



Agenda
Regular Session Meeting
Sedalia School District #200
Monday, May 13, 2019 6:30 p.m.
Smith-Cotton High School
2010 Tiger Pride Blvd.
Commons Area

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 May 13, 2019 Agenda Action

Consent Agenda

3.1 Minutes for Monthly Business Meeting April 15, 2019 Action

3.2 Treasurer's Report Action

3.3 Payment of Bills Action

3.4 Filling Board Vacancy Affidavit Action

3.5 Surplus Action

3.6 Cooperative Agreement DDS, MHD, SDAC Action

3.7 Premiere Speakers – Keynote Speaker Tara Martin Rider Action

Decision - Unfinished Business

4.1 Safety Report Action

4.2 Technology – District Update 5 Year Plan Action

4.3 CSIP Action

Decision

5.1 Admin Salary Schedule (revised) Action

5.2 Support Staff Salary Schedule (revised) Action

5.3 Central Missouri Activities Conference (CMAC) Action

5.4 Intercom Bid Action

5.5 Security Bid Action

5.6 New Position – Driver ECSE Action

5.7 Copy Paper Bid Action

5.8 Early Childhood Design Action

Set Board Meeting Dates

6.1 Board Meeting 2019-2020 Calendar Info

Discussion

7.1 Filling Board Vacancy Info

7.2 Regulation 4710 Resignation: Certified Teacher Info



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- | | |
|--|------|
| 7.3 Policy 3440 Travel Reimbursement; Policy 4530 Workers' Compensation Benefits | Info |
| 7.4 Maintenance – District Update 5 Year Plan | Info |
| 7.5 Curriculum Elementary Social Studies/Science & Secondary Personal Finance/Social Studies | Info |

Information

- | | |
|---------------------------------------|------|
| 8.1 Grow Your Own Scholarship Winners | Info |
| 8.2 Attendance Report | Info |

Adjournment

- | | |
|-----------------------------------|---------------|
| 9.1 Adjournment to Closed Session | Action |
|-----------------------------------|---------------|

Upcoming Meetings

- | | |
|---|------|
| 10.1 May 18, 2019 – BOE Picture, 6:00 p.m. at Mathewson Exhibition Center | Info |
| 10.2 May 18, 2019 – Regular Board Meeting, 6:30 p.m. at Mathewson Exhibition Center | Info |
| 10.3 May 18, 2019 – Commencement, 7:00 p.m. at Mathewson Exhibition Center | Info |
| 10.4 June 24, 2019 – Regular Board Meeting, 6:30 p.m. at Smith-Cotton High School (PAC) | Info |



Minutes
 Regular Meeting
 Sedalia School District #200
 Monday, April 15, 2019 6:30 p.m.
 Smith-Cotton High School
 Commons Area
 2010 Tiger Pride Blvd.

Call to Order	Dr. Sharp president, called the meeting to order at 6:33 p.m.
Observed Moment Silence Steve Schilb	Observed a Moment of Silence for Steve Schilb.
David Wolf	David Wolf was recognized for his years of service as a Sedalia School District #200 Board Member from April 2010 to April 2019, and was presented with a brass bell.
Quorum	Board Members present: Dr. Jeffrey Sharp, President; David Wolf, Vice President; Scott Gardner, Secretary; Kenny Coffelt, Treasurer; Diana Nichols, and Michael Stees.
Present	Steve Triplett, Superintendent; Dr. Todd Fraley, Assistant Superintendent; Chris Pyle, Assistant Superintendent; Dr. Nancy Scott, Assistant Superintendent; Kali Butts, Student Advisor to the Board; Dr. Harriot Wolfe, CFO; Lisa Hammerly, Recording Secretary.
Public Comments	None.
Recognitions & Pres.	Sedalia School District Foundation – A new scholarship was established Steve Schilb, “It’s never too late to do the right thing.” Sedalia Community Educators Association – Shelley Lutjen replaced Andrea (Young) Curtis as SCEA President.
Approval of Agenda	Diana Nichols moved, seconded by Scott Gardner, that the Board amend the April 15, 2019 Agenda, and add an additional item under Information 13.5. Bank Depository Bid. Affirmative: 6
Consent Agenda	Scott Gardner moved, seconded by Diana Nichols, that the Board approve Minutes for Monthly Business Meeting March 25, 2019, Personnel, Treasurer’s Report, and Payment of Bills. Affirmative: 6
Salary Schedules 2019-20	Kenny Coffelt moved, seconded by Diana Nichols, that the Board approve the Salary Schedules 2019-20 as presented. Affirmative: 5; Wolf ABSTAINED
Health Life Insurance Bid	Scott Gardner moved, seconded by Kenny Coffelt, that the Board approve the Health and Life Insurance Bid as presented. Affirmative: 5; Wolf ABSTAINED
Missouri Valley MOU	Kenny Coffelt moved, seconded by Diana Nichols, that the Board approve the Missouri Valley Community Action Agency Head Start MOU as presented. Affirmative: 6
MVCAA Head Start MOU	Scott Gardner moved, seconded by Kenny Coffelt, that the Board approve the MVCAA Head Start MOU as presented. Affirmative: 6



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- Policy 1432 Scott Gardner moved, seconded by Kenny Coffelt, that the Board approve the Policy Amendment 1432 as presented. Affirmative: 6
- Instructional Technology Scott Gardner moved, seconded by Kenny Coffelt, that the Board approve the Industrial Technology Specialists Additional Personnel Request as presented. Affirmative: 5; Wolf No
- Generator SCJHS Tech Scott Gardner moved, seconded by Kenny Coffelt, that the Board approve the Generator for SCJHS Tech Center as presented. Affirmative: 6
- District Van Purchase Kenny Coffelt moved, seconded by Diana Nichols, that the Board approve the District Van Purchase as presented. Affirmative: 6
- Policy Updates Scott Gardner moved, seconded by Diana Nichols, that the Board approve the Policy Updates as presented. Affirmative: 6
- April 2, 2019 Election Scott Gardner moved, seconded by Kenny Coffelt, that the Board approve the April 2, 2019 Election Results for Board of Educations as presented. Affirmative: 6
- Adjourn Sine Die David Wolf moved, seconded by Kenny Coffelt, to adjourn Sine Die at 6:56 p.m. in order to reconvene to call to order the newly elected Board, and a recess was called.
- Call to Order The 2019-2020 Board of Education reconvened at 6:57 p.m. David Wolf vacated his seat to Barbara Schrader.
- Quorum Board Members present: Dr. Jeffrey Sharp, Kenny Coffelt, Scott Gardner, Diana Nichols, Barbara Schrader and Michael Stees.
- Oaths of Office Ms. Hammerly administered Oath of Office to Ms. Diana Nichols and Ms. Barbara Schrader (copies of signed Oath attached).
- 2019-2020 Bd. Pres. Kenny Coffelt nominated Dr. Sharp.
Scott Gardner moved, seconded by Kenny Coffelt, that upon no further submissions, the nominations close. Affirmative 6.
Scott Gardner moved, seconded by Kenny Coffelt, that the Board elect Dr. Jeffrey Sharp as President of the 2019-2020 Board of Education. Affirmative 6.
- 2019-20 Bd. V. Pres. Kenny Coffelt nominated Scott Gardner.
Diana Nichols moved, seconded by Kenny Coffelt, that upon no further submissions, the nominations close. Affirmative 6.



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Diana Nichols moved, seconded by Kenny Coffelt, that the Board elect Scott Gardner as Vice President of the 2019-2020 Board of Education. Affirmative 6.

2019-2020 Bd. Treasurer

Diana Nichols nominated Kenny Coffelt.

Scott Gardner moved, seconded by Diana Nichols, that upon no further submissions, the nominations close. Affirmative 6.

Scott Gardner moved, seconded by Diana Nichols, that the Board elect Kenny Coffelt as Treasurer of the 2019-2020 Board of Education. Affirmative 6.

2019-2020 Bd. Secretary

Michael Stees nominated Diana Nichols.

Scott Gardner moved, seconded by Michael Stees, that upon no further submissions, the nominations close. Affirmative 6.

Scott Gardner moved, seconded by Michael Stees, that the Board elect Diana Nichols as Secretary of the 2019-2020 Board of Education. Affirmative 6.

2019-2020 MSBA Delegate

Michael Stees nominated Diana Nichols and Dr. Sharp nominated Michael Stees.

Scott Gardner moved, seconded by Kenny Coffelt, that upon no further submissions, the nominations close. Affirmative 6.

Michael Stees moved, seconded by Scott Gardner, that the Board elect Diana Nichols as MSBA Delegate. Affirmative Scott Gardner and Michael Stees.

Scott Gardner moved, seconded by Kenny Coffelt, that the Board elect Michael Stees as MSBA Delegate. Affirmative Dr. Sharp, Kenny Coffelt, Diana Nichols, Barbara Schrader.

2019-2020 MSBA Alternate

Michael Stees nominated Diana Nichols.

Scott Gardner moved, seconded by Kenny Coffelt, that upon no further submissions, the nominations close. Affirmative 6.

Scott Gardner moved, seconded by Kenny Coffelt, that the Board elect Diana Nichols as MSBA Alternate. Affirmative 6.

Board Mtg. Schedule

Scott Gardner moved, seconded by Kenny Coffelt, that the Board approve the Board Meeting 2019-2020 Calendar as presented. Affirmative: 6

Revised Calendar SY19

Kenny Coffelt moved, seconded by Diana Nichols, that the Board approve the Revised Calendar School Year 2019-20 as presented. Affirmative: 6



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Barbara Schrader left at 7:11 p.m.

- Furnace Filter Bid Kenny Coffelt moved, seconded by Michael Stees, that the Board approve the Furnace Filter Bid as presented. Affirmative: 5
- Custodial Bid Kenny Coffelt moved, seconded by Michael Stees, that the Board approve the Custodial Bid as presented. Affirmative: 5
- Filling Board Vacancy The Chair presented the discussion for filling the board vacancy. The board will solicit candidates for the seat and interview. The vacancy will be filled no later than June 2019.
- CSIP Ms. Brownfield and Ms. Gilmore presented the CSIP Plan. The CSIP Plan will be brought back under Decision – Unfinished Business May 13, 2019.
- Early Childhood Study Jay Berendzen of Porter, Berendzen and Associates and Dennis Paul, of Septagon presented the Early Childhood Study. The Board agreed to remove the administrative office space from the study.
- Board Training Mr. Triplett presented the MSBA upcoming new board member training dates.
- Attendance 90/90 Report Mr. Triplett presented the 90/90 Attendance Report.
- Building Qtrly. Reports Mr. Triplett presented the Building's Quarterly Reports.
- Sedalia Business Women Mr. Triplett presented the Sedalia Business Women's Donation.
- Bank Depository Bid Dr. Fraley presented the Bank Depository Bid. The Bank Depository Bid will be brought back under Decision – Unfinished Business May 13, 2019. Attached.
- Adjournment Kenny Coffelt moved, seconded by Diana Nichols, to adjourn to closed session for purposes listed in sections RSMo. 610.021 (3) Personnel and (13) Protected Records at 7:51 p.m. Affirmative: 5

Approved this 13th day of May 2019, by order of the Board of Education, Sedalia School District #200, Pettis County, Sedalia, MO.

Diana Nichols, Secretary

Dr. Jeffrey Sharp, President

Bank & Cash Reconciliation

Fund Cash Balance by Fund

Fund Number and Description	Cash Balance	Comments
001 - General Fund	28,861,985.01	
002 - Special Revenue Fund	4,318,126.09	
003 - Debt Service Fund	.00	
004 - Capital Projects Fund	9,740,032.38	
Adjustment 1 :	.00	
Adjustment 2 :	.00	
Adjustment 3 :	.00	
Adjustment 4 :	.00	
TOTAL :	42,920,143.48	

Bank Cash and Reconciled Balances:

Account Code & Bank	Cash Balance	Reconciled Balance	Comments
xxxx41.1 - Series 2015B - UMB BANK	.00	.00	
xxxx1387 - Chris E Egdorf - US Bank	8,529.03	8,529.03	
xxxx1251 - General Funds - MOSIP	3,971,262.78	3,971,262.78	
xxxx1252 - Capital Funds - MOSIP	2,804,471.57	2,804,471.57	
xxxx57.3 - Series 2016 - UMB BANK	.00	.00	
xxxx0278 - - Equity Bank	21,105,393.38	21,561,532.65	
xxxx0294 - Investments - Equity Bank	14,727,568.12	14,727,568.12	
xxxx0213 - Portfolio Cash - MOSIP	302,918.60	302,918.60	
xxxx0213 - US Bank - MOSIP	.00	.00	
Outstanding Amount: xxxx0278 - - Equity Bank	.00	-456,139.27	
Adjustment 1 :	.00	.00	
Adjustment 2 :	.00	.00	
Adjustment 3 :	.00	.00	
Adjustment 4 :	.00	.00	
TOTAL :	42,920,143.48	42,920,143.48	

Bank Cash and Fund Cash are in Balance

Cash Flow Summary For month of Apr

	Fund - 001	Fund - 002	Fund - 003	Fund - 004	All Funds
A. Cash Balance as of 04/01/19	29,602,427.40	3,758,817.94	0.00	9,750,896.89	43,112,142.23
B. Revenues (5XXX) :	737,175.18	2,552,333.24	0.00	70,395.47	3,359,903.89
C. Expenses (6XXX) :	1,569,626.09	2,556,934.82	0.00	81,259.98	4,207,820.89
D. Excess Revenue (B - C) :	(832,450.91)	(4,601.58)	0.00	(10,864.51)	(847,917.00)
E. New Cash Balance (A + D) :	28,769,976.49	3,754,216.36	0.00	9,740,032.38	42,264,225.23
F. Net Change in Fund Balance (3XXX) :	19.98	0.00	0.00	0.00	19.98
G. Net Change in Other Assets & Liabilities (1200 - 2999) :	91,988.54	563,909.73	0.00	0.00	655,898.27
H. Final Balance as of 04/30/19	28,861,985.01	4,318,126.09	0.00	9,740,032.38	42,920,143.48

Fund Balance Report

for the period ending April, 2019

Fund	General Fund 1	Teachers Fund 2	Debt Service Fund 3	Capital Projects Fund 4	Total
Beginning Fund Balance	26,863,609.94	-0.00	0.00	9,443,096.74	36,306,706.68
Revenues	18,410,118.25	24,683,600.34	0.00	3,390,600.72	46,484,319.31
Transfer To	0.00	0.00	0.00	2,893,552.61	2,893,552.61
Transfer From	2,893,552.61	0.00	0.00	0.00	2,893,552.61
Expenses	13,689,508.10	20,800,266.59	0.00	5,987,217.69	40,476,992.38
Ending Fund Balance	28,690,667.48	3,883,333.75	0.00	9,740,032.38	42,314,033.61
From General Fund to Debt Service Fund	0.00				
From General Fund to Capital Projects Fund	2,893,552.61				

ASSETS

Cash & Investments

\$42,920,143.48
\$42,920,143.48

TOTAL ASSETS

LIABILITIES

Flexible Spending Account

\$1,319.43

Escrowed - Group Health Insurance/Life Insurance/ Retirement/Dues/Garnishments

(\$598,900.27)

