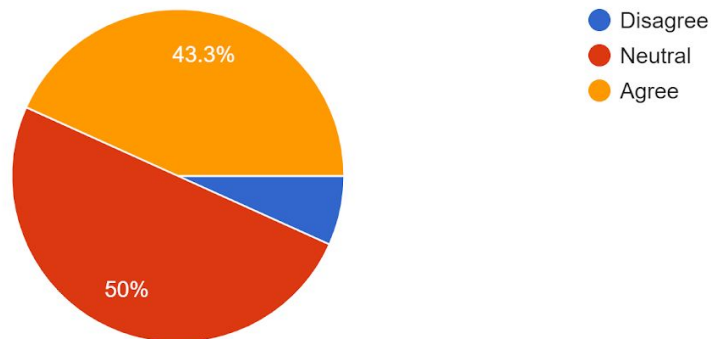
Which of the following areas have you taken a course in? Select all that apply.

274 responses



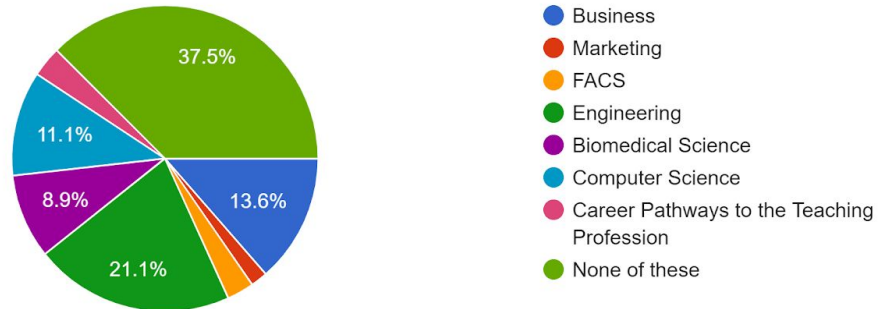
Using the list of CTE program areas from above, please rate the following statement: "Overall, the courses that I have taken in these areas are preparing me...e college and career ready."

282 responses



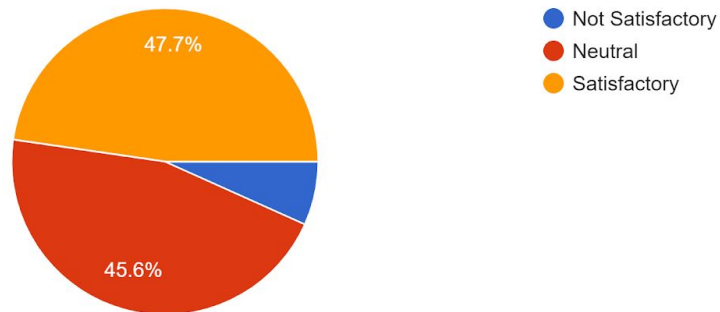
Select the CTE program area in which you are planning on pursuing for a career path. Select only one.

280 responses



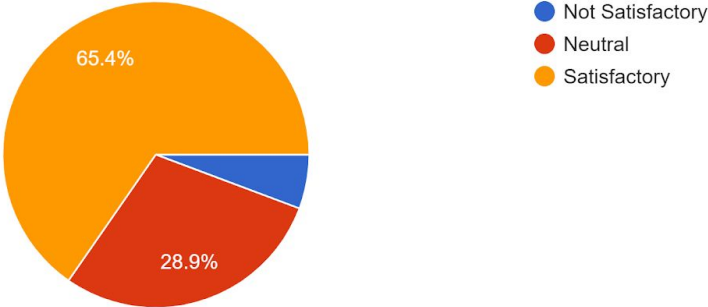
How would you rate the quality of the curriculum offered in CTE Program Areas? (Please base this on the courses that you have taken.)

283 responses



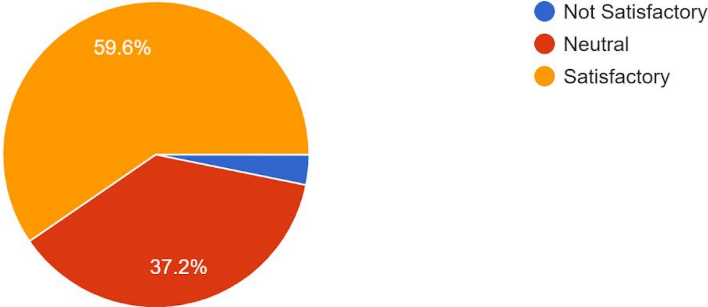
How would you rate the teacher quality of the CTE Program Areas? (Please base this on the courses that you have taken.)

280 responses



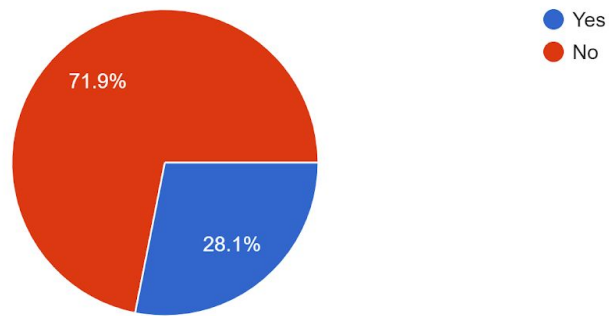
How would you rate the technology available to use in the CTE Program Areas? (Please base this on the courses that you have taken.)