TOTAL LIABILITIES

(\$597,580.84)

NET ASSETS

Restricted For:

US Bank Egdorf Scholarship Fund

(\$8,529.03)

TOTAL NET ASSETS

\$42,314,033.61

Consolidated Summary Statement

Sedalia School District #200

Portfolio Summary

Portfolio Holdings	Cash Dividends and Income	Closing Market Value	Current Yield
MOSIP	13,886.47	7,078,652.95	2.43 %
Total	\$13,886.47	\$7,078,652.95	

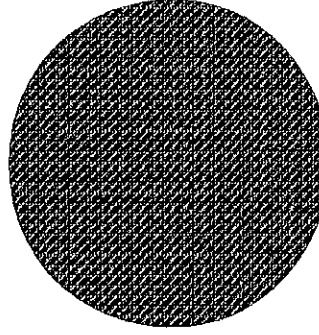
Investment Allocation

Investment Type	Closing Market Value	Percent
Money Market Mutual Fund	7,078,652.95	100.00
Total	\$7,078,652.95	100.00%

Maturity Distribution (Fixed Income Holdings)

Portfolio Holdings	Closing Market Value	Percent
Under 30 days	7,078,652.95	100.00
31 to 60 days	0.00	0.00
61 to 90 days	0.00	0.00
91 to 180 days	0.00	0.00
181 days to 1 year	0.00	0.00
1 to 2 years	0.00	0.00
2 to 3 years	0.00	0.00
3 to 4 years	0.00	0.00
4 to 5 years	0.00	0.00
Over 5 years	0.00	0.00
Total	\$7,078,652.95	100.00%

Weighted Average Days to Maturity	1



Mny Mkt Fund
100.00%

Sector Allocation

Memorandum

To: Director – Board of Education

CC: Steve Triplett/Nancy Scott/Todd Fraley/Chris Pyle

From: Harriet Wolfe

Date: May 13, 2019

Re: Payment of Bills

**Attached are the payment of bills from April 9 – May 7, 2019.
Total Amount of \$1,858,010.85**

BOE AP Check Report Apr 9 - May 7 2019

Selection Criteria : Check # Range From ACH012140 To ACH012253 | Check # Range From ACH012048 To ACH012123 | Check # Range From 116207 To 116423 | Check # Range From 116170 To 116205 |

Vendor Name	Amount
Total AG Coop Services Inc	170.75
Total Ag-Power Inc	45.54
Total All American Sports Corp	879.95
Total Allied Signs Inc	2,700.00
Total American Association of Family	200.00
Total American Auto Rental	4,427.92
Total Amos, Brian C	20.00
Total Apple Inc	41,041.75
Total Aramark Uniform Services	5,019.05
Total Archibeque, Adam B	20.00
Total Art Impressions	237.00
Total AT&T Mobility	865.88
Total B&H Photo & Video	469.91
Total Bales, Julie L	15.98
Total Barner, Michael R	125.00
Total BC Mowing & Tilling LLC	4,278.00
Total Beaufort County Family Court	480.90
Total Becker Piano Tuning	165.00
Total Beckman, Jonathan E	20.00
Total Benton, Victor	120.00
Total Beykirch-Buckley Cheryl	74.52
Total Bird, Anna M	454.14
Total Black Dawn Armory	572.40
Total Blick Art Materials	1,411.42
Total Blue Cross Blue Shield of KC	402,540.37
Total Border States Industries Inc	30.69
Total Borman, Skyler M	306.92
Total Bound To Stay Bound Books	695.26
Total Bourbina, Danielle E	22.82
Total Bouslaugh, James A	178.20
Total Boys n Girls Club of Sedalia	15,242.89
Total Brant, Kyra S	52.40
Total Brock Otis	130.00
Total Brownfield, Rebecca L	170.00
Total Bruce, Andrew T	20.00
Total Bryan, Kelly M	40.74
Total Buds Fire Extinguisher Sales & Serv	148.00
Total Cake Lady	300.00
Total Camdenton R III School District	200.00
Total Campe, Marsha K	111.13
Total Cardmember Service	1,925.61
Total Carolina Biological Supply Co	2,502.26
Total Caruthers, Kimberly S	65.88
Total Cash, Marcy L	32.99
Total Casto, Kelley W	20.00
Total Catron, Larry D	152.00
Total Cavanagh, Millie M	131.64
Total CenterPoint Energy Services	2,248.14
Total Charter Communications	45.51
Total Chmelir, Joseph P	110.00
Total City of Sedalia Mo	2,112.27
Total Claim Care Inc	2,009.72
Total Clark, Deanna L	20.00
Total Clark, Dilbert G	20.00
Total Clinton Middle School	120.00
Total Collins, John R	20.00
Total Cook Law Office PLLC	281.49
Total Coons Robert D	590.00
Total Crane Yard Clay	288.00
Total Crouch, Jeffrey R	75.00
Total Curriculum Associates Inc	214.70
Total Curry, Jacqueline L	42.64

BOE AP Check Report Apr 9 - May 7 2019

Vendor Name	Amount
Total Curry, Jason G	20.00
Total Curry, Robert J	20.00
Total Curry, Stacy L	1,029.86
Total Cutting Edge Plasma Works	250.00
Total Data Management Inc	5,790.00
Total Davis, Robert P	165.90
Total Decker Equipment	360.34
Total Demco Inc	2,637.63
Total Dickman, Keri M	126.09
Total Discount Dance Supply	771.96
Total DISH	50.03
Total Ditzfeld & Weaver Charter Service	9,700.00
Total Ditzfeld Container Service LLC	2,570.50
Total Ditzfeld Transfer Inc	420.00
Total Doyle, Joseph G	20.00
Total DuenasPerez, Milton	144.74
Total Dugan Glass Inc	543.60
Total Dugan Paints Inc	854.87
Total EAI Education	206.01
Total Ehlers, Fredrick C	20.00
Total Elite Linen Service	495.95
Total Enrietto, Rhonda J	23.50
Total Fastenal Company	333.06
Total FIRST	5,000.00
Total First Student Inc	186,783.65
Total Fisher, Wendy S	267.65
Total Follett School Solutions Inc	6,826.40
Total Fraley, Eric T	353.60
Total Fromuth Tennis	383.15
Total Frontline Technologies	8,826.93
Total Fry, Johnny R	1,160.00
Total Gilmore, Devon R	170.00
Total Goalder, Lauren A	127.44
Total Goodwin, Sheila	85.97
Total Gopher Sport	1,991.28
Total Great Circle	4,830.00
Total G-Sports Wrestling	617.80
Total GTM Sportswear	460.00
Total Guardian Life Insurance Co.	30,170.25
Total Gumdrop Books	1,891.73
Total Hagedorn William	950.00
Total Hagedorn, Bradley J	668.37
Total Hancock Edwin	220.00
Total Hargrave, Janice K	140.93
Total Harris, Monica L	160.94
Total Harrison, Joshua W	20.00
Total Harter, Chad C	185.66
Total Harvey, Amanda G	211.68
Total Hawkins, Keith D	20.00
Total Hawkins, Michael C	520.00
Total Heartland Coca-Cola Bottling Co LLC	2,813.11
Total Heartland Vision Consultants Inc	5,400.00
Total Herrick, Timothy C	20.00
Total Hiatt, Kathryn E	48.60
Total Hickman High School	145.00
Total Hieronymus, Brett R	20.00
Total Higgins Concrete LLC	2,971.57
Total Hiland Dairy Foods	25,459.41
Total Hillyard Columbia	205.00
Total Homan, Ashley R	373.92
Total Home Heating and Air Co Inc	1,197.50
Total Hoover John R	495.00
Total Houghton Mifflin Harcourt	25,431.91
Total Howard, Angela J	263.13

BOE AP Check Report Apr 9 - May 7 2019

Vendor Name	Amount
Total Howieson, Carrie L	127.67
Total Hunsaker, Shawn C	60.00
Total Hurley, Jennifer T	49.68
Total Husong, Marcinda M	63.74
Total Ice Masters	3,630.29
Total Impact Signs Awnings Wraps Inc	4,415.79
Total Insurance and Benefits Group	400.00
Total Internal Revenue Service	302,371.91
Total Interstate Studio & Publishing Co	6,275.00
Total Isayko, Marina V	132.19
Total Jackson Stephanie E	65.36
Total Jaco, Kyla M	1,516.32
Total JAG	825.00
Total Janke, Tyler GD	32.40
Total Jefferson City High School	200.00
Total Jimmy Johns	107.99
Total John Deere Financial	27.98
Total Johnson Chase A	60.00
Total Johnston, Chris D	20.00
Total Jones Lynnette G	38.02
Total Jones, Deanna R	42.28
Total Jostens Inc	1,679.40
Total JTM Provisions Co Inc	1,176.30
Total Kasmann Scott	370.00
Total KCP&L	73,784.45
Total Kempton, Madeline R	178.31
Total Kendrick, Grace A	109.64
Total Kennedy, Steve A	20.00
Total Kespohl Gregory	540.00
Total Kiefer Swim Products	599.50
Total Kindle, Jason P	40.52
Total Koenke, Rachel A	11.00
Total Kresse, Anthony M	20.00
Total Kuka, Corina	20.00
Total Lane, Steven D	20.00
Total Lansing, Lucas Hunter William	350.00
Total Lansing, William	110.00
Total Lobster Sports Inc	111.99
Total Lowes Companies Inc	3,628.43
Total Lyles, Beth M	121.60
Total Magana, Melissa P	304.58
Total Mansker Enterprises	149.00
Total Marcums Landscaping Stones LLC	671.81
Total MartinezFlores Maria G	20.00
Total MASC	375.00
Total Mathieu, Gerard J	20.00
Total MDHE Collections Custodial Account	118.09
Total MedinaFlores, Rosario	20.00
Total MEI Total Elevator Solutions	1,449.76
Total Menard Inc	1,798.38
Total Menjivar, Ana G	20.00
Total Meyer Laboratory Inc	291.50
Total Mid Atlantic Trust Company	31,798.32
Total Midwest CompuTech	45,321.24
Total Missouri DECA	8,800.00
Total Missouri Department of Revenue	54,730.00
Total Missouri NEA c/o Mike Clark	429.15
Total Mo Dept of Revenue	86.86
Total MO Family Support Payment Center	3,008.50
Total Mo Vocational Enterprise	800.00
Total MOAQUA Ltd	546.50
Total Moberly High School	130.00
Total Moon, Cindy G	3.67
Total Moon, Pamela S	86.40

BOE AP Check Report Apr 9 - May 7 2019

Vendor Name	Amount
Total Moores Flower Shop & Greenhouse	190.00
Total MSBA	13,417.54
Total MSHSAA	1,143.11
Total MST A	54.75
Total Music Theatre International	1,039.60
Total Myers, Linda S	148.97
Total Newton, Cheridan R	166.66
Total Nichols, Sara J	50.00
Total Nierman, Christine E	194.82
Total Nightwatch Security & Telephone	9,783.89
Total NOCTI	440.00
Total Noland, Robert T	1,000.00
Total Norton, Patrick W	97.16
Total O'Reilly Auto Parts	98.17
Total Palen Music Center	702.38
Total Pannier, Sara J	371.99
Total Papa Jakes Donut Shop	186.00
Total Parents as Teachers Natl Center Inc	100.00
Total PEERS	1,319.82
Total Perma Bound	561.29
Total Petterson, Roxanne N	420.00
Total Pettis County Circuit Clerk	508.81
Total Pettis County Sheriffs Office	26,050.14
Total Polk, Jordan K	20.00
Total PrairieFire Coffee Roasters	198.50
Total Praxair Distribution Inc	708.59
Total Prestwick House Inc	395.67
Total Pro Ed	65.00
Total ProCare Therapy Inc	10,030.00
Total Project Lead The Way Inc	5,250.00
Total PSRS	4,716.46
Total Pummills Sporting Goods	2,963.90
Total Purchase Power	1,020.99
Total Pyle, Christopher L	288.80
Total RAC-JAC Properties Inc	112.96
Total Raines, Kelsey L	102.60
Total Ramirez, Edgar	220.00
Total Raymore-Peculiar East Middle School	72.00
Total Really Good Stuff	36.00
Total Rebecca Speier, Berman & Rabin	309.77
Total Reedy, Lesther M	20.00
Total Rehmer Malinda K	218.81
Total Renaissance Learning Inc	2,784.38
Total Republic School District	75.00
Total Ricoh USA Inc	19,201.55
Total Riverside Publishing Co	2,680.25
Total Rochester 100 Inc	1,221.00
Total Rolling Hills Country Club	120.00
Total Roto Rooter of Sedalia LLC	5,816.26
Total S & D Septic Tank Service	550.00
Total Saint Joe Distributing	3,366.35
Total Saltsgaver, Shelbi D	20.00
Total Satnan, Robert H	140.48
Total Schlup Jr, Kenneth F	20.00
Total Scholastic Inc	721.20
Total School Health Corporation	90.90
Total School Lunch Solutions	1,485.70
Total School Specialty Inc	10,842.09
Total Scott, Nancy L	170.00
Total Scott, Tara D	36.04
Total Sedalia Country Club	1,000.00
Total Sedalia Electric Motors Inc	4,725.00
Total Sedalia School District 200	980.00
Total Sedalia School District 200	4,604.56

BOE AP Check Report Apr 9 - May 7 2019

Vendor Name	Amount
Total Sedalia School District Foundation	1,202.65
Total Sedalia Water Department	11,096.44
Total Septagon Construction Mgmt Inc	10,000.00
Total Seyer Kenneth J	175.00
Total Silvey, Nicole L	20.00
Total Simoncic, Amy L	204.26
Total Simons Jr, Richard D	20.00
Total Skaggs, Brandy L	137.90
Total Smith, Casey D	20.00
Total SonEquity Pest Management	240.00
Total Sparks, Heather C	91.58
Total Specialty Sportswear	4,707.00
Total Spratley, Brooke A	20.00
Total Springfield Grocer Company Inc	85,216.88
Total Staples Business Advantage	8,140.33
Total Stark, Ashley R	71.52
Total State Fair Community College	69,046.00
Total State Fair Floral	35.00
Total State Fair Quick Lube	101.90
Total Steger, Michelle M	73.44
Total Stone Laser Imaging	172.00
Total Stratton, Nicole A	60.00
Total Subway	157.44
Total Super Duper Publications	126.78
Total Superior Lawns	1,818.33
Total T Mobile	262.78
Total Tague, Madalyn S	45.00
Total Tech Electronics Inc	6,335.04
Total Thomas, Kevin S	20.00
Total Threshold	112.00
Total Timpo	800.00
Total Touchtone Communications Inc	5.97
Total Townsquare Media Sedalia LLC	65.13
Total Triarco	810.80
Total Triplett, Steven G	577.19
Total Tueth Keeney Cooper Mohan &	216.00
Total UCM Childrens Literature Festival	476.00
Total UMB Bank NA	1,908.00
Total UMB Healthcare Services	20,615.41
Total United Way	1,712.17
Total University of Missouri Extension	75.00
Total University of MO	1,300.00
Total US Department of Education AWG	182.07
Total USA Testprep Inc	400.00
Total Valesa, Yelena M	20.00
Total Verizon Wireless	152.82
Total Volk, Lisa L	20.00
Total W & M Welding Inc	650.30
Total W Schiller and Company Inc	26,487.69
Total WageWorks	5,081.74
Total Walker, Sarah R	187.40
Total Walters, Rush E	602.52
Total Warehouse Tire and Muffler	2,224.79
Total Warrensburg Middle School	110.00
Total Wells Kimberly C	314.55
Total Western Psychological Services	283.80
Total Westlake Hardware	440.10
Total WEX BANK	15,879.26
Total William V MacGill & Company	772.00
Total WK Chevrolet Inc	29,180.00
Total Woolery, Denise R	83.72
Total World Book Inc	4,516.05
Total Wyatt, Robin C	557.04
Total Zayats, Yekaterina	322.63

Sedalia School District #200
2806 Matthew Drive
Sedalia, MO 65301-7981

Dated : 5/7/2019 2018-2019
Time : 13:30 Page 6

BOE AP Check Report Apr 9 - May 7 2019

Vendor Name	Amount
Grand Total	1,858,010.85

Memorandum

To: Director – Board of Education

CC: Steve Triplett/Nancy Scott/Todd Fraley/Chris Pyle

From: Harriet Wolfe

Date: May 13, 2019

Re: Payment of Bills with P-Card

**Attached are the payment of bills using the P-Card from April 9 – May 7, 2019
Total Amount of \$57,099.25**

BOE AP P-Card Report Apr 9 - May 7 2019

Selection Criteria : Check Date Range From 05/06/2019 To 05/06/2019 | Invoice Number = Card |

Vendor Name	Amount
Total ACCO Brands Direct	268.50
Total AG Coop Services Inc	33.30
Total ALDI	8.18
Total Amazon	70.63
Total American Air	191.00
Total Andys Frozen Custard	53.89
Total Avant Assessment LLC	105.00
Total Bambinos Cafe	134.00
Total Beckman Associates Inc	450.00
Total Best Western	102.52
Total Blue Cotton	842.06
Total Buca di Beppo	1,289.38
Total Budget	580.39
Total Chateau On The Lake Branson	793.52
Total Cheddars	42.00
Total Comfort Suites Houston	9,488.70
Total Comfort Suites Rolla	2,221.71
Total Dallas Wholesalers	190.38
Total Dollar General	9.00
Total Dollar Tree	95.65
Total Dominos Pizza	74.93
Total Don Johnston Inc	4.99
Total Donate Life America	280.00
Total El Tapitio	55.76
Total Fully Inc	864.00
Total Galls	35.97
Total Goodcents Subs	216.16
Total Greg Tang Math	282.65
Total Haas Factory Outlet Kansas city	279.95
Total Hampton Inn South	112.15
Total Harbor Freight	37.97
Total Hilton Hotel Houston	3,105.44
Total Hobby Lobby Stores Inc	84.00
Total House of Vacuums	113.70
Total Hy tek Sports Software	238.00
Total Hylton Music Design	2,400.00
Total Ice Masters	325.61
Total Image Market	155.40
Total Intercontinental Kansas City	1,743.22
Total JCPenney	128.02
Total Kansas City Zoo	476.00
Total Katy Trail Community Health	50.00
Total Knox Company	3,068.76
Total Lamplighter Inn North	783.84
Total Little Big Horn	109.59
Total Little Caesars Pizza	65.00
Total Los Cabos	56.28
Total Lowes Companies Inc	795.61
Total MAESP	555.00
Total Maruka USA Inc	3,244.10
Total MD Enterprises Inc	2,620.00
Total Menard Inc	193.92
Total MF Athletics	176.25
Total Mo State Highway Patrol	102.25
Total Moores Flower Shop & Greenhouse	50.00
Total Panera LLC	433.71
Total Paradise Park	899.70
Total Pettis County Health Center	17.00
Total Positive Promotions	220.75
Total Sams Club	159.92
Total School Wear Etc	28.11
Total Sea Life Kansas	371.00
Total Shepard Exposition Services Inc	82.00

BOE AP P-Card Report Apr 9 - May 7 2019

Vendor Name	Amount
Total Sonic Drive In	149.47
Total Speech Corner	146.55
Total Spirit Airline	2,304.92
Total Staples Business Advantage	296.78
Total Stone Laser Imaging	30.00
Total Subway	85.12
Total Super 8 Rolla	174.15
Total Sutherland Lumber Company	275.90
Total Tan Tar A Resort	190.40
Total Teachers Pay Teachers	40.00
Total Top Score Writing	1,124.80
Total Tractor Supply	84.95
Total Universal Orlando Resort	2,864.79
Total University Plaza	578.95
Total UPS Store	491.49
Total US Postal Service Sedalia	127.65
Total Vaughan Pools of Sedalia	520.85
Total Vex Robotics Inc	371.91
Total Walgreen Drug Stores	2.77
Total Walmart Community/RFCSLLC	3,475.65
Total Walt Disney World Resorts	178.88
Total Wendys	209.40
Total Wenger Corporation	967.00
Total Whites Dry Cleaners	11.34
Total Woods Super Markets Inc	278.81
Total WorldPoint EEC Inc	50.20
Grand Total	57,099.25

AFFIDAVIT OF PUBLICATION

(Space above for recording information)

STATE OF MISSOURI) ss.

COUNTY OF PETTIS)

I, Will Weibert, being duly sworn according to law, state that I am the Publisher of The Sedalia Democrat a daily newspaper of general circulation in the County of Pettis, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Sedalia, Missouri, the city of publication, which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers, voluntarily engaged as such who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provision of Section 493.050, Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri 2000.

The affixed notice appeared in said newspaper for three consecutive weeks as follows:

1st Insertion: Vol.	<u>151</u>	No.	<u>100</u>	<u>27th</u>	day of	<u>April</u>	20	<u>19</u>
2nd Insertion: Vol.	<u>151</u>	No.	<u>103</u>	<u>1st</u>	day of	<u>May</u>	20	<u>19</u>
3rd Insertion: Vol.	<u>151</u>	No.	<u>106</u>	<u>4th</u>	day of	<u>May</u>	20	<u>19</u>
4th Insertion: Vol.	_____	No.	_____	_____	day of	_____	20	_____
5th Insertion: Vol.	_____	No.	_____	_____	day of	_____	20	_____
6th Insertion: Vol.	_____	No.	_____	_____	day of	_____	20	_____
7th Insertion: Vol.	_____	No.	_____	_____	day of	_____	20	_____

**Sedalia School District #200
Board of Education Vacancy**
 The Sedalia School District #200 is seeking candidates for a Board of Education vacancy. The term will end April 2020. Applicants must be a U.S. citizen, a resident taxpayer of the district, a resident of Missouri for at least one year, and 24 years of age. Qualified applicants must submit a letter of interest in a sealed envelope, and address to: Sedalia School District #200, Attention: Board Secretary, 2806 Matthew Drive, Sedalia, MO 65301. The deadline to apply is May 10th at 10:00 am.
 3x-4/27, 5/1, 4, 2019

Signed 

Subscribed and sworn to before me this 7th day of May 20 19


Debra S. Houston, Notary Public

My commission expires 06-15-2019

DEBRA S. HOUSTON
 Notary Public - Notary Seal
 STATE OF MISSOURI
 Pettis County
 Commission # 15529178
 My Commission Expires: 06/15/2019



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

To: Board of Education and Mr. Triplett

From: Chris Pyle

Nancy L. Scott, Ed. D.
Assistant Superintendent

Date: May 13, 2019

Re: District Surplus

Christopher Pyle, Ed. S.
Assistant Superintendent

Attached please find the District's surplus list to date.

Todd Fraley Ed. D.
Assistant Superintendent

Administrators will be given the opportunity to view and retain the surplus for their building before it is advertised to the public.

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

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

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

Missouri Model District
www.sedalia200.org

Sedalia #200 is an
equal opportunity and
affirmative action employer

SURPLUS May 2019

<u>Building</u>	<u>Item Description</u>	<u>Quantity</u>
District Office	Binders	15
	Metal paper holder – black	1
Horace Mann	3-Drawer file cabinets	12
	2-Drawer file cabinets	4
	Lift-top student desks	25
	Office/teacher chairs with casters	4
	TV with mounting bracket	1
	Insight 360 pack of clickers	5
	Wall mount projector with mount	1
	Small projector	1
Parkview	Metal shelving unit 4 shelves	1
	File cabinets	5
	Smart boards	3
	Piano	1
	Overhead	1
	Printer	1
	Pull down wall maps	8
	Clickers	Lot
	Wooden writing center	2
	Wooden chairs	7
	Classroom desks	30
	Writing easels	2
	CD rack	2
	Wooden mailbox 3x5	1
	Coat rack	1
	Chairs with cushions	5
	Scooter boards	20
	Wooden stool	1
	Wooden tables	5
	Round tables	6
	Study carrel	1
	Big book wooden stand	3
	Stainless steel shelf	1
	4 th grade Science textbooks 2006	35
	3 rd grade Science textbooks 2006	30
	4 th grade Social Studies States/Regions	21
	Leveled Science Readers – sets of 6	Lot

<u>Building</u>	<u>Item Description</u>	<u>Quantity</u>
Parkview con't.	TV cart	1
	Sharp Note Vision projector	1
	Dukane document camera	1
	1996 New Book of Knowledge Encyclopedia	1
	Computer carts	2
	Wooden table w/metal legs	1
	2 nd grade Social Studies Making a Difference	25
	2 nd grade Science	27
	McGraw-Hill Science Teacher Manuals-2 nd	2
	McGraw-Hill Science Teacher Manuals-2 nd	5
	Book cart	2
PCEC (Co-op)	Outdated globe	1
	Metal box with lock	1
	White metal brackets for shelves	2
SCJH	Wooden student chairs	20
	Metal student chairs – blue	14
	Metal student chairs – yellow	10
	Overhead projection screens – 5'	2
	Overhead projection screen – 6'	1
	4-Drawer file cabinet – black	1
	Smart board panel	1
	Office waiting room chairs	7
	Science text/teacher edition	2
	Science text/student edition	354
	Teacher text resources/disc	1
	Journeys Grab n' Go Kit – Kindergarten	2
	Journeys Grab n' Go Kit – 1 st Grade	1
	Laser printer – Laser Jet 2300	1
	HP Laser Jet 1012	1
	Science textbooks – pink 6 th Grade	15
	Science textbooks – green 6 th Grade	20
	Science textbooks – black 6 th Grade	139
	Matter and energy books – 6 th Grade	32
SCHS	Boys' Badger tennis hoodies – yellow	10
	Boys' Badger tennis sweatpants – black	14

<u>Building</u>	<u>Item Description</u>	<u>Quantity</u>
SMS	Leather swivel chairs	4
	Brown wooden coffee table	1
	Brown wooden end tables	2
	Piano	1
	Brown wooden cabinet w/doors 8'x2'x7'	1
	Brown wooden hanging cabinets 9'x1'x2'	1
	Decorative rug 8'x10'	1
	4-Drawer filing cabinet	7
	2-Drawer filing cabinet	1
Washington	Chairs (3 orange-3 blue)	6
	Blue chairs	26
	Student desks	4
	Black rolling cart	1
	Electric heater	1
	Brown library tables	5
	Rolling storage cabinets – blue top	13
	Long storage cabinet, no wheels – blue top	1
	Lockers 2Hx4L – grey	1
	Brown table 60x30x25	1
	Brown table 36x30x25	1
	Brown table 72x30x25	11
	Whittier	Teacher desks
Teacher chairs		4
Bookcases		4
Folding tables		13
Computer table		2
3-Shelf bookcase		1
Computer desks		4
Tables		3
Student desk		1
Sanyo TV – 27"		1
Magnavox DVD/VHS player		1
Pioneer laser disk player		1



PETTIS COUNTY EARLY CHILDHOOD COOPERATIVE

2255 S. Ingram, Sedalia, Missouri 65301 Phone: 660-827-8955 Fax: 660-827-8957

GRACE KENDRICK
Principal

MEMO

MEMBER DISTRICTS

Pettis Co. R-V
Hughesville, MO

LaMonte R-IV
LaMonte, MO

Smithton R-VI
Smithton, MO

Green Ridge R-VIII
Green Ridge, MO

Pettis Co. R-XII
(Dresden)
Sedalia, MO

Sedalia #200
Sedalia, MO

TO: Steve Triplett
FROM: Grace Kendrick
DATE: May 7, 2019
RE: Cooperative Agreement

Attached for Board approval is the Cooperative Agreement between the Department of Social Services, Mo HealthNet Division and Sedalia School District for the Medicaid School District Administrative Claiming (SDAC) program. The district generates revenue from the SDAC program and this addendum must be signed in order to continue our participation in this vital program.

Please contact me if you have any questions.

Thank you.

PROVIDING
SERVICES FOR

Early Childhood
Special Education
Title One Preschool

and

Parents As Teachers



MICHAEL L. PARSON, GOVERNOR • STEVE CORSI, Psy.D., DIRECTOR

TODD RICHARDSON, DIRECTOR
MO HEALTHNET DIVISION
P.O. BOX 6500 • JEFFERSON CITY, MO 65102-6500
WWW.DSS.MO.GOV • 573-751-3425

May 6, 2019

Dear Superintendent/SDAC Coordinator:

There is an active Cooperative Agreement between the Department of Social Services (DSS), MO HealthNet Division (MHD) and your school district for the provision of the School District Administrative Claiming (SDAC) program. Due to changes in the administration of the SDAC program effective July 1, 2019, an addendum to your agreement is necessary. The SDAC Manual effective July 1, 2019 can be viewed at: <http://manuals.momed.com/manuals>.

In order to continue participation in the SDAC program, the attached addendum must be signed and returned to MHD at:

Department of Social Services
MO HealthNet Division
Program Operations Unit
P.O. Box 6500
Jefferson City, MO 65102-6500
Email: MHDSchoolPrograms@dss.mo.gov

If the signed addendum is not received by June 30, 2019, your school district will no longer be able to participate or invoice for the SDAC program after June 30, 2019. Signed addendums received after June 30, 2019 will not be effective until October 1, 2019.

Fairbanks LLC will continue to assist in the administration of the SDAC program. Fairbanks LLC, on behalf of MHD, will:

- a. Train all school district SDAC Coordinators on:
 - 1) Cost pool participant criteria;
 - 2) RMS process and form completion;
 - 3) Salary and fringe calculation;
 - 4) Medicaid Eligibility Rate (MER) process;
 - 5) Indirect Cost Rate (IDCR);
 - 6) Total expenditure certification;
 - 7) Invoicing process; and
 - 8) Appropriate documentation requirements.

Interpretive services are available by calling the Participant Services Unit at 1-800-392-2161.
Prevodilačke usluge su dostupne pozivom odjela koji učestvuje u ovom servisu na broj 1-800-392-2161.
Servicios Interpretativos están disponibles llamando a la unidad de servicios de los participantes al 1-800-392-2161.

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES

TDD / TTY: 800-735-2966

RELAY MISSOURI: 711

Missouri Department of Social Services is an Equal Opportunity Employer/Program.