282 responses



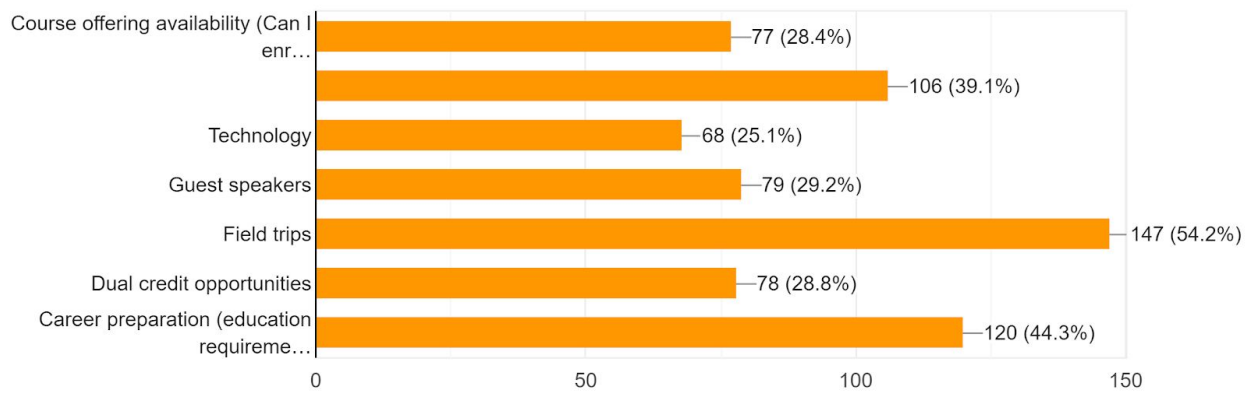
There are a few different internship opportunities available to students that have taken CTE program area courses. Are you aware of any of these internships?

281 responses



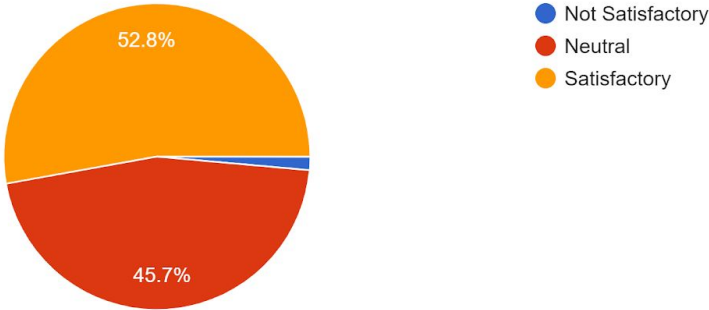
Select the areas that our CTE program areas can MOST improve in. Select all that apply.

271 responses



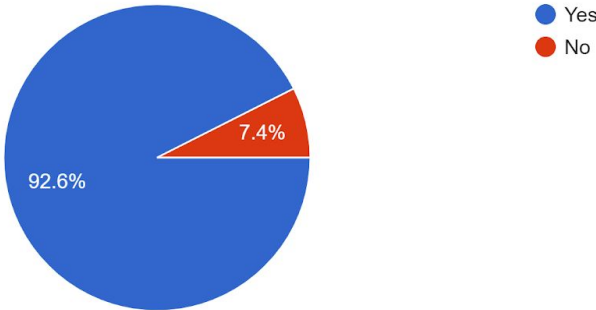
How would you rate the availability and quality of extracurricular clubs/teams? HOSA, DECA, FBLA, TSA, Team SCREAM, FCCLA, Educators Rising etc.

282 responses



Based on your overall experience with CTE courses, would you recommend that other students take CTE courses when in high school?

282 responses





# SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

**Steven G. Triplett, Ed.S**  
Superintendent

**Nancy L. Scott, Ed.D.**  
Assistant Superintendent

**Todd Fraley, Ed.D.**  
Assistant Superintendent

**Chris Pyle, Ed.S.**  
Assistant Superintendent

**Harriet Wolfe, Ed.D.**  
Chief Finance Officer

**Devon Gilmore, M.E.D.**  
Director of K-5 Curriculum  
Instruction & Assessment

**Becky Brownfield, Ed.S**  
Director of 6-12 Curriculum  
Instruction & Assessment

**Bob Satnan, B.A.**  
Communications Director

**Missouri Model District**  
[www.sedalia200.org](http://www.sedalia200.org)

**We Live Tiger  
Pride Everyday**

Sedalia #200 is an equal  
opportunity and affirmative  
action employer

To: Board of Education and Mr. Triplett

From: Chris Pyle

Date: March 9, 2020

Re: Student Transportation Services

Attached you will find information and a bid analysis regarding our most recent bid process for District student transportation. First Student was the only company that attended our scheduled pre-bid meeting on January 27<sup>th</sup>. The pre-bid meeting was mandatory so the companies could review our expectations and have the opportunity to ask questions. After the pre-bid meeting the District reached back out to four other companies to make sure they were aware of the pre-bid meeting and offered to reschedule. We heard back from one of those companies and they stated that they could not give us a meaningful proposal and declined consideration.

At our bid opening meeting on February 19<sup>th</sup>, First Student submitted a bid with a 9.4% increase in year one with smaller increases each year over the 5 year term. We asked them to reconsider and to spread out the increase over time more evenly for budgeting purposes. They came back with the following proposal with an increase breakdown as follows:

Year 1:	5.60%
Year 2:	5.60%
Year 3:	4.93%
Year 4:	4.00%
Year 5:	4.00%

We have been partners with First Student for over 40 years and continue to be satisfied with the service we receive.

Thank you for your consideration in this matter. If you have any questions, please do not hesitate to give me a call.