- b. Administer a statistically valid Random Moment Sample (RMS) process on a quarterly basis to include assignment, collection coding and compilation of all RMS forms statewide. The RMS results will be submitted to MHD to be posted to the Internet.
- c. Implement required School District Administrative Claiming pre- and post-performance monitoring activities.

If your school district intends to continue participating in SDAC beyond June 30, 2019, MHD requires your school district to comply with all components of the SDAC program as outlined in the Cooperative Agreement, addendum and the SDAC Manual. School districts will continue to be responsible for SDAC activities to include, but not limited to:

- Provide and maintain a Personnel Roster for your district that is updated prior to the start of each calendar quarter and no later than the RMS close date set by the contractor.
- Provide and maintain a student data file for your district that is updated annually.
- Provide and maintain a cost data pool file for your district of all eligible employees' salaries and benefits that is updated on a quarterly basis.
- Completion of the description portion of the Random Moment Sampling Observation form.
- Download the quarterly RMS results to be utilized in the calculation of the quarterly SDAC invoice. RMS results by quarter will be posted on MHD's website.
- Provide a quarterly invoice, including quarterly certification of total expenditures and Medicaid Eligibility Rate verification, for your district to the MHD designee in the manner outlined in the "School District Administrative Claiming Guide" located at <http://manuals.momed.com>. Invoices can be uploaded to the Fairbanks website or sent via email to MOInvoice@fairbanksllc.com.

Please sign and return the addendum to the Program Operations Unit at the MHD mailing or email address at the beginning of this letter by June 30, 2019.

If you have any questions please contact Matt McTeer at the MO HealthNet Division at 573-751-9290.

**ADDENDUM TO COOPERATIVE AGREEMENT BETWEEN
THE DEPARTMENT OF SOCIAL SERVICES, MO HEALTHNET DIVISION
AND**

_____ **SCHOOL DISTRICT**

SCHOOL DISTRICT ADMINISTRATIVE CLAIMING THROUGH THE MEDICAID PROGRAM

The purpose of the addendum is to bring the current cooperative agreement between the Department of Social Services, MO HealthNet Division and the SCHOOL DISTRICT in line with the most recent changes to the School District Administrative Claiming (SDAC) program. The following sections of the Cooperative Agreement have been revised:

**II
RESPECTIVE RESPONSIBILITIES**

The School District agrees to:

1. Changed #2 to remove the requirement of including the Provider Participation Rate in the School District methodology.
2. Removed #7: "Provide and maintain, individually or through its agent, a provider participation rate (PPR) file that is updated on a quarterly basis. The provider participation rate file is a data file of all providers (MO HealthNet and non-MO HealthNet) that the district referred students to for any and all medical services and is matched to the MO HealthNet enrolled provider file."
3. Changed #17 to clarify timely filing requirements.

In addition to the above changes, OMB Circular A-87 has been replaced with 2 CFR 200 and this has been updated in several sections of the cooperative agreement.

With the signature of this addendum, the school district agrees to adhere to the SDAC manual approved by the Centers for Medicare and Medicaid Services with an effective date of July 1, 2019.

This addendum is effective July 1, 2019.

Superintendent

Date

School District



SSD

Sedalia School District #200

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

DATE: May 13, 2019
TO: Mr. Triplett & Board of Education
FROM: Dr. Scott 
RE: Contract for Presenter

Attached is a contract to bring a presenter to the Parkview and Skyline retreat and professional development day. This retreat will be in August before school starts. The funding will be from the two buildings' professional development funds.

If you have any questions, please feel free to contact me at 660-829-6465. Thank you.

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer



premierespeakers.com

109 International Drive, Ste 300 • Franklin, TN 37067 • TEL (615) 261-4000 • FAX (855) 261-2108

Tara Martin Invitation

Event Sponsor Skyline Elementary and Parkview Elementary
Date Wednesday, August 7th, 2019
Location Sedalia, MO
Speaker Tara Martin
Honorarium \$4,000
Travel Travel and expenses are included in the speaker's honorarium.
Event Details PD event

Contract Itinerary Details

8:00 AM to 11:00 AM - Keynote on August 7th, 2019
schedule/agenda/topics TBD

12:00 PM to 3:00 PM - Keynote on August 7th, 2019
schedule/agenda/topics TBD

12:00 PM to 3:00 PM - Keynote on August 7th, 2019
schedule/agenda/topics TBD

Payment Terms Honorarium - \$4,000.00 due 04/30/2019

State Taxes If host organization is required to withhold state income tax on behalf of the speaker, that amount shall be added to the total speaker fee, resulting in the total gross speaker fee paid to Premiere Speakers Bureau @ the same amount as agreed to within this invitation.

*This invitation is pending approval by Tara Martin.
The event cannot be publicized until the offer has been accepted.*

Accepted by: Premiere Speakers Bureau®
(Federal Tax ID 65-0966176)

Accepted by: Skyline Elementary and Parkview Elementary

April 16, 2019

Ryan Giffen

Date

Skyline Elementary and Parkview Elementary

Date

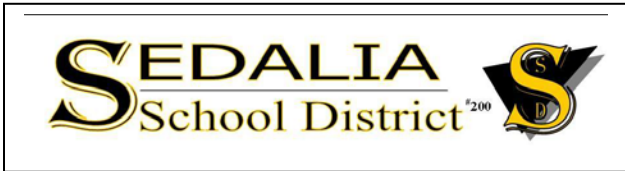
Tara Martin Rider

Shorter Bio:

Tara Martin is an enthusiastic educator, speaker, and author who thrives on change and refuses to settle for the status quo. She has served as a classroom teacher, an instructional coach for several years, and most recently as a district administrator.

As the founder of #BookSnaps, the latest reading comprehension currently implemented in seventeen countries, she is always seeking unique ways to make learning fun, relevant and meaningful.

Tara is the author of the inspirational book, *Be REAL: Educate from the Heart*. She firmly believes machines and artificial intelligence will never replicate an individual's REAL identity—the unique strengths, talents and life experiences of every human. Tara's ambition is to lead a culture of innovative change, keep social emotional learning at the heart of our work, and motivate others to become the best they can be, all while staying REAL and yet never reaching a plateau.



Crisis Response

Crisis Response



MANUAL



MANUAL

*Revised April 2019
BOE approved 05/13/19*

*Revised April 2019
BOE approved 05/13/19*

EMERGENCY AND NON-EMERGENCY PHONE NUMBERS

EMERGENCY

FIRE 9-1-1

POLICE..... 9-1-1

AMBULANCE 9-1-1

SHERIFF 9-1-1

MO STATE HIGHWAY PATROL 1-800-525-5555

TOXIC CHEMICAL SPILLS, TERRORIST THREATS 1-800-424-

8802

NON-EMERGENCY

FIRE 826-8044

POLICE 826-8100

AMBULANCE 826-7400

SHERIFF 827-0052

BUREAU OF ALCOHOL, TOBACCO, FIREARMS, 1-800-800-

3855

AND EXPLOSIVES

EMERGENCY MANAGEMENT AGENCY... 827-4800

MO STATE HIGHWAY PATROL 1-816-622-0800

COMMUNITY HOT LINES

CHILD ABUSE 1-800-392-3738

MISSING, ABUSED, AND EXPLOITED CHILDREN 1-888-442-

4673

NATIONAL RUNAWAY SWITCHBOARD .. 1-800-786-2929

EMERGENCY AND NON-EMERGENCY PHONE NUMBERS

EMERGENCY

FIRE 9-1-1

POLICE 9-1-1

AMBULANCE 9-1-1

SHERIFF 9-1-1

MO STATE HIGHWAY PATROL 1-800-525-5555

TOXIC CHEMICAL SPILLS, TERRORIST THREATS 1-800-424-

8802

NON-EMERGENCY

FIRE 826-8044

POLICE 826-8100

AMBULANCE 826-7400

SHERIFF 827-0052

BUREAU OF ALCOHOL, TOBACCO, FIREARMS, 1-800-800-

3855

AND EXPLOSIVES

EMERGENCY MANAGEMENT AGENCY ... 827-4800

MO STATE HIGHWAY PATROL 1-816-622-0800

COMMUNITY HOT LINES

CHILD ABUSE 1-800-392-3738

MISSING, ABUSED, AND EXPLOITED CHILDREN 1-888-442-

4673

NATIONAL RUNAWAY SWITCHBOARD ... 1-800-786-2929

Preface

In a perfect school setting, a principal and staff would concentrate on helping students master skills important for their future. However, other events may occur that will infringe upon the school day.

Natural disasters, student, and faculty deaths, and other types of disruptions are facts of life. How these events are managed becomes the responsibility of the school administrator and staff. This handbook outlines procedures to help a school prepare for such emergencies.

Mass panic can be one of the greatest dangers to students and staff in the event of an emergency. A purpose of this plan is to reduce the probability of panic and long term emotional trauma through the establishment of predetermined actions and assigned responsibilities. The sensitivity level of the staff when dealing with situations which might create a school disruption, and the ability to deal with the disruption, are the keys to good building management. Too many times we are lulled into the belief that it couldn't happen here.

The procedures presented in this handbook have been developed by a cross section of school district employees. It is not meant to be all inclusive. Based on this handbook, each school staff member is expected to develop procedures to cope with emergencies that may arise.

No plan can be specific enough to address all circumstances which might arise during an emergency. Flexibility and common sense must prevail during a state of emergency. It is essential that the response to a crisis be done quickly and efficiently to minimize the effects.

Correctly used, this handbook will help the school principal and staff plan for and defuse potentially dangerous disruptions to the school routine. Good planning will make the school a safer, more secure place for both students and staff.

PROCEDURES

CRISIS TEAMS

Every school in the Sedalia School District #200 shall establish Crisis Response Teams (CRT) to plan strategies to handle various emergencies, including those outlined in this handbook. The crisis plan that is established to cover each emergency situation must be filed with the Superintendent of Schools or his/her designee.

ON-SITE/INCIDENT COMMAND CENTER

In order to coordinate and support efforts of the schools in the event of a large scale emergency, the Sedalia #200 School District will establish an On-Site Command Center. The On-Site Command Center will be activated by the Superintendent of Schools, the On-Site Administrator, or the Local Emergency Preparedness Officials. Members may include the Superintendent of Schools or designee(s), the Director of Buildings and Grounds/Transportation, the On-Site Administrator, CRT Coordinator, and Building Security Coordinator. In the event of wide spread damage, a member of the Command Center may be asked to become a part of the County's Command Center.

The On-Site Command Center will have three main functions:

1. To coordinate with public safety officials
2. To receive and disseminate information
3. To receive and issue instructions

In the absence of orders from the Command Center, each On-Site Administrator is authorized to implement actions as necessary to save lives and lessen the effects of the disaster.

NOTIFICATION

The final decisions for determining the nature of the emergency and requesting assistance at the building level is the responsibility of the school principal. Any problem will be relayed immediately to the Superintendent of Schools. Frequent updates should be made to the Superintendent's office as the situation warrants. Good communication and the benefit of involving key decision makers will insure that the crisis is handled the best way possible.

The Superintendent of Schools shall inform the Assistant Superintendents and other officials as deemed necessary. The School Board Secretary will notify the School Board. The building administrative assistants will direct "crisis" calls to designated administrators.

REACTION REVIEW

As soon as possible after the crisis, a comprehensive review of the situation needs to be made by the key persons involved. Weaknesses in the response need to be identified and recommendations for changes made to aid in the handling of future crises.

PROCEDURES

FIRE

PROCEDURES

1. **CLOSE THE DOOR TO THE ROOM WHERE THE FIRE IS LOCATED AND IMMEDIATELY SOUND THE FIRE ALARM.**
2. **CALL 911 AND REPORT THE FIRE.**
3. **CONTACT THE PRINCIPAL**
4. At the sound of the fire alarm, **ALL OCCUPANTS MUST WALK AS RAPIDLY AS POSSIBLE** to their designated exits, without crowding or running. **THE TEACHER WILL CHECK TO SEE THAT ALL STUDENTS ARE OUT OF THE ROOM AND CLOSE THE DOOR.** (See evacuation of Disabled)
5. **TEACHERS ARE RESPONSIBLE TO SEE THAT STUDENTS MOVE AWAY FROM THE BUILDING,** so not to block the exit for those who follow.
6. The principal will be responsible for preparing an evacuation diagram for each floor of the building under his/her supervision as well as identify the tones of specific warning alarms to staff and students. **THE EVACUATION DIAGRAM SHOULD BE POSTED IN EACH ROOM AND FOLLOWED AT THE SOUND OF THE FIRE ALARMS.**
7. Teachers should take roll once they are outside the building and report any unexplained absences immediately.
8. **DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO** by the principal or designee.

FIRE

TORNADO/SEVERE WEATHER

When the area is under a severe thunderstorm or tornado watch, the building administrator or his/her designee should unobtrusively advise staff members through a personal note or visit. All volume controls on classroom phones should remain on high in an effort to better hear emergency notifications. Upon receiving a local **TORNADO WARNING**, the **ALARM** should be sounded.

1. Upon hearing the **ALARM**, teachers should direct building occupants/students to **MOVE TO A DESIGNATED SHELTER AREA VIA THE DIRECT ROUTE, SHUT WINDOWS AND DOORS.**
2. **WALK RAPIDLY, BUT QUIETLY** in an orderly line to the shelter area.
3. **TEACHERS** should **TAKE ROLL** and report any unexplained absences immediately; keep students quiet and calm.
4. As the storm approaches, instruct **OCCUPANTS** to:
 - a. **ASSUME A PROTECTIVE SQUATTING POSITION WITH HANDS LOCKED AT BACK OF THE NECK.**
 - b. Remain in this position until further word.
5. After the storm passes:
 - a. **CHECK** shelter **OCCUPANTS FOR INJURIES.**
 - b. **REPORT TO THE BUILDING ADMINISTRATOR** in a predetermined manner.
 - c. Monitor crisis response channel on base radio.
 - d. Email and cell phone must be monitored closely during any power outages.
6. **IF A TORNADO STRIKES** the building, **FOLLOW THE PROCEDURES OUTLINED IN NATURAL DISASTERS.**

TORNADO/WEATHER

PERSONAL SAFETY

DEFINITION

A staff member or student who has been **ROBBED, ASSAULTED AND/OR KIDNAPPED** on the school grounds, in the school building, or at a school event; a **TRESPASSER** has been reported on campus.

RESPONSE PROCEDURES

1. When an incident occurs, the **PRINCIPAL** or his/her designee will **NOTIFY:**
 - **POLICE DEPARTMENT (911)**
 - **SCHOOL SECURITY/SRO(s) (IF AVAILABLE)**
 - **SUPERINTENDENT'S OFFICE (829-6450)**
2. In the event of an **INJURY, CALL THE NURSE/HEALTH ROOM SUPERVISOR, OR 911.** First aid procedures should begin as quickly as possible. Each school will maintain a list of all employees trained in first aid procedures (i.e., CPR, Red Cross, etc.).
3. **GATHER INFORMATION** from those who may have witnessed the incident. Witnesses must be kept separated until their statements have been taken.
4. Forward all media calls to the Superintendent's office.
5. **PREPARE A BRIEF FACTUAL STATEMENT** to inform staff members of the incident.
6. **NOTIFY PARENTS**

PERSONAL SAFETY

PREVENTION STRATEGIES

Because of the concern for personal safety issues, the CRT at each building should develop plans to reduce the potential for injury, theft, or robbery of staff members and students. The plan must strive to make each building as secure as possible within the constraints of the building structure and staff limitations. The plan may include but should not be limited to the following suggestions:

1. Each school building should keep all exterior doors locked at all times during the school day with a single entry point at the front entrance.
2. Be aware of surroundings when arriving and leaving the building. Observe if suspicious cars or persons are present. Report suspicious persons to the principal immediately.
3. Use the “buddy” system. Arrange to enter or leave the building accompanied by another person.
4. The last person to leave the building should ask the custodian or security officer to accompany him/her to the car.
5. When going to your locked car, observe shrubbery, trees, and nearby cars which may conceal someone hiding. Have your key ready to unlock the car and also observe the back seat and floor to be sure that no one is hiding inside.
6. Valuables, including purses, should not be left in unlocked classrooms, closets, or desks.

7.

7. Valuable items in your car should be out of sight and, preferably, locked in the trunk.
8. Purses should be carried close to the body. Shoulder bags should be carried over one shoulder across the body.
9. Curriculum and activities promoting cultural sensitivity should be taught.
10. Curriculum and activities addressing the safe schools act should be taught.

When the CRT has developed strategies to be used in a building,
**THESE PERSONAL SAFETY PRECAUTIONS MUST BE SHARED
ANNUALLY** with, and followed by, all staff members.

WEAPONS

DEFINITION

ANY OBJECT THAT CAN REASONABLY BE USED TO INFLICT BODILY INJURY.

Subcategories: gun, knife, club, other

- Used in a threatening manner
- Used to cause bodily harm
- Concealed

RESPONSE PROCEDURE

A. Weapon **ON SCHOOL PROPERTY**

1. If a student or adult displays or threatens immediate use of a weapon, assume an emergency situation is in effect.

THE PRINCIPAL, OR HIS OR HER DESIGNEE, CALL 911 IMMEDIATELY AND CALL SCHOOL SECURITY/SRO(s) PERSONNEL (IF AVAILABLE).

- **DO NOT ATTEMPT TO DISARM THE PERSON PHYSICALLY.**
- **SECURE THE AREA AS MUCH AS POSSIBLE.**
- **TRY TO MAINTAIN A CALM SITUATION AND CALM DEMEANOR.**
- **MAKE USE OF THE SCHOOL INTERCOM SYSTEM TO GET A NON-THREATENING MESSAGE TO STAFF TO SECURE THEIR AREAS. HOLD ALL BELLS AND CLASSES.**

2. In the event of **INJURY** to any individual, **CALL THE NURSE/HEALTH ROOM SUPERVISOR**. First aid measures should be employed as quickly as possible.
3. **NOTIFY THE SUPERINTENDENT OF SCHOOLS**.
4. Convene the **CRT** to assess the situation and implement the appropriate plan of action.
5. Assign staff to locations during passing/lunch periods which will **PROVIDE HIGH VISIBILITY OF AUTHORITY FIGURES** to create the impression that adults are everywhere.

B. RUMOR OR KNOWLEDGE OF A WEAPON on School Property

1. **NOTIFY ADMINISTRATION**
2. **START TALKING**. Interview everyone who might have information about the weapon. The primary concern is to locate and secure the weapon, not to prosecute someone for possession of a weapon.
3. **IF IT BECOMES NECESSARY TO SEARCH LOCKERS** or personal storage spaces, administration and security do it. Be reasonable in the manner in which the search is conducted.

4. If it is believed that the **SUSPECT HAS A WEAPON HIDDEN ON HIS/HER BODY, CALL THE PARENTS AND LAW ENFORCEMENT/SRO(s).**
 5. If information leads to one suspect and the subject is now being questioned, don't hesitate to do a "pat down" **SEARCH** of the individual **WITH ANOTHER ADULT PRESENT.** This type of search involves the external feeling of clothing and the inspection of purses or other hand-held carried objects. Do not, under any circumstances, conduct a search that requires the removal of clothing other than outer wear such as coats, hats, gloves, etc.
- C. Other Considerations
1. Don't deny the presence of a weapon if one is in fact recovered in the school. Answer any inquiry honestly and include in the answer what actions were taken concerning the offense. **REFER INQUIRIES FROM OUTSIDE THE SCHOOL TO THE SUPERINTENDENT'S OFFICE.**
 2. Don't keep recovered weapons in the school. Call the police and turn the item(s) over to them.
 3. Try to establish why a weapon was brought to school. By establishing the possible motive for bringing the weapon(s) to school, a logical list of suspects will have been developed.

SHOOTING

DEFINITION

AN INDIVIDUAL(S) DISCHARGES WEAPON ON A GROUP OR INDIVIDUAL INSIDE OR OUTSIDE OF A SCHOOL BUILDING.

Because it is impossible to provide specific guidelines, common sense and decisive thinking will need to prevail on the part of the adult supervisor(s) at the time of the incident.

RESPONSE PROCEDURES

A. OUTSIDE BUILDING

1. **STUDENTS** should be instructed **TO GET BEHIND ANY COVER AVAILABLE AND REMAIN OUT OF SIGHT** until law enforcement officials arrive.
2. **IF COVER IS NOT AVAILABLE**, students should be instructed to run and continue to run until cover is reached.
3. **CALL 911/SRO(s).**
4. **ADMINISTER FIRST AID**, if necessary.
5. **CALL THE SUPERINTENDENT OF SCHOOLS.**
6. Efforts should be made to **KEEP STUDENTS AS CALM AS POSSIBLE.**

SHOOTING

B. **WITHIN A BUILDING**

1. **STUDENTS** should be instructed to **MOVE TO THE NEAREST AREA OF SECURE COVER AS QUICKLY AS POSSIBLE.**
2. **LOCK DOOR** to room with cable lock.
3. **CALL 911/SRO(s).**
4. **ADMINISTER FIRST AID**, if necessary.
5. **CALL THE SUPERINTENDENT OF SCHOOLS.**
6. Efforts should be made to **KEEP STUDENTS AS CALM AS POSSIBLE.**

13.

C. **CONVENE THE CRT** to assess the situation and implement the appropriate plan of action.

D. **ADMINISTRATORS NOTIFY PARENTS/GUARDIANS**

E. Assign staff to locations during passing/lunch periods which will **PROVIDE HIGH VISIBILITY OF AUTHORITY FIGURES** to create the impression that adults are everywhere.

BOMB THREATS AND BOMBS

DEFINITION

THE THREAT OF A BOMB made in person, by recording, by letter, or over the phone.

RESPONSE PROCEDURES

1. **PERSON TAKING CALL SHOULD REMAIN CALM, ALERT OTHERS TO LISTEN IN ON THE CALL, and attempt to OBTAIN AS MUCH INFORMATION AS POSSIBLE FROM THE CALLER** using the following checklist.
2. **NOTIFY ADMINISTRATION.**
3. The Principal or designee will determine if the building needs to be evacuated.
4. Principal or designee **MUST CALL THE POLICE DEPARTMENT AT 911/SRO(s).**
5. The Principal or designee **NOTIFIES THE SUPERINTENDENT OF SCHOOLS.**
6. Principal or his/her designee will announce over the intercom, **“The evacuation of the building and turn off your cell phones walkie-talkies, 2-way radios, etc.” or “We are going into lockdown and turn off your cell phones, walkie-talkies, 2-way radios, etc.”.**

IN CASE OF EVACUATION:

- a. **EVACUATE STUDENTS** to a safe designated area **500 FEET** from the building. (If inclement weather conditions exist, you may move to another predetermined building a safe distance away.)
 - b. **TEACHERS** are to **STAY WITH STUDENTS** at all times unless instructed by the Principal or designee to do otherwise.
 - c. **DO NOT PERMIT** any individual(s) **TO RE-ENTER** the school until instructed by the Principal or designee that it is safe to do so.
7. Set into motion an organized, planned **SEARCH OF BUILDING.** (See Search Strategies – pg. 15)

SEARCH STRATEGIES

A school facility should be divided into four areas of searching needs. These areas should be assigned to those most familiar with the area as they are more likely to identify an item which does not belong.

- The Exterior of the Building – This includes parking lots, playgrounds, ball fields, trash dumpsters and foliage around the perimeter of the building. This area is best searched by campus security and/or custodians and ground crews.
- Areas Accessible to the Public – This includes foyers, office waiting rooms, hallways, bathrooms, trash cans, fire extinguishers, water fountains, paper towel dispensers, and so forth. Searching of these areas is best conducted by custodians, office staff, building CRT, or campus security.
- Student Areas – This includes classrooms, library, cafeteria, locker-rooms, gymnasium, and so on. These rooms should be searched by teachers, librarians, cooks, and coaches.
- Nonpublic or Nonstudent Access Areas – This includes furnace rooms, public utility areas, custodian closets and other rooms which are secured. Searching of these areas is best conducted by custodians and maintenance personnel.

A well-organized search can be completed by an informed and trained staff in a matter of minutes with minimal disruption of the classroom routine. This will assist a building administrator in making an informed decision to evacuate or not to evacuate. The search procedures will be reviewed annually.

BOMB THREAT CHECKLIST

When is the bomb going to explode? _____

Where is the bomb right now? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause the bomb to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Any relevant background noise? _____

Sex of caller: ___ Race: ___ Age: ___ Length of call: _____

Telephone number at which call was received: _____

Time call received: _____ Date call received ___/___/_____

CALLER'S VOICE: (check appropriate boxes):

_____ Calm _____ Nasal _____ Soft

_____ Angry _____ Stutter _____ Loud

_____ Excited _____ Lisp _____ Laughter

_____ Slow _____ Rasp _____ Crying

_____ Rapid _____ Deep _____ Normal

DRUGS

DEFINITION

THE UNLAWFUL ATTEMPT/INTENT TO SELL, TRADE, OR DISTRIBUTE DRUGS/CONTRABAND TO ANOTHER INDIVIDUAL.

Subcategories: illegal drugs, prescription drugs, over-the-counter drugs, any item not intended for casual consumption, or that could produce an altered state of being.

RESPONSE PROCEDURES/INVESTIGATIVE TECHNIQUES

1. **NOTIFY ADMINISTRATION.**
2. **CALL THE POLICE/SRO(s) FOR ALL DRUG ACTIVITY.**
3. **CALL THE PARENTS/GUARDIANS.**
4. For **SUSPENSION** Policy refer to School Board Policy.
5. Assign staff to locations during passing periods/lunch period which will provide **HIGH VISIBILITY OF AUTHORITY FIGURES**. Until the suspected transactions cease, it is important to create the impression that adults are everywhere.
6. **START TALKING.** Interview everyone who might have information about drug sales. Keep in mind that the primary concern is to get a handle on drug sale activity.
7. **IF** it becomes **NECESSARY TO SEARCH LOCKERS** or personal storage space, do it. Be reasonable in the manner in which the search is conducted.

DRUGS

8. If information leads to one suspect and that student is now being questioned, don't hesitate to do a "pat down" **SEARCH OF THE INDIVIDUAL WITH ANOTHER ADULT PRESENT**. This type of search involves the **EXTERNAL** feeling of clothing and the inspection of purses or other hand-held carried objects. Administrators should be trained to conduct the search in such a manner that it is visible to both the suspect and witnesses, in discreet location.
9. **DO NOT**, under any circumstances, **CONDUCT A SEARCH THAT REQUIRES THE REMOVAL OF CLOTHING** other than outer wear such as coats, hats (caps), gloves, etc. If it is believed that the suspect has drug/drug paraphernalia hidden on his/her body, make every attempt to contact parents/guardians and contact law enforcement office.
10. **REFER MEDIA INQUIRY TO THE SUPERINTENDENT OF SCHOOLS.**
11. **DON'T DENY** the presence of drugs if they are, in fact, recovered in the school. **ANSWER ANY INQUIRY HONESTLY** and include in the answer what actions were taken concerning the offense. (Confidentiality of student names must be protected.)
12. **DON'T KEEP RECOVERED DRUGS IN THE SCHOOL. CALL THE POLICE** and turn the item(s) over to them.

PREVENTION STRATEGIES

1. Communicate to students the school's position that the possession, selling, or attempted sale of any type of drug on school property or at any school sponsored event will be treated as a serious offense. Any person found in violation of this district/school policy will be subjected to one or all of the following response actions (consult code of Conduct and Parent/Student Handbook):
 - a. Contacting parent/guardian
 - b. Suspension
 - c. Arrest (contacting law enforcement agencies)
 - d. Expulsion
 - e. Detention
 - f. Contacting juvenile authorities
2. Establish a routine with security personnel, bus drivers, custodial staff, and faculty members to communicate their knowledge of the presence or sale of drug items.
3. Keep lines of communication open with students. If drug items have been brought to school, they will probably talk about it. It is important to have access to students who will be willing to share this information with staff.

NATURAL DISASTERS AND PHYSICAL PLANT FAILURES

DEFINITION

A NATURAL DISASTER IS A CALAMITY OR CATASTROPHE brought about by a natural occurrence such as a thunderstorm, tornado, earthquake, etc., which results in disruption of the normal functioning of the facility. On the serious end of the continuum, there could be destruction of life. Related to natural disasters could be unforeseen occurrences such as **WATER LINE BREAKS, BOILER EXPLOSIONS, GAS LINE LEAKS, POWER FAILURES, FIRES**, etc., which may have the same effects as a natural disaster.

RESPONSE PROCEDURES

1. **CONTACT HELP, 911** should be the first number called in the **EVENT OF A FIRE OR AN INCIDENT THAT HAS RESULTED IN INJURIES**. If there are injuries, be prepared to **PROVIDE EMERGENCY FIRST AID** until emergency medical help arrives. Locate all phones in the building and outside phones that can be used in case the building system is inoperable. **A PERSON SHOULD BE STATIONED AT AN OPERABLE PHONE CONTINUALLY DURING THE CRISIS**. Establish communication through Channel 1 on hand-held radios.
2. **EVACUATE** the building, **IF NECESSARY**.
3. When a crisis occurs, the **CRT** should assemble immediately to **ASSESS THE SITUATION**. Certain questions must be answered before appropriate plans can be implemented. Are there injuries? Extent of physical damage? Are there dangerous situations that require immediate action?
4. **NOTIFY THE SUPERINTENDENT'S OFFICE OF THE CRISIS**. Be prepared to provide an accurate assessment of the situation. Administrative decisions will be made based on the information provided.