# PROPOSAL FORM

## BASIC TRANSPORTATION SERVICE

### DAILY RATE PER BUS

BUS DESCRIPTION	Current Routes	Firm Price 2020-21	Firm Price 2021-22	Percentage Increase Each Year from Previous Year		
				Not to exceed % 2022-23	Not to exceed % 2023-24	Not to exceed % 2024-25
54 Passenger Early Childhood Bus (Inside city limits)	4	\$ 233.31	\$ 246.38	4.93%	4.00%	4.00%
(Outside city limits)		\$ 233.31	\$ 246.38	4.93%	4.00%	4.00%
71 (or greater) Passenger Bus						
Double Route	18	\$ 233.31	\$ 246.38	4.93%	4.00%	4.00%
84 Passenger						
Double Route	6	\$ 258.27	\$ 272.73	4.93%	4.00%	4.00%
Bus with Wheel Chair Lift ( <b>Special Needs</b> )	2	\$ 308.51	\$ 325.79	4.93%	4.00%	4.00%
Shuttle Bus Vocational Education	1	\$ 61.85	\$ 65.31	4.93%	4.00%	4.00%
Bus Monitor Up to 4 to be requested	4	\$ 20.78	\$ 21.94	4.93%	4.00%	4.00%
Sub Buses (including Drivers)	5	N/A included in route pricing	N/A included in route pricing	N/A included in route pricing	N/A included in route pricing	N/A included in route pricing
Driver only driving District-owned buses (Per hour)		\$ 26.44	\$ 27.23	4.93%	4.00%	4.00%
After School Programs	3	\$ 120.83	\$ 124.45	4.93%	4.00%	4.00%

Triple Route Charge – If a current double route has an additional Tier (3<sup>rd</sup> tier) added to it, the charge to the district will be \_\$37.05\_ for the 3rd tier.

# PROPOSAL FORM

## SUPPLEMENTAL TRANSPORTATION SERVICE (RATES QUOTED ARE HOURLY INCLUDING DRIVER COST)

	Firm Price	Firm Price 2021-22	Percentage Increase Each Year from Previous Year		
			Not to exceed % 2022-23	Not to exceed % 2023-24	Not to exceed % 2024--25
1. Provide transportation for Students with the Sedalia School District #200 of <b>no more than eight miles one way</b> outside the school district for programs related to curricular or extra-curricular activities. ( <b>In-town trips</b> )	\$ 30.27	\$ 31.18	3.00%	3.00%	3.00%
ACTIVITY TRIPS					
2. Provide transportation for students on trips <b>more than eight miles one way</b> outside the Sedalia School District #200. ( <b>Out of town trips</b> )	\$ 39.15	\$ 40.32	3.00%	3.00%	3.00%
3. Provide transportation to and from school for students attending summer school, if such transportation service is requested by the district.					

EARLY CHILDHOOD	\$ <u>66.01</u>	\$ <u>67.99</u>	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>
BUS WITH WHEEL CHAIR LIFT	\$ <u>79.51</u>	\$ <u>81.90</u>	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>
SPECIAL NEEDS (w/ monitors)	\$ <u>85.75</u>	\$ <u>88.32</u>	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>
SPECIAL NEEDS (without monitors)	\$ <u>64.70</u>	\$ <u>66.64</u>	<u>3.00%</u>	<u>3.00%</u>	<u>3.00%</u>
BASIC TRANSPORTATION	\$ <u>233.31</u>	\$ <u>246.38</u>	<u>4.93%</u>	<u>4.00%</u>	<u>4.00%</u>

## **PROPOSAL FORM**

### **INDIVIDUALLY CONTRACTED TRANSPORTATION SERVICE**

Provide transportation on a fee basis for students not eligible for transportation at district expense. Arrangements for this service to be made directly with the contractor by those desiring the service. The transportation is to be provided if requested by parents, but only in those cases where the number of pupils and the routes of travel involved justify such arrangement. Pay ridership from contracted services shall not subject the school district to add additional routes.

### **COST PER SEMESTER**

\$ 39.19



# SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

**Steven G. Triplett, Ed.S**  
Superintendent

**Nancy L. Scott, Ed.D.**  
Assistant Superintendent

**Todd Fraley, Ed.D.**  
Assistant Superintendent

**Chris Pyle, Ed.S.**  
Assistant Superintendent

**Harriet Wolfe, Ed.D.**  
Chief Finance Officer

**Devon Gilmore, M.E.D.**  
Director of K-5 Curriculum  
Instruction & Assessment

**Becky Brownfield, Ed.S**  
Director of 6-12 Curriculum  
Instruction & Assessment

**Bob Satnan, B.A.**  
Communications Director

**Missouri Model District**  
[www.sedalia200.org](http://www.sedalia200.org)

**We Live Tiger  
Pride Everyday**

Sedalia #200 is an equal  
opportunity and affirmative  
action employer

To: Board of Education and Mr. Triplett

From: Chris Pyle

Date: March 9, 2020

Re: District Mowing Contract

The District mowing contract is one that can be extended five consecutive years. The 2020 season will be our final year to extend before completing a new bid process.

BC Mowing and Tilling, LLC is our current provider for this service and they are motivated to keep our business. BC Mowing and Tilling, LLC approached the District last spring indicating that they would offer a 10% discount compared to previous year mowing rates to show their efforts in regaining our commitment. They reduced the rate and allowed us to add additional acreage off of Tiger Pride and the maintenance warehouse. This year they reached out again with the included proposal indicating a \$50 increase over the 2019 price. This would make the total property mowing cost in 2020 at \$1476 as compared to \$1426 in the 2019 season.