5. **NOTIFY THE DIRECTOR OF BUILDINGS AND GROUNDS OF THE CRISIS.** Maintenance and operations will then be mobilized to address the situation. Be prepared to provide detailed information about the situation so that proper action can be taken. **BUILDINGS AND GROUNDS WILL NOTIFY UTILITY COMPANIES, EMERGENCY MANAGEMENT AGENCY, ETC., AS NEEDED.**
6. **DISABLE UTILITIES IN THE EVENT OF STRUCTURAL DAMAGE.** Before a disaster strikes, locate main gas and water shut off valves and the main electrical disconnect. Also, if occupants are in danger of further harm with the utilities functioning, then they should be disabled. For example, a tornado strikes causing a gas line to rupture; the main gas valve should be turned off to prevent the possibility of fire.
7. **PROVIDE PROTECTION AND CARE FOR THE OCCUPANTS.** Care for the injured until help arrives. Evacuation may be necessary. Take all necessary steps to insure the health and safety of the building occupants.
8. **EACH CRT WILL ESTABLISH PARENTAL CONTACT TEAM.** Parents **WILL** come to the site to determine the welfare of their children. Be prepared to direct vehicle traffic and to receive parents or relatives. A processing procedure should be established to document which children have been picked up and by whom. If there are injuries or deaths, be prepared to give the needed support and comfort. The police and emergency medical staff should be available to assist.

DISRUPTIONS

DEFINITION

The Board of Education recognizes the right of peaceful demonstrations providing that demonstrations do not infringe on the rights of others. The Board will, to the full extent of its legal power, insure that every student has an opportunity to attend school and receive an education without fear of harm or injury to person or property. If disruptions do occur, measures will be taken to safeguard students, school personnel and school facilities. Persons causing disruptions in or on school property will be prosecuted to the full extent of the law. **DISRUPTIONS** may be, but are not limited to, the following subcategories:

- **UNAUTHORIZED ENTRY** – persons, either juveniles or adults, including former school district employees, who are disturbing the orderly process of the school.
- **RIOTS**
- **PROTESTS**
- **WALKOUTS**
- **UNLAWFUL ASSEMBLIES**
- **RACIAL/ETHNIC DISTURBANCE**

RESPONSE PROCEDURES

1. **BUILDING ADMINISTRATORS AND SCHOOL SECURITY SHOULD BE NOTIFIED IMMEDIATELY WHEN AN INCIDENT OCCURS, CUSTODIANS WILL BE DIRECTED TO SECURE ALL EXTERIOR DOORS.**
2. **NOTIFY THE POLICE (911)/SRO(s).**
3. **ISOLATE AFFECTED STUDENTS FROM THE DISRUPTION** and direct them to cafeteria or classroom settings to provide them a safe place.

DISRUPTIONS

4. The principal or a designee should **NOTIFY** the following people:
 - a. **SUPERINTENDENT OF SCHOOLS**
 - b. **DIRECTOR OF BUILDINGS AND GROUNDS** who will then notify the following staff:
 - a. Assistant Superintendents
 - b. Additional Security Officers (if needed)
 - c. **PARENTS OF STUDENTS** who are directly impacted by the disruption.
5. **CONVENE THE CRT** to evaluate the situation and implement the appropriate plan of action. In an emergency, the final decision for determining the nature of assistance needed at a disturbance is the responsibility of the school principal.
6. **“IMPLEMENT THE BUILDING EMERGENCY PLAN.”** Each school **ADMINISTRATOR** will **PREPARE A BUILDING EMERGENCY PLAN** that will be shared with all staff. It should include, but is not limited to, the following assignments:
 - Person who will give permission to those legitimately entering the campus.
 - Person to keep staff/faculty informed by memos, direct contact, or emergency signals.
 - An assigned person will talk to news media, parents, and others who are in the building.
 - A room where discussions between school officials and a small group of representatives from dissident groups may take place.
7. **MAINTAIN A LOG** in which are listed the date, time, and nature of each incident, names of the persons involved, and descriptions of the action taken.
8. **IF RUMOR OR KNOWLEDGE OF A DISTURBANCE IS HEARD**, principal and his/her designees will interview **EVERYONE** who might have information about the disturbance, to access and initiate appropriate **PREVENTION STRATEGIES**.

9. **If racial/ethnic disturbance occurs:**

- A. Identify all students affected, provide a safe place and respond to their needs.
- B. Contact the parents of affected students.
- C. Every effort will be made to contact counselors who specialize in racial/ethnic relations to counsel those students who are negatively impacted.
- D. Submit appropriate forms and reports.

POST RESPONSE PROCEDURES

- 1. Make plans for the school to **SCHEDULE A MEETING** on the following day with persons and agencies involved.
- 2. **PREPARE LETTERS** to all parents explaining what has happened and why the appropriate response was taken.
- 3. **SUBMIT** appropriate reports to superintendent.
- 4. If **GRAFFITI** is found, remove as soon as possible following police and staff investigation.
- 5. Each **CRT** will identify appropriate resources and follow-up activities to provide immediate assistance to an individual or group involved in the crisis, with the purpose of minimizing the negative effect of the disruption.

PREVENTION STRATEGIES

- 1. Staff and security officers should be on the alert before, during, and after school for unauthorized persons in the building.
- 2. The main entrance to the campus and school should be supervised.
- 3. Teachers should be advised to keep classroom doors locked.
- 4. Student/staff identification cards are strongly recommended for all secondary students in the school district.
- 5. School personnel should work closely with community representatives or resource groups, such as the PTA, to reduce the likelihood of disruptions or disorders at the school.
- 6. District administrators, staff and school personnel should be proactive in becoming aware and sensitive to cultural diversity in all schools.

INTERNAL OR IMAGE CRISIS

DEFINITION

An internal or image crisis is not a threat to the physical safety of Sedalia #200 students or employees, or the physical condition of Sedalia #200 facilities. It is **DAMAGE TO THE IMAGE AND CREDIBILITY OF THE SCHOOL DISTRICT THROUGH ACTIONS OF EMPLOYEES, MEMBERS OF THE BOARD OF EDUCATION, OTHERS IN KEY LEADERSHIP POSITIONS OR STUDENTS**. Examples are an arrest for drug use, mismanagement of funds, ethics violations, etc. The long-term consequence of such situations is decreased public support and respect for the ability of the school district to provide for the well being of students.

RESPONSE PROCEDURES

1. **THE SUPERINTENDENT AND/OR APPROPRIATE ADMINISTRATORS SHOULD CONVENE TO ASSESS THE SITUATION.**
2. **IDENTIFY THE FACTS** of the situation as they are known.
3. **IDENTIFY DISTRICT POLICIES**, if any, which apply to this situation.
4. **COMMUNICATE WITH LAW ENFORCEMENT OFFICIALS OR LEGAL COUNSEL** as the situation warrants.
5. **PREPARE STATEMENT OF FACT** to be distributed to employees.
6. Prepare statement to the **MEDIA**.
7. **EVALUATE** long-term impact on the district and determine plans of action/communication to reassure public confidence in district leadership. This may include the implementation of new policies, security checks, and other safeguards.

EVACUATION OF THE DISABLED

DEFINITION

In the event of an emergency, occupants of wheelchairs and other disabled persons should observe the following evacuation procedures:

1. All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or person with mobility impairment may use the building elevators, but **NEVER** in case of fire.
2. As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction, such as a staircase, he/she should request assistance from others in the area.

NOTE: It is suggested that the wheelchair occupant or person with mobility impairment prepare for emergency ahead of time by instructing a classmate, teacher, or fellow worker on how to assist him/her in case of emergency.

3. If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor, on the stairway, or landing. He/she should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle, or have some means of attracting attention to others.

RESCUE PERSONNEL, FIRE, AND SECURITY, WILL FIRST CHECK ALL EXIT STAIRWELLS FOR TRAPPED PERSONS.

All schools and district facilities maintain an emergency status plan on all disabled/mobility impaired persons. This card should list all special needs that need to be met in the work or study areas in an emergency.

SUICIDE

DEFINITION

A student or staff member is **REPORTED TO HAVE COMMITTED SUICIDE**.

RESPONSE PROCEDURES

A. **SUICIDE** or Suicide Attempt **ON CAMPUS**

1. **CALL 911 AND ADMINISTER FIRST AID.**
2. **SECURE AREA.**
3. **CONTACT THE PRINCIPAL.**
4. Principal or designee to **CONTACT THE SUPERINTENDENT OF SCHOOLS.**
5. Principal or designee to **CONTACT THE PARENTS/GUARDIANS/FAMILY OF VICTIM.**
6. **CONVENE THE CRT** to assess the situation and implement the appropriate plan of action.
7. **OBTAIN A LIST OF POSSIBLE WITNESSES** for law enforcement officials.
8. **(Go to C)**

B. **SUICIDE** or Suicide Attempt **OFF CAMPUS**

1. **CONTAIN THE STORY AND PROTECT THE PRIVACY OF THE FAMILY.**

Do not refer to the death as a “suicide” and move to contain the story until it has been verified.

SUICIDE

2. DIRECT THE PERSON WHO BRINGS THE MESSAGE NOT TO REPEAT IT TO ANYONE.

Explain that the information has not been verified. Even if it is correct, it is important the announcement come from the principal in an appropriate and official manner.

3. Instruct secretaries and others in the office not to repeat anything that has been said or to give out any information until the report has been verified.

4. **VERIFY THE FACT THAT THE REPORTED DEATH DID OCCUR.** Do everything possible to verify the facts of the case. Principal makes the calls, to the police or coroner, if necessary. Hospitals usually will not give out information. Do not call the home.

5. If the death is verified, **NOTIFY THE SUPERINTENDENT.**

6. **Convene the CRT** to assess the situation and implement the appropriate plan of action.

7. (Go to C)

C. When a **SUICIDE** has been **VERIFIED**

1. **HOLD A FACULTY MEETING** as soon as possible. If it has to wait until the end of the day, give notice of the meeting early. As soon as the facts are known, the principal prepares a brief written announcement to be distributed to teachers which they can read to students simultaneously throughout the school.

2. **REFER ALL INQUIRIES FOR INFORMATION FROM OUTSIDE THE SCHOOL TO THE PRINCIPAL OR SUPERINTENDENT OF SCHOOLS.** One person from that office will serve as spokesperson for the district. Do not allow reporters to interview any students or staff members in or on school ground.

3. **CONTACT RESOURCES** (school counselors and/or social workers) **TO ASSIST** students, parents, and staff.

4. Try to get things **BACK TO NORMAL AS SOON AS POSSIBLE.** Be sensitive to the fact that certain students may have been profoundly affected by the death. These students still need special help, but don't let it become a "contagious action". Minimize the possibility that other students may imitate behavior and take their own lives.

DEATH OF STUDENT, EMPLOYEE OR PROMINENT PUBLIC FIGURE

DEFINITION

The death of a student, staff member or prominent public figure has been reported.

Consideration: Following are items to be addressed by the building level administrator.

- Is the report of the death accurate?
- Determine the location of the incident (at the school, a school-related event, a non-school related location)
- To what extent is information of the death known by students and staff? The time frame of the death in relation to the current time will be of importance. Did the death occur within the last few hours and is unknown by students and staff, or did the death occur one or two days earlier and is a widely known fact?

RESPONSE PROCEDURES

A. Death Attempt **ON CAMPUS**

1. **CALL 911 AND ADMINISTER FIRST AID.**
 2. **SECURE AREA.**
 3. **CONTACT THE PRINCIPAL.**
 4. Principal or designee to **CONTACT THE SUPERINTENDENT OF SCHOOLS.**
 5. Principal or designee to **CONTACT THE PARENTS/GUARDIANS/FAMILY OF VICTIM.**
 6. **CONVENE THE CRT** to assess the situation and implement the appropriate plan of action.
 7. **OBTAIN A LIST OF POSSIBLE WITNESSES for law enforcement officials.**
1. **LOCATE INFORMATION** that is as accurate as possible. The need here is for basic facts.
 - Has a death occurred?
 - Personal data: For an employee; age, number of children, name of spouse and children. For a student, age, name of parents and siblings (this should come from school files). **DO NOT REQUEST THIS INFORMATION FROM THE FAMILY.**

DEATH OF STUDENT/EMPLOYEE

2. **CONVENE THE CRT TO ASSESS THE SITUATION** and implement the appropriate plan of action.
3. **PREPARE A BRIEF STATEMENT** to be used later to inform staff members. This statement should be factual, presenting only the basic facts of the incident.
Example: *Please take a few moments to prepare yourself and your students and then share this information with your classes at 8:25 a.m. Some students may need assistance. If you or any of your students need assistance, please contact the office. "Last night, Mr. John Doe passed away. Mr. Doe leaves a wife, Jane, and two children, Jim and Joe. Currently the family is making arrangements for services. Information will be given to staff members as it becomes available."*
This statement should be prepared and ready for distribution as soon as possible. Do not distribute the statement at this time. It will be distributed as Step 10.
4. **NOTIFY OTHER KEY INDIVIDUALS IN THE OFFICE STAFF**; i.e. assistant principals, counselors, and administrative assistants. However, this information should be maintained as privileged until a statement is made to the entire staff.
5. In the case of the **DEATH OF A STUDENT, SECURE ALL PERSONAL ITEMS** that may be in the individual's locker. This may be done by removal of items, or may be accomplished by changing the combination to the locker. (Parents may wish to visit the school later and remove the items themselves.) The building level administrator and an assistant should review with discretion the contents of the locker. Delete the student's name from mailing lists so that correspondence is not sent to the home of the deceased.
6. In the case of a **DEATH OF A STAFF MEMBER, ALL PERSONAL ITEMS SHOULD BE QUIETLY COLLECTED AND PREPARED FOR THE FAMILY**. These items may be placed in the school vault, or a closed container in the principal's office. The building level administrator and an assistant should collect and review these items with discretion.
7. The Principal or his/her designee shall **CONTACT CENTRAL OFFICE PERSONNEL**.
 - a. **SUPERINTENDENT** – The Superintendent will be provided with a review of the incident and general information. The Superintendent may ask for information concerning family members and length of employment and job duties, or schools attended by a student. Refer media contacts to the Superintendent.
 - b. **ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES/BUILDINGS & GROUNDS**– The Assistant Superintendent should be provided with information concerning family members, length of employment and job duties, or, for a student, the schools attended. In addition, review the method being planned to inform students and staff of the death. The statement should be written exactly as it will be presented.
8. **MAKE ARRANGEMENTS TO HANDLE STUDENT AND STAFF NEEDS**. Be prepared for a large number of students who will need assistance for emotional difficulty. Some students may need to contact parents to be dismissed from school. Some staff members may need to have classes covered for a short time, or the remainder of the day. Contact and have additional individuals available:
 - Counselors
 - Social workers
 - School nurses
 - Security

9. **ALL MEMBERS OF THE ADMINISTRATIVE STAFF, COUNSELORS, AND SECURITY NEED TO MAINTAIN A HIGH LEVEL OF VISIBILITY.** Everything else becomes secondary; the needs of students and staff become the only concerns of these individuals. Their visible presence will help students deal with the insecurity of the moment.
10. **THE WRITTEN STATEMENT SHOULD BE HAND DELIVERED TO ALL STAFF MEMBERS BY ADMINISTRATORS AND COUNSELORS.** Remember to include custodians, kitchen staff, secretaries, lunchroom and playground supervisors. Do not place the statement in mailboxes and do not use the intercom system to make this statement.
11. In the case of the **DEATH OF AN EMPLOYEE, THE PRINCIPAL WILL CONTACT THE SUPERINTENDENT AND DISCUSS THE INCIDENT.** The Assistant Superintendent of Personnel will be the individual who will assist the family with Board of Education policies and benefits provided by the school district.
12. As information pertaining to **FUNERAL ARRANGEMENTS** becomes available, make plans for the need to dismiss students and provide class coverage for staff members who will choose to attend the services. These plans should be reviewed with the Assistant Superintendent of Business & Finance/Federal Programs. This information should be shared with staff members. Possibly a short faculty meeting at the end of the day will allow time for this.
13. As is appropriate, make **CONTACT WITH THE FAMILY TO OFFER ASSISTANCE** and prepare for any arrangements that will involve the school.
14. The CRT decides if a **LETTER** should go **HOME** to parents that day, explaining what happened and what the school is doing. A parent information night might be scheduled.
15. In accordance with the Federal Flag Code, the flag will be flown at half mast **ONLY** for the death of specific persons listed in the FFC (principal figures of government).