My recommendation is to continue with this company and accept the contract extension from BC Mowing & Tilling, LLC for the 2020 mowing season.

Thank you for your consideration in this matter. If you have any questions, please contact me at (660)-829-6457. Thank You.

20 Feb 2020



MOWING & TILLING  
383 SE 985 Rd  
Leeton, MO 64761

Aaron F Colborn  
BC Mowing & Tilling  
383 SE 985 Rd  
Leeton, Mo 64761  
660.238.0879

Sedalia School District 200  
2806 Matthew Drive  
Sedalia, Mo 65301-2199

Re: Contract Mowing Documents for the 2020 Mowing Season

After careful consideration, BC Mowing & Tilling, LLC and the Sedalia School district have agreed to extend the previous 2019 Contract for Mowing Services for a period of (1) one year.

In consideration of this extension, BC Mowing agrees to continue providing service at the 2020 Mowing Rate of 1476.00 Per complete Mow. This amount shows a 50.00 Increase over the 2019 Mowing Rate of \$1426.00.

Our company began mowing the Sedalia School District in 2010 and we are proud of how the district looks and the care we have all put into our facilities. I look forward to having you as a client again for another year which will be our eleventh consecutive year taking care of your grounds.

Sincerely,

A handwritten signature in black ink, appearing to read 'AFC', is written over a horizontal line.

Aaron F Colborn  
Owner, BC Mowing and Tilling.



## DISTRICT OFFICE MEMO

To: Board of Education  
From: Steve Triplett  
CC: Pam Moon  
Date: 03/09/2020  
Re: 2020-2021 Salary Schedules

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Attached you will find three salary schedule budgeting scenarios for 2020-2021. These scenarios reflect a step increase and 6% increase in insurance in addition to the following:

- Scenario #1
  - ✓ \$100 increase for certified
  - ✓ \$ .10 increase for support staff
- Scenario #2
  - ✓ \$200 increase for certified
  - ✓ \$ .15 increase for support staff
- Scenario #3
  - ✓ \$300 increase for certified
  - ✓ \$ .20 increase for support staff
- In order for everyone to receive a step increase, the following schedules require a step added
  - ✓ Administrative
  - ✓ Extra Duty
  - ✓ Support Staff
  - ✓ Director/Coordinator/Licensed

Final recommendation to be presented at the March 30<sup>th</sup> Board meeting for Board approval.

SEDALIA SCHOOL DISTRICT #200  
BUDGETING SCENARIOS - SALARIES & BENEFITS 20-21

February 25, 2020  
Step / \$100 (Cert) / \$ .10 (SS) / 6% Ins

**CERTIFIED**

2020-2021 - Start Amount	28,845,523
2020-2021 - increases as listed above	29,389,611
Difference	544,088

**SUPPORT STAFF**

2020-2021 - Start Amount	10,323,200
2020-2021 - increases as listed above	10,415,156
Difference	91,956

**TOTAL**

2020-2021 - Start Amount	39,168,723
2020-2021 - increases as listed above	39,804,767
Difference	636,044

SEDALIA SCHOOL DISTRICT #200  
BUDGETING SCENARIOS - SALARIES & BENEFITS 20-21

February 26, 2020  
Step / \$200 (Cert) / \$ .15 (SS) / 6% Ins

**CERTIFIED**

2020-2021 - Start Amount	28,845,523
2020-2021 - increases as listed above	29,441,290
Difference	595,767

**SUPPORT STAFF**

2020-2021 - Start Amount	10,323,200
2020-2021 - increases as listed above	10,439,426
Difference	116,226

**TOTAL**

2020-2021 - Start Amount	39,168,723
2020-2021 - increases as listed above	39,880,716
Difference	711,993

SEDALIA SCHOOL DISTRICT #200  
BUDGETING SCENARIOS - SALARIES & BENEFITS 20-21

February 26, 2020  
Step / \$300 (Cert) / \$ .20 (SS) / 6% Ins

**CERTIFIED**

2020-2021 - Start Amount	28,845,523
2020-2021 - increases as listed above	29,493,016
Difference	647,493

**SUPPORT STAFF**

2020-2021 - Start Amount	10,323,200
2020-2021 - increases as listed above	10,463,696
Difference	140,496

**TOTAL**

2020-2021 - Start Amount	39,168,723
2020-2021 - increases as listed above	39,956,712
Difference	787,989



# SSD

## Sedalia School District #200

6.4

District Office  
2806 Matthew Drive  
Sedalia, Missouri  
65301-7981  
(660) 829-6450  
Fax (660) 827-8938  
www.sedalia200.org

**Steven G. Triplett, Ed.S**  
Superintendent

**Nancy L. Scott, Ed.D.**  
Assistant Superintendent  
Human Resources  
Federal Programs

**Todd Fraley, Ed.D.**  
Assistant Superintendent  
Buildings & Grounds  
Support Services

**Chris Pyle, Ed.S.**  
Assistant Superintendent  
K-12 Special Education

**Harriet Wolfe, Ed.D.**  
Chief Finance Officer

**Devon Gilmore, M.E.D.**  
Director of Curriculum  
Instruction & Assessment K-5

**Becky Brownfield, Ed.S**  
Director of Curriculum  
Instruction & Assessment 6-12

**Bob Satnan, B.A.**  
Communications Director

**We Live Tiger  
Pride Everyday**

Sedalia #200 is an equal  
opportunity and affirmative  
action employer

### MEMO

TO: Board of Education; Steve Triplett  
FROM: Dr. Fraley  
DATE: March 9, 2020  
RE: Insurance Consultants Quote

Please be advised of the following:

A request was made to Charlesworth Consulting, LLC. to provide the Sedalia School District with a quote and proposal. Charlesworth serves school districts as an independent consultant to manage the RFP processes for both property and casualty insurance as well as benefits insurance. Charlesworth does not act as the broker, but instead manages the process of selecting the broker services. The company's proposed services are outlined in the attached documents.