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
THE EMERGENCY PLAN						
1. Multi-hazard in nature within the emergency management model of <i>Prevention, Preparedness, Response and Recovery</i> .						
2. District articulates a strategic vision, mission and methodology for response agencies.						
3. District's plan is then developed in collaboration with community stakeholders and response agencies.						
4. Plan identifies designees (ideally three) who will direct emergency response in the absence of the administrator.						
5. Plan is reviewed and updated on a regular basis.						
6. Plan includes specific procedures and accommodations for students with special needs and/or English Language Learners (ELLs).						
7. Plan uses common vocabulary for all school stakeholders and emergency responders.						
8. Plan includes after-school activities.						
9. Plan includes an Incident Command System (ICS) and describes school emergency response teams.						
10. Plan includes a threat assessment process.						
11. Plan includes the following required universal procedures:						
a. lockdown						
b. evacuation						
c. severe weather shelter						
12. Plan includes the following suggested universal procedures:						
a. shelter-in-place						
b. reunification						
13. Plan includes emergency procedures specific to a variety of potential incidents, e.g. bomb threats, fights, intruders, hazardous materials.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
THE EMERGENCY PLAN con't						
14. The school/district has communicated their crisis plan to community response agencies and included them in planning/training.						
15. Drills and exercises make use of:						
a. emergency go kits						
b. accountability systems (e.g. attendance)						
c. after action reports						
16. Maps of facilities are updated and communicated to all community stakeholders and emergency responders.						
17. Plan includes a recovery module for post-crisis response, e.g. access to mental health services.						
Comments:						
POLICY						
1. Required policies are in place:						
a. bullying						
b. harassment and violence						
c. crisis management						
d. hazing						
e. student discipline						
2. The school has a student assistance team for assessing students who are demonstrating at risk behaviors.						
Comments:						
DRILLS						
1. Required drills take place in each school building throughout each school year:						
a. 5 lockdown						
b. 5 fire (First fire drill of each school year must be within first ten days of beginning of classes).						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
DRILLS con't						
c. 1 severe weather						
Comments:						
BUILDING ACCESS						
1. There is a policy, system, and practice for ensuring secure entry/exit.						
2. There is a single point of public entry/exit to each building.						
3. Designated points of entry are monitored to control building access.						
4. School staff monitors all entrances and exits during <i>arrival</i> and <i>departure</i> of students.						
5. Main entrance is observable from main office.						
6. Students have written permission to leave school grounds.						
7. Signs are visibly posted listing items not allowed in the school e.g. weapons, drugs.						
8. Staff have written procedures to guide access to the building before and after school hours.						
9. Staff members present in the building after school hours are required to sign in and out.						
Comments:						
KEYS AND IDENTIFICATION						
1. There is a master key control system to monitor keys, entry cards, and their duplicates.						
2. Keys and entry cards are audited annually.						
3. The school has a Knox box or other system to provide quick access to keys by law enforcement and fire department.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
KEYS AND IDENTIFICATION con't						
4. All staff members are required to wear photo ID.						
5. Staff members are required to turn in photo IDs, keys, and entry cards upon termination of employment.						
Comments:						
VISITOR PROCEDURES						
1. Policy/Procedures signs are posted at all entrances.						
2. Visitors are required to:						
a. show picture ID and wear visible identification						
b. sign in AND out						
3. Sign-in stations/desks are identified, staffed and properly equipped (e.g. phone, radio, etc.)						
4. Supply of visitor IDs are out of reach of visitors						
5. Visitors are escorted, when deemed necessary, within the school						
6. Contractors and vendors are required to check in AND out and display visible identification						
Comments:						
STAFF TRAINING						
1. Staff receive training in:						
a. threat assessment						
b. all required drills/evacuation routes						
c. awareness of any suspicious or unusual activity						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
STAFF TRAINING con't						
d. awareness of irregularities in the surroundings (e.g. suspicious vehicles containers, broken air vents, etc.)						
e. proper procedures for checking suspicious packages and deliveries						
f. proper response to bomb threats or other threatening/suspicious phone calls						
2. Emergency medical response team members have been trained and certified in CPR and First Aid.						
3. If AEDs exist, building emergency response team members have been trained and drilled in their use and know their location.						
4. School emergency response teams practice regularly scheduled and unscheduled drills and exercises to ensure competency.						
COMMENTS:						
PHYSICAL CLIMATE						
1. School demonstrates a welcoming environment.						
2. Student work is displayed to show pride and ownership by students (needs to be less than 20% of corridor wall).						
3. Environment displays student activities and opportunities for involvement.						
4. Posters are displayed encouraging positive behavior choices and well being.						
5. Staff members are visible in hallways, supervising/interacting with students.						
6. Things work and/or get fixed immediately.						
7. There is a school discipline plan that is communicated to staff, students and parents.						
8. Teachers are required to submit a classroom management plan to their administrator.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
PHYSICAL CLIMATE con't						
9. The school provides conflict resolution training for staff and/or students.						
10. There is an anti-bullying program.						
11. Mentoring programs are in place.						
12. The school student services team includes a mental health specialist (e.g. social worker, counselor, psychologist).						
Comments:						
COMMUNICATIONS						
<i>School communications systems:</i>						
1. There is a 2-way communication modality between the main office and the:						
a. classrooms						
b. school-based security staff						
c. playground staff						
d. portable classrooms/buildings						
e. ball fields						
f. health services						
g. custodial staff						
h. transportation dispatcher						
i. other student services personnel (counselors, social workers, assistance principals, etc)						
2. All classrooms are equipped with a system to communicate in an emergency that is clearly marked with the appropriate "911" designation to get an outside line.						
3. A process is in place to communicate security instructions to staff in a timely and understandable manner.						
4. Filters or other such mechanisms are in place to routinely monitor suspicious internet activity on school computers.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
COMMUNICATIONS con't						
5. A reporting system is in place in the event of discovering suspicious internet activity.						
6. An anonymous tip line is in place and is used for incident or suspicious activity reporting.						
7. All safety related parent or media inquiries are directed to a designated spokesperson.						
District/Media Emergency Communications:						
8. The school/district communicates with parents throughout the year about emergency procedures via newsletters, emails, website, etc.						
9. The district has a protocol for working with the media in the event of any emergency.						
10. In the event of an emergency during school hours, a system is in place to contact parents with alerts and/or instructions.						
Comments:						
GENERAL EXTERIOR						
1. School has marquee, visible from road.						
2. School reflects use of school colors/symbols.						
3. Grounds are fenced in appropriate areas.						
4. Gates if present are secured when not in use (if allowed by the fire code).						
5. Perimeter of school building is clear of safety hazards, debris and obstructions.						
6. Mechanical, electrical and other such equipment on ground level is surrounded by a protective enclosure.						
7. Shrubs and foliage are trimmed low to allow for good sightlines.						
8. Building(s) are free of graffiti.						
9. Posted signs indicate restricted areas.						
10. Ground floor windows have functional locks and unbroken panes.						
11. Roof access is restricted.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
GENERAL EXTERIOR con't						
12. All trailers/outbuildings are secured to their location and labeled.						
13. Areas around buildings are adequately lit.						
14. Exterior doors:						
a. have a sturdy center mullion and/or are equipped with appropriate security.						
b. have non-removable hinge pins						
c. unless designated for entry, lack exterior hardware						
d. allow for keyed re-entry						
e. are coded on the outside and clearly visible						
f. are coded on the inside matching exterior numbers						
Comments:						
BUSES AND PARKING						
1. Bus loading zone is visible from main office or monitored by staff.						
2. Buses are prevented from creating a visual obstacle where crime may occur.						
3. Bus loading and drop off zones are clearly marked.						
4. Parking areas are lit.						
5. Parent drop off and pick up areas are clearly marked.						
6. Fire zones are maintained free of cars and buses at all times.						
7. Parking lot has signs to direct staff, students and visitors to designated parking areas.						
8. Staff cars are properly marked through the use of some form of identification.						
9. Student cars are properly marked through the use of identification.						
10. Campus supervision/security includes regular parking lot monitoring.						
11. Bicycle or motorcycle parking is in view of the building or monitored by security.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
BUSES AND PARKING con't						
Comments:						
PLAYGROUND / RECREATION AREAS						
1. Play and recreation areas are protected by fencing.						
2. Vehicular access is restricted around play areas.						
3. Emergency vehicles can access play and recreation areas easily.						
4. Bleachers are well maintained.						
5. Risers between bleacher seats are protected to prevent entrapment.						
6. An adequate number of recess monitors are appropriately positioned around the play area perimeter.						
7. Recess monitors have equipment to warn children in case of emergency.						
8. Play areas and equipment comply with Consumer Product Safety Commission guidelines (CPSC):						
a. surfaces are free from holes and other blemishes that could cause injury						
b. surfacing extends at least 6' in all directions from play equipment						
c. play structures more than 30" high are spaced at least 9' apart						
d. posts are secure and free from sharp points or edges						
e. hardware is secure (e.g. no open "S" hooks)						
f. elevated areas have guardrails						
g. spaces (e.g. openings in guardrails or between ladder rungs) are appropriate in size and free from risk of entrapment						
Comments:						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
DELIVERIES						
1. Deliveries are accepted only at designated receiving areas.						
2. Deliveries are documented using delivery logs.						
3. There is a system for inspecting and approving items delivered to the building.						
Comments:						
GENERAL INTERIOR						
1. Stairwells are uniformly and adequately lit.						
2. Hallways are:						
a. uniformly and adequately lit						
b. free of graffiti						
3. Restrooms:						
a. are uniformly and adequately lit						
b. are free of graffiti						
c. have hardware that prevents the main entrance from locking from the inside						
d. have no inlay ceilings						
4. Doors and locks are in good condition.						
5. Classroom doors can be locked from inside.						
6. Classrooms with windows have curtains and/or window shades.						
7. All rooms are locked when not in use.						
8. Controlled access by specialized staff is required for:						
a. electrical panel access doors						
b. boiler and mechanical rooms						
c. custodial closets						
9. Doors opening into interior areas like courtyards are kept locked with limited access.						
10. Unused areas are closed off when not in use after school hours if allowed by the fire code. Gates are not allowed to create dead-end corridors.						
11. Locker bays are well lit.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
GENERAL INTERIOR con't						
12. Locker height allows for clear sightlines.						
13. Emergency lighting is properly installed and functioning.						
14. All interior glass doors are properly installed and repaired.						
15. Floor coverings are properly installed and in good repair.						
16. There is unobstructed access to AEDs and first aid supplies.						
17. Emergency response team staff members are identified by lanyards or some other clear form of designation on a daily basis.						
18. All rooms have emergency procedures posted.						
19. All rooms have evacuation routes and severe weather safe areas posted.						
Comments:						
CAFETERIA						
1. Is uniformly and adequately lit.						
2. The freezer door can be opened from the inside.						
3. Cafeteria is supervised adequately by staff.						
4. Physical layout of cafeteria allows for quick, safe entry AND exit of students.						
5. Physical layout of cafeteria allows for good sightlines.						
Comments:						
GYMNASIUM AREA(s)						
1. Lighting fixtures and windows are protected in gym areas.						
2. AEDs are present in physical education wing.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
GYMNASIUM AREA(s) con't						
3. Safety mats and equipment are maintained.						
4. Equipment is properly stored and secured.						
Comments:						
SPECIALIZED AREAS (reference fire code for other essential safety elements)						
<i>Science, Art, Theater, Shop:</i>						
1. Phones are present in primary work spaces (e.g. scene shop) and office areas.						
2. Emergency procedures are posted and readily available; students are trained in procedures.						
Comments:						
MONITORING AND SURVEILLANCE						
1. Security cameras are stationed outside the school.						
2. Security camera locations provide maximum coverage possible of grounds.						
3. Security cameras are stationed inside the school.						
4. Security cameras are monitored throughout the day by trained staff.						
5. Remote and isolated hallways are monitored by security cameras.						
6. There is a retention period for recorded data. Retention period is _____ days.						
7. There is a central security alarm system which is connected to a monitoring company.						
8. School Resource Officers (SROs) are on site.						
9. School security officers (non-law enforcement) are on site.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
MONITORING AND SURVEILLANCE con't						
10. Staff members monitor: <input type="checkbox"/> hallways <input type="checkbox"/> stairwells <input type="checkbox"/> restrooms						
11. Bus loading area monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
12. Parent pick-up/drop-off area monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
13. Play/recreation areas are monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
14. Formal/informal gathering areas (patios, courtyards, etc.) are monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
15. Parking lots are monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
16. If the building is used after school or on weekends, supervision is present.						
a. Specific persons are designated to secure buildings after activities.						
b. School staff conducts daily visual inspections of the school for suspicious packages and other items.						
c. A designated staff member is assigned to check the following:						
1) all classrooms are locked						
2) all bathrooms unoccupied and/or locked						
3) all exterior doors locked						
4) all security lights are on						
5) building alarm is activated						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
MONITORING AND SURVEILLANCE con't						
17. There are written job descriptions for security personnel and/or monitors.						
18. School requires staff background checks.						
19. Classrooms are equipped with a system to communicate in an emergency.						
20. The school has access to a weather radio, which is monitored by a designated staff member.						
Comments:						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

OBSERVED STRENGTHS:

- 1.)
- 2.)
- 3.)

AREAS REQUIRING ATTENTION:

- 1.)
- 2.)
- 3.)

OTHER RECOMMENDATIONS:

- 1.)
- 2.)
- 3.)