The following fees were proposed:

Property and Casualty –  
Phase I = \$6250.00 – Delivery of RFP  
Phase II - \$6250.00 – Subject to district decision

Benefits –  
Phase I - \$4600.00 – Submission for RFP for potential interviews  
Phase II - \$5200.00 – Subject to district decision

If you have any questions, please contact me at 660-829-6456. Thank you.



# Proposal for Sedalia School District 200

## Risk Management and Insurance Consulting Services

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Prepared by:



**Charlesworth Consulting, LLC.**

1828 Walnut Street  
Suite 700  
Kansas City, MO 64108

[charlesworthconsulting.com](http://charlesworthconsulting.com)

Inquiries:

James Charlesworth, ARM

**Charlesworth Consulting, LLC**

817.857.7849

[jcharlesworth@charlesworthconsulting.com](mailto:jcharlesworth@charlesworthconsulting.com)



IT'S OUR  
**BUSINESS**  
TO WATCH OUT FOR **YOURS**

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## 1. Introduction

Thank you for the opportunity to offer our insurance consulting and risk management services to Sedalia School District 200. The following is our proposal to provide the District project management services related to preparing and managing an insurance broker request for proposal with the objective of selecting a single insurance broker to handle the District's property and liability insurance products, as well as a broker benefit request for proposal.

## 2. Qualifications

### A. Background and History of Charlesworth Consulting

Our history goes back to 1977, when Art Charlesworth took the insurance industry by storm and founded Charlesworth & Associates. His idea was to focus on consulting, not selling insurance products... a concept we still adhere to today.

In the 1980's, three of Art's children joined the family business. James, Connie, and Bob each developed their own niches and expertise and took over the business when Art retired in 2000.

In 2017, **Charlesworth Consulting** was born when we became a subsidiary of Holmes Murphy & Associates. We moved offices to Kansas City, Missouri, but not much else has changed. We still follow our core values of providing objective, innovative, and personal service.

2018 was a year of growth, and we were retained by multiple new clients to provide comprehensive services. Peter Simonsen and Haley Rakoski were hired to provide additional bandwidth. Their unique backgrounds and experience give us broader capabilities, so we can better serve clients.

Today, our public-entity clients typically range in population from 5,000 to nearly 200,000. Most have been with us for years. Our larger retainer-based clients form the core of our business and typically have populations between 100,000 and 175,000. For school districts, our clients range in size from 5,000 students to over 30,000. Our clients have libraries, hospitals, rec centers, schools, parks, daycares, utilities, housing, transit, and even airports. We've just about seen it all.

Our core values have helped **Charlesworth Consulting** build lasting relationships and carve out a niche in the insurance industry. It's not just that there isn't anyone else that does what we do – it's how we do it that makes the difference. We are committed to:



## **B. Specific Consultants Assigned to Sedalia School District**

If we are fortunate enough to work with Sedalia School District, James Charlesworth will be the lead consultant on the property and casualty RFP project with Peter Simonsen assisting. Bob Charlesworth will lead the benefit broker RFQ project.

James has served clients since 1989 and has expertise in public-entity risk management, contract analysis, self-funding workers' compensation, claims, and subrogation. James also has special experience in law enforcement and public utility risk management issues as well as being instrumental in the design of risk management programs for well over twenty-five public entities in Kansas, Missouri, Texas, Nebraska, Oklahoma and South Dakota, plus numerous not-for-profit and for-profit organizations.

Bob has served as a consultant with **Charlesworth Consulting** since 1984 and has special training in loss control, risk financing alternatives and evaluations, safety program and committee development, and risk management seminars. Bob specializes in group health benefits for both private and public entity clients. Based on current workload and previous experience with numerous area school districts on similar benefit broker RFQ projects, Bob will be the designated contact for the proposed services outlined herein.

Peter joined Charlesworth in 2019 and specializes in public-entity risk management as well as public and private insurance procurement and program administration. Peter works with clients to develop risk management strategies that align with the client's values and objectives. He also has experience in administering risk management and insurance programs and understands the operational and organizational challenges to successful loss mitigation and risk transfer. Prior to joining Charlesworth, Peter was an assistant city attorney in Lenexa, Kansas where he primarily handled risk management and civil litigation. Peter brings a unique analytical perspective to the team and knows what it's like to work in local government. Peter graduated from the University of Kansas School of Law in 2010 and is active in numerous professional organizations.

Connie Sargent and Haley Rakoski may also work behind the scenes. Connie has been with Charlesworth since 1988 and specializes in designing loss reporting systems and loss control programs, deductible/SIR claims management, subrogation recoveries, and workplace safety. Haley joined the Charlesworth team in 2019 to provide concierge customer service. Her role is to support and provide administrative assistance to all team members. She specializes in workers' compensation program administration.



James Charlesworth, ARM

816.857.7849

[jcharlesworth@charlesworthconsulting.com](mailto:jcharlesworth@charlesworthconsulting.com)

***Lead Consultant – Overall Program Management***

---



Bob Charlesworth, CPCU, ARM, ALCM, AIS

816.857.7850

[bcharlesworth@charlesworthconsulting.com](mailto:bcharlesworth@charlesworthconsulting.com)

***Senior Employee Benefits Consultant***

---



Peter Simonsen, JD

816.857.7872

[psimonsen@charlesworthconsulting.com](mailto:psimonsen@charlesworthconsulting.com)

***Consultant; Program Management and Assessment***

---



Connie Sargent, ARM

816.857.7831

[csargent@charlesworthconsulting.com](mailto:csargent@charlesworthconsulting.com)

***Subrogation; Claim and Incident Administration***

---



Haley Rakoski

816.857.7882

[hrakoski@charlesworthconsulting.com](mailto:hrakoski@charlesworthconsulting.com)

***Client Services Coordinator; Workers' Compensation Specialist***

### 3. Property and Casualty RFP

#### A. Scope of Services

No two projects are the same, and although we've worked on numerous broker RFP and insurance marketing projects, we still approach each with a desire to understand the client and deliver tailored services. We would approach this project by:

## 1. Identify Objectives and Understand Sedalia School District

Every renewal starts with a meeting to understand your needs, and more importantly, your culture. Maybe you've received a negative outlook from your current provider or had a large loss. Perhaps you're unsatisfied with your current carrier or claims handler, or maybe you just haven't looked at the market in a while and you need to substantiate to your school board and taxpayers that the coverages, conditions, and costs are competitive. We want to understand what you are looking for, so we can deliver results. The initial meeting will be followed up with a more detailed review of the District's current risk management and insurance programs including a high-level risk analysis. Depending on your program, additional meetings are possible. To deliver results, we need to understand how your organization works. We review loss reports and schedules and follow-up with specific departments. We want to understand what issues you see on the horizon for your organization, so we can build a program to manage those risks.

## 2. Choose a Selection Process

The next step is to decide which selection method will be utilized. There are multiple options, including selecting one broker to market the insurance program or selecting multiple agents to compete for the District's business by having each agent assemble their own insurance program and quotes. Each option has its pros and cons, and it can be further complicated by risk pools, which may work directly with the entities. Once the full project scope has been finalized, we will confirm the project timeline, working back from the date the policies must take effect.

## 3. Draft RFP

Once we understand your objectives and you have decided on a selection process, we can draft a broker RFP to solicit qualified responses. We usually include general specifics, like minimum limits, coverages, etc., but we do not want to be too restrictive in the RFP because it could eliminate brokers with access to programs that are less well known. We utilize the same method for the insurance RFP. One benefit of using an independent consultant is that we will have already conducted a detailed review of your current insurance program before we go to market. We will tell the brokers what we want, rather than having the brokers trying to sell the District what they think you need.

## 4. Distribute RFP

At **Charlesworth Consulting**, we have strong relationships with a variety of brokers and carriers that can be leveraged to ensure the District has multiple options to choose from. All broker communications can be run through our office, buffering the District from unwanted solicitations. But

we will also with the procurement department to ensure compliance with the District’s procurement policies and state law.

## 5. Evaluate Responses

All insurance programs are not created equal. We work with staff during the evaluation phase to ask the right questions, so you can make an informed decision. Different brokers have access to different insurance carriers, so it’s important to understand what the broker envisions for the insurance marketing phase. We will review carrier ratings and annual financial statements of any risk pools. The level of District staff involvement during this phase is up to you. We assist in the evaluation process, but the District will make the final decision.

## 6. Present Recommendations

Every client is different. Some prefer us to work behind the scenes, while other want us to spearhead the process. We are comfortable with either approach and are ready to present and answer questions to staff and/or the board.

### B. Detailed Timeline

After consultation with staff and stakeholders, we will develop a detailed timeline laying out each step in the process. Below is a typical timeline for a broker selection and insurance marketing project:

<b>Month of March</b>	Have initial meetings and identify objectives
<b>Month of April</b>	Evaluate current insurance program
<b>Week of April 27</b>	Broker RFP reviewed and approved by District
<b>May 4</b>	Broker RFP released
<b>May 29</b>	Deadline to submit broker RFP responses
<b>First two weeks of June</b>	Broker interviews and final selection
<b>June: District Board Meeting</b>	Presentation of recommendations and approval of broker selection

July 1	Insurance RFP delivered to broker
July 8	Applications delivered by broker to District
July 29	Applications returned to the broker
August 19	Initial indications delivered by broker to District
September 2	Final quotes delivered by broker to District
September: District Board Meeting	Presentation of recommendations and approval of insurance program
October 1	New policies take effect

### C. References

**NORTH**  
KANSAS CITY SCHOOLS



**North Kansas City Schools**

Matthew Fritz, Chief Financial Officer  
816.321.4641

**matt.fritz@nkcschools.org**

Roland Hamik, Director of Accounting  
816.321.6883

**roland.hamik@nkcschools.org**

**OVERLAND PARK**  
KANSAS  
ABOVE AND BEYOND. BY DESIGN.

**City of Overland Park, KS (Pop. 191,000)**

Kristy Stallings, Deputy City Manager  
913.895.6152

**kristy.stallings@opkansas.org**

Tammy Owens, City Attorney  
913.895.6087

**tammy.owens@opkansas.org**



**City of Independence, MO (Pop. 117,000)**

Bryan Kidney, Director of Finance and Administration  
816.325.7173

**bkidney@indepmo.org**

Adam Norris, Assistant City Manager  
816.325.7019  
[anorris@indepmo.org](mailto:anorris@indepmo.org)



**City of Olathe, KS (Pop. 137,000)**

Kim Marshall, Assistant Director – Human Resources  
913.971.8519

[krmarshall@olatheks.org](mailto:krmarshall@olatheks.org)

Ron Shaver, City Attorney  
913.971.8938

[rshaver@olatheks.org](mailto:rshaver@olatheks.org)

## D. Proposed Fee

The proposed fee for the property and casualty RFP project outlined above is \$12,500. There would be **no supplemental charges** for postage, travel, clerical, printing or other miscellaneous expenses. The fees would be payable as follows.

Phase I – Delivery of RFP to participants:	\$6,250
Phase II – Subject to District decision:	\$6,250

The fee includes four (4) on-site meetings at the District consisting of the initial risk analysis, broker interviews, Board meeting for selection of the broker(s), and presentation of the insurance proposals with District staff. Additional meetings requested by the District will be billed at \$185 per consultant per hour. If the District wishes a consultant to attend a District board meeting, there will be an additional minimum charge of \$750 per meeting. At the District’s option, the presentation of the insurance proposals with the District staff can be handled via conference call with the on-site meeting delegated to the School Board meeting.

## 4. Benefit Broker RFP

### A. Scope of Services

- General information will be obtained from the District in order to best present a positive and progressive overview of the scope of services the District provides their community.
- Evaluate and discuss with the District any contractual requirements from current vendor or support services related with the incumbent benefit broker. An “Action Plan” will be designed and subsequently approved by the District in order to effectively market and evaluate benefit broker options.

- Develop a “benefit plan & provider overview” which outlines the basic coverages and conditions of the current benefit programs and the source from which they are currently purchased. This will include specific information regarding any on-line enrollment needs or other specific service issues or requirements.
- Prepare a current year premium history exhibit, along with a basic enrollment summary.
- Outline the benefit goals for the District with specific questions on how the proposing broker/consultant can help meet those goals.
- Identify specific assistance that the District will require from the broker (i.e. board meetings, enrollment meetings, health fairs, wellness initiatives, legal compliance, actuarial needs, claim meetings, insurer meetings, on-line enrollment, location of broker/consulting services, etc.) as well as leaving options open for the proposing broker to outline other service provisions.
- Clearly define the proposal procedures that all participants must follow in order to keep equity in the process. The Broker RFQ will be directed to the District for review prior to being sent to participating brokers or posted on the District’s website.
- There is no limit on the number of participating brokers as the RFQ will be distributed via an electronic format. Those firms for which the District wishes us to contact will be included. The RFQ will be limited in form to clearly outline what constitutes a qualification for being the District’s broker.
- Once the responses are made from those broker submissions from the RFQ, we will schedule phone interviews with each firm that meets the minimum qualifications and the District. Our office will facilitate this “introductory” discussion, which will be schedule during one business day in order to accommodate 30-minute discussion with each firm, with a short break between firms. This could be upwards of eight (8) conference calls depending on the number of responses. **Charlesworth Consulting** will be on-site with the District during these conference calls.
- From those meetings, our firm will develop a more specific supplemental Request for Proposal that will outline direct questions on service needs, including proposed costs. It is anticipated that no more than four (4) firms would be approached and could be less depending on the introductory interview responses.
- Upon receipt of these formal proposals our firm will prepare a summary comparison of the key questions from each proposing firm. This will be used simply as a guideline/reference to

responses given and will help identify key discussion items within the broker responses.

- Charlesworth will participate as the Facilitator in the interview process of the potential brokers for the District at the District’s request. Interviews are to be limited to no more than four (4) potential brokers, with interviews conducted during one business day, generally a 75-minute time period each. Interviews will be conducted at a District facility.
- This is a District decision and **Charlesworth Consulting** will assist in utilizing any District’s rating criteria and interview process in the evaluation stage for the District to best determine the broker for the District. As a District decision, there will be no formal recommendation from Charlesworth.

## B. References



### **Liberty Public Schools #53**

Dr. Robert Vogelaar, Asst. Superintendent of HR  
816.736.5300

[robert.vogelaar@lps53.org](mailto:robert.vogelaar@lps53.org)



### **Park Hill Public Schools**

Dr. Paul Kelly, Asst. Superintendent of Business & Tech.  
816.359.4020

[pvkelly@parkhill.k12.mo.us](mailto:pvkelly@parkhill.k12.mo.us)



### **Warrensburg R-VI Public Schools**

Dr. Andy Kohl, Asst. Superintendent of Support Services  
660.747.7823

[akohl@warrensburgr6.org](mailto:akohl@warrensburgr6.org)



### **Platte County R-3 Public Schools**

Dr. Rob Gardner, Asst. Superintendent of Personnel  
816.858.5420

[gardnerr@platteco.k12.mo.us](mailto:gardnerr@platteco.k12.mo.us)

## C. On-site Involvement

There are five (5) key meetings included in the proposed pricing:

1. The initial meeting to gather information and discuss strategies on site at the District.
2. Discuss the RFQ proposal information from brokers to establish qualifications in order to grant an interview with the District, conducted via conference call meeting between **Charlesworth Consulting** and the District.
3. RFQ phone interviews (maximum of eight held during one business day) – Charlesworth will be on-site with the District’s management team.
4. Conference call with the District once the formal responses are received, with pricing, and summarized.
5. Meetings held to facilitate broker finalist interviews held throughout one day on-site at the District (no more than four firms).

## D. Proposed Fee

The proposed fee for the benefit broker selection outlined above is \$9,800. There would be **no supplemental charges** for postage, travel, clerical, printing or other miscellaneous expenses. The fees would be payable as follows.

Phase I – Submission of RFP to potential brokers following interviews:	\$4,600
Phase II – Subject to District decision:	\$5,200

The fee includes five (5) meetings outlined above with the District consisting of the initial risk analysis and presentation of the proposals with District staff. Additional meetings requested by the District will be billed at \$185 per consultant per hour. If the District wishes a consultant to attend a District board meeting, there will be an additional minimum charge of \$750 per meeting.

**SMITH-COTTON**  
ACTIVITIES OFFICE



2010 Tiger Pride Blvd.  
Sedalia, Missouri 65301  
Phone: 660-851-5300  
Fax: 660-851-5397  
davisr@sedalia200.org

**HOME OF THE TIGERS**

**Robert Davis, CAA**  
Activities Director

**Susan Shaw**  
Administrative Asst.

**Wade Norton, Ed. S.**  
Principal

**Joe Doyle, MSE**  
Assistant Principal

**Robin Wyatte, MSE**  
Assistant Principal

**Stacy Curry, MSE**  
Assistant Principal



TO: Mr. Triplett and Sedalia Board of Education  
FROM: Rob Davis  
RE: Proposal for additional programs and positions within the Activities Dept.  
DATE: March 3, 2020  
CC: Lisa Hammerly

As per your request, here is my proposal for additional programs and positions within the Activities Department.

1. Additional Programs
  - A. JH Cross-Country (Boys/Girls)
    - i. Includes 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls
    - ii. Max 8 meets/season – Approximately 1200-1500 needed for entry fees
    - iii. Head Coach placed on Category 6 – Approximately 2500-3000
    - iv. Assistant Coach placed on Category 9 – Approximately 1500-2000
    - v. Equipment Budget of Approximately 1000
    - vi. Initial Startup cost for uniforms – Approximately 4000
    - vii. Transportation costs – Approximately 2500-3000 (only a few trips taken with HS)
  - B. 7<sup>th</sup> Grade Football
    - i. Combined with 8<sup>th</sup> grade to form an “A” team and a “B” team
    - ii. Would need at one additional assistant coach placed on Category 7 – Approximately 2000-3000
    - iii. Major start up expense would be for helmets – Approximately 3500.
2. Additional Coaching Positions
  - A. One assistant JH Volleyball Coach – Category 9
  - B. Two additional assistant HS Wrestling Coaches – Category 5
  - C. One additional assistant JH Track Coach – Category 8
  - D. One additional assistant HS Football Coach – Category 5
  - E. One assistant HS Girls Golf Coach – Category 7
  - F. One assistant HS Boys Golf Coach – Category 7
3. Addition of an Assistant Activities Director Position
  - A. Teacher salaried position with an additional stipend – Category 1
  - B. Half day as teacher, half day as assistant activities director
  - C. Potential tie in with HS ISS position

Please let me know if you have any questions.  
Rob Davis, CAA



**SSD**

**Sedalia School District #200**

**6.6**

*District Office  
2806 Matthew Drive  
Sedalia, Missouri  
65301-7981  
(660) 829-6450  
Fax (660) 827-8938  
www.sedalia200.org*

**Steven G. Triplett, Ed.S**  
Superintendent

**Nancy L. Scott, Ed.D.**  
Assistant Superintendent  
Human Resources  
Federal Programs

**Todd Fraley, Ed.D.**  
Assistant Superintendent  
Buildings & Grounds  
Support Services

**Chris Pyle, Ed.S.**  
Assistant Superintendent  
K-12 Special Education

**Harriet Wolfe, Ed.D.**  
Chief Finance Officer

**Devon Gilmore, M.E.D.**  
Director of Curriculum  
Instruction & Assessment K-5

**Becky Brownfield, Ed.S**  
Director of Curriculum  
Instruction & Assessment 6-12

**Bob Satnan, B.A.**  
Communications Director

**MEMO**

**TO:** Board of Education; Steve Triplett  
**FROM:** Dr. Fraley  
**DATE:** January 27, 2020  
**RE:** Midwest Computech Agreement

Please be advised of the following:

I am requesting to amend the current agreement with Midwest Computech Inc. to provide an additional Level I Technician to our current IT team. The increased volume of technology devices, facilities, and programs like the TREC One to One Initiative have placed a greater workload on the current IT team. The effectiveness of our technology integration going forward along with future growth and expansion require increases in troubleshooting, repairs, and maintenance of current assets and infrastructure. The addition of another technician will serve to increase the volume and efficiency within our technology services. The result would include improved proficiency of our network system and devices for better instruction.

The increase proposed includes an additional monthly cost of \$4,373.00. This cost allowance is already well within the current technology budget for these purchased services. Additionally, the cost is also offset in part to the district's move into last year's change to a SANS server agreement with Midwest Computech. Also, future changes in internet providers add a potential estimated future savings of approximately \$41,000.00.

If you have any questions, please contact me at 660-829-6456. Thank you.

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Pride Everyday**

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action employer



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MEMO

TO: Board of Education; Steve Triplett  
FROM: Dr. Fraley  
DATE: March 9, 2020  
RE: Safety/Security Audit Findings

Please be advised of the following:

Strategos International has submitted its safety audit findings and recommendations to the Board of Education from. This information will be provided during closed session pursuant to Section 610.021 (18 and 19) as the disclosure would impair the district's ability to protect the security and safety of persons or property. The public interest in nondisclosure outweighs the public interest in disclosure of this document.

If you have any questions, please contact me at 660-829-6456. Thank you.

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