ASSESSMENT CONDUCTED BY: _____ **TITLE/AFFILIATION:** _____ **DATE** _____

Status of District Technology March 2019

We currently manage

1. All 732 staff accounts up 16 from last year and 5,048 student active directory accounts down 21 from last year.
2. Google accounts for all staff and students.
3. 2,600 Desktop/laptop computers. We replaced 400 this year.
4. 2,078 Chromebooks up 811 from last year's 1267 with another 300 on order.
5. 819 iPads up 284 from last year.
6. 215 Interactive projectors/boards/T.V.'s
7. 117 projectors. Cart and ceiling mounted
8. 63 network switches and switch configurations down from 70 because of consolidation. We updated 8 large switches with e-rate money this past summer and removed all of the older 4200 series switches. This was part of the 5-year tech plan.
9. 400 wireless access points and configurations. We replaced 276 old HP M460 access points with new Aerohive access points installed this summer at the high school, junior high, and middle school.
10. 1- Safety-Net backup servers with backup and restore software. Replaced this past summer with an additional cloud backup of the district servers.
11. 9 physical servers down from 18 last year due to consolidation and the addition of 10 new security camera servers brings the total up to 19. Five at the high school, 3 at the junior high, and 2 at the middle school. They replaced 5 old servers security camera servers with a completely updated district wide system. 70 security cameras were replaced at the high school so they would work with the new system.
12. 15 virtual servers up one from last year with the addition being a distribution point for our SCCM server.
13. 170 laser printers down from 200 last year due to consolidation.
14. Phone system management and support for 628 phones. Completed changing out the rest of the old analog phones at the high school which was on the 5 year tech plan.
15. Setup and test our network for tests such as WIDA, MAP, and EOC
16. Logistics with P. O's, e-rate filings, technology plans, and surplus equipment.

Changes made this year

- Installed 811 new Chromebooks.
- Over 400 computers changed out because they were over 6 years old.
- Installed/setup new computers, phones, security cameras, intercom, and access points in the new engineering area at the high school and tied it into our existing system.

- Installed Microsoft Windows 10 and Office 2016 at the Middle school, central office and all five elementary schools.
- The new intercom setup through our switches at the middle school, COOP, Horace Mann, and the new high school engineering area.
- Replaced eight district switches with new Aruba 5412's.
- Replaced 50 old phones and reconfigured the number to new IP phones at the high school. This completed the phone upgrade on the 5-year plan.
- Completed 4,487 service tickets.

New Projects for the upcoming School Year

- Replace a number of switches throughout the district with the approval of our e-rate requests.
- We will be implementing 1 to 1 at the high school.
- Evaluating and making changes to our DHCP scopes.
- Laying out the technology for any new construction.

Technology Upcoming Needs

- Monitor bandwidth to ensure it will support the district's educational network and cloud based applications.
- Generator at the junior high to support the district's core servers during power failures.
- Upgrade the district's intercom system to include all district schools on the same platform. Valcom is the system at the high school and it integrates and works well with our other systems i.e. Phones, clocks. We currently have Valcom systems at the high school, junior high, Washington, Horace Mann, and the Middle school. We still need to get Parkview, Skyline, and Heber Hunt done.

5 Year Technology Plan

2019

2018-2019

- Collaborate with Springfield Public Schools to offer “Launch” courses.
- Initiate Canvas Learning Management System for secondary.
- Analysis of district devices and needs for future rotation schedule.
- Chromebooks purchased for SCHS and SCJHS staff for future implementation of Canvas.
- Professional development initiated for SCHS staff Canvas implementation.
- Begin building Canvas blueprint courses.
- Planning for reduction of CPU’s district-wide.
- Parent and student introduction to Canvas LMS.

2019-2020

- Pilot Canvas courses first semester at SCHS.
- Parent Informational meetings on Canvas implementation at SCHS and SCJHS.
- Student orientation for SCHS on Canvas.
- Rollout student devices December 2019.
- Full One to One at SCHS second semester.
- Year-end evaluation of Canvas and 1:1 (TREC) roll out.
- Consider 1:1 (TREC) be expanded to SCJHS.
- Canvas blueprint courses implementation second semester at SCHS.
- Professional development in Canvas for SCJHS.
- Plan to incorporate new facilities into fiber ring.
- Develop technology plan for new early childhood center.
- Device deployment for 1:2 ratio at Elementary levels, SMS, and SCJHS.
- Chromebooks for grades 2nd – 12th.
- Ipads for grades Pre-K – 1st.
- CPU reductions ongoing.
- Consider combining servers into a SAN system.
- Install generator for technology and server systems at SCJHS including air conditioning back up.

2020-2021

- Continuation of TREC one to one initiative at SCHS.
- Potential 1:1 implementation at SCJHS.
- Implement Canvas Learning Management System at SCJHS.
- Consider Canvas implementation K-12.
- Device deployment for 1:2 ratio at Elementary levels, SMS, and SCJHS.
- Chromebooks for grades 2nd – 12th.
- Ipads for grades Pre-K – 1st.
- Re-evaluate
- CPU reductions ongoing.
- Monitor bandwidth needs and infrastructures.

2021-2022

- Continuation of TREC one to one initiative at SCHS.
- Parent informational communications K-12 on possible Canvas implementation.
- Consider Canvas implementation K-12.
- Professional development in Canvas for K-5.
- Device deployment for 1:2 ratio at Elementary levels, SMS, and SCJHS.
- Chromebooks for grades 2nd – 12th.
- Ipads for grades Pre-K – 1st.
- Reduction of CPU units ongoing.
- Monitor bandwidth needs and infrastructures.

2022-2023

- Continuation of TREC one to one initiative at SCHS/SCJHS.
- Professional development in Canvas for K-5.
- Device deployment for 1:2 ratio at Elementary levels, SMS, and SCJHS.
- Chromebooks for grades 2nd – 12th.
- iPad for grades Pre-K – 1st.
- Reduction of CPU units ongoing.
- Monitor bandwidth needs and infrastructures.

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING	TOTAL	Cost Estimate #REF!	Completed	
2018-19	District wide	Replace 400 computers on rotation	\$210,000.00	Done	
	District wide	Replace 50 LCD Montitors	\$6,000.00		
	District wide	Projector purchases and replacements	Variable		
	District wide	Replace 20 analog phones at the High School	\$8,000.00	Done	
	District wide	Microsoft License Renewal	\$47,000.00		
	District wide	Safety Net District Hardware server replacement	?		
	District wide	Safety Net District Backup Renewal	\$17,760.00		
	District wide	SOFUS Anti Virus	\$3,500.00		
	District wide	Follett Software Renewal Library Software	\$5,974.00		
	District wide	Lightspeed Content Filter Renewal - Rocket Device	\$20,000.00		
	District wide	Metalan Software Renewal	\$750.00		
	District wide	Astaro Firewall Renewal	\$10,000.00		
	District wide	PDQ Deploy Renewal	\$450.00		
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00		
	District wide	Unite Private Networks Renewal	\$72,000.00	Before e-rate around \$9,000.00 after e-rate	
	District wide	Blackboard - ALLY - disability access software	\$5,000.00		
	District wide	Web-Site License and Software - Blackboard	\$5,400.00		
	District wide	Parentlink App - Blackboard	\$13,000.00		
	District wide	Midwest Computech Contract	\$275,000.00		
	District wide	Canvas - licensing Learning Management System	\$5,000.00		
	District wide	Frontline - Professional Development Management System	\$9,000.00		
	District wide	TylerSIS - Student Information Systems	\$33,500.00		
	District wide	SISFIN - Financial Software	\$17,000.00		
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,000.00		
	SMS		Add 1500 watt power supplies to core switch	\$1,500.00	
	SMS		Add power supplies to 5412 in Rm. 133 from the core switch	\$0	
	Skyline		Replace the 4208 and move the 5406 to the JH with a 5412 rack will need changed	\$25,000.00	Done

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	Parkview	Replace 4204 and 48 port 2910 with 5412 rack will need changed	\$20,000.00	Done

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	Hunt	Replace old 4208 and 48 port 2910 with a 5412 in wades old office rack will need changed	\$25,000.00	Done
	Hunt	Replace 4204 and 2910 in the computer lab with 5406 or 5412 rack will need changed	\$18,000.00	Done
	Horace Mann	Run fiber to computer lab switch, will need gbics	\$600.00	
TOTAL			\$915,934.00	
2019-20	District wide	Replace 400 computers on rotation	\$210,000.00	
	District wide	Replace 50 LCD Monitors	\$6,000.00	
	District wide	Projector purchases and replacements	Variable	
	District wide	Microsoft License Renewal	\$47,000.00	
	District wide	Safety Net District Backup Renewal	\$17,760.00	
	District wide	SOFUS Anti Virus	\$3,500.00	
	District wide	Follett Software Renewal Library Software	\$5,974.00	
	District wide	Lightspeed Content Filter Renewal	\$20,000.00	
	District wide	Metalan Software Renewal	\$750.00	
	District wide	Astaro Firewall Renewal	\$10,000.00	
	District wide	PDQ Deploy Renewal	\$450.00	
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00	
	District wide	Unite Private Networks Renewal	\$72,000.00	
	District wide	Web-Site License and Software - Blackboard	\$5,400.00	
	District wide	Parentlink App -Blackboard	\$13,000.00	
	District wide	Blackboard ALLY - disability software for website	\$5,000.00	
	District wide	Midwest Computech Contract	\$281,000.00	
	District wide	Canvas - licensing Learning Management System	\$20,000.00	
	District wide	Frontline - Professional Development Management System	\$9,000.00	
	District wide	TylerSIS - Student Information Systems	\$33,500.00	

Before e-rate
around \$9,000.00
after e-rate

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	District wide	SISFIN - Financial Software	\$17,000.00	
	District wide	Splashtop/Mirror 360 Interactive Software for Ipads	\$12,500.00	
	District wide	Nearpod/Peardeck	\$15,000.00	
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,500.00	
	District wide	Apps for deployment	\$10,000.00	
	District wide	Board Minutes Software (Blackboard)	\$10,000.00	
	District wide	Back Up Generator for Tech Hub at SCJH	\$60,000.00	
	District wide	Data Processing Tech Services	\$25,000.00	
	District wide	Chromebooks	\$250,000.00	
	District wide	Ipads	\$100,000.00	
		TOTAL	\$1,321,834.00	
2020-21	District wide	Replace 400 computers on rotation	\$210,000.00	
	District wide	Replace 50 LCD Monitors	\$6,000.00	
	District wide	Projector purchases and replacements	Variable	
	District wide	Microsoft License Renewal	\$47,000.00	
	District wide	Safety Net District Backup Renewal	\$17,760.00	
	District wide	SOFUS Anti Virus	\$3,500.00	
	District wide	Follett Software Renewal Library Software	\$5,974.00	
	District wide	Lightspeed Content Filter Renewal	\$20,000.00	
	District wide	Metalan Software Renewal	\$750.00	
	District wide	Astaro Firewall Renewal	\$10,000.00	
	District wide	PDQ Deploy Renewal	\$450.00	
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00	
	District wide	Unite Private Networks Renewal	\$72,000.00	
	District wide	Web-Site License and Software - Blackboard	\$5,400.00	
	District wide	Parentlink App -Blackboard	\$13,000.00	
	District wide	Blackboard ALLY - disability software for website	\$5,000.00	

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	District wide	Midwest Computech Contract	\$281,000.00	
	District wide	Canvas - licensing Learning Management System	\$20,000.00	
	District wide	Frontline - Professional Development Management System	\$9,000.00	
	District wide	TylerSIS - Student Information Systems	\$33,500.00	
	District wide	SISFIN - Financial Software	\$17,000.00	
	District wide	Splashtop/Mirror 360 Interactive Software for Ipads	\$12,500.00	
	District wide	Nearpod/Peardeck	\$15,000.00	
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,500.00	
	District wide	Apps for deployment	\$10,000.00	
	District wide	Board Minutes Software (Blackboard)	\$10,000.00	
	District wide	Data Processing Tech Services	\$25,000.00	
	District wide	Chromebooks	\$250,000.00	
	District wide	Ipads	\$100,000.00	
		TOTAL	\$1,261,834.00	
2021-22	District wide	Replace 400 computers on rotation	\$210,000.00	
	District wide	Replace 50 LCD Monitors	\$6,000.00	
	District wide	Projector purchases and replacements	Variable	
	District wide	Microsoft License Renewal	\$47,000.00	
	District wide	Safety Net District Backup Renewal	\$17,760.00	
	District wide	SOFUS Anti Virus	\$3,500.00	
	District wide	Follett Software Renewal Library Software	\$5,974.00	
	District wide	Lightspeed Content Filter Renewal	\$20,000.00	
	District wide	Metalan Software Renewal	\$750.00	
	District wide	Astaro Firewall Renewal	\$10,000.00	

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	District wide	PDQ Deploy Renewal	\$450.00	
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00	
	District wide	Unite Private Networks Renewal	\$72,000.00	
	District wide	Web-Site License and Software - Blackboard	\$5,400.00	
	District wide	Parentlink App -Blackboard	\$13,000.00	
	District wide	Blackboard ALLY - disability software for website	\$5,000.00	
	District wide	Midwest Computech Contract	\$281,000.00	
	District wide	Canvas - licensing Learning Management System	\$20,000.00	
	District wide	Frontline - Professional Development Management System	\$9,000.00	
	District wide	TylerSIS - Student Information Systems	\$33,500.00	
	District wide	SISFIN - Financial Software	\$17,000.00	
	District wide	Splashtop/Mirror 360 Interactive Software for Ipads	\$12,500.00	
	District wide	Nearpod/Peardeck	\$15,000.00	
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,500.00	
	District wide	Apps for deployment	\$10,000.00	
	District wide	Board Minutes Software (Blackboard)	\$10,000.00	
	District wide	Data Processing Tech Services	\$25,000.00	
	District wide	Chromebooks	\$250,000.00	
	District wide	Ipads	\$100,000.00	
		TOTAL	\$1,261,834.00	
2022-23	District wide	Replace 400 computers on rotation	\$210,000.00	
	District wide	Replace 50 LCD Monitors	\$6,000.00	
	District wide	Projector purchases and replacements	Variable	
	District wide	Microsoft License Renewal	\$47,000.00	
	District wide	Safety Net District Backup Renewal	\$17,760.00	
	District wide	SOFUS Anti Virus	\$3,500.00	
	District wide	Follett Software Renewal Library Software	\$5,974.00	
	District wide	Lightspeed Content Filter Renewal	\$20,000.00	

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	District wide	Metalan Software Renewal	\$750.00	
	District wide	Astaro Firewall Renewal	\$10,000.00	
	District wide	PDQ Deploy Renewal	\$450.00	
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00	
	District wide	Unite Private Networks Renewal	\$72,000.00	
	District wide	Web-Site License and Software - Blackboard	\$5,400.00	
	District wide	Parentlink App -Blackboard	\$13,000.00	
	District wide	Blackboard ALLY - disability software for website	\$5,000.00	
	District wide	Midwest Computech Contract	\$281,000.00	
	District wide	Canvas - licensing Learning Management System	\$20,000.00	
	District wide	Frontline - Professional Development Management System	\$9,000.00	
	District wide	TylerSIS - Student Information Systems	\$33,500.00	
	District wide	SISFIN - Financial Software	\$17,000.00	
	District wide	Splashtop/Mirror 360 Interactive Software for Ipads	\$12,500.00	
	District wide	Nearpod/Peardeck	\$15,000.00	
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,500.00	
	District wide	Apps for deployment	\$10,000.00	
	District wide	Board Minutes Software (Blackboard)	\$10,000.00	
	District wide	Data Processing Tech Services	\$25,000.00	
	District wide	Chromebooks	\$250,000.00	
	District wide	Ipads	\$100,000.00	
		TOTAL	\$1,261,834.00	
2023-24	District wide	Replace 400 computers on rotation	\$210,000.00	
	District wide	Replace 50 LCD Monitors	\$6,000.00	
	District wide	Projector purchases and replacements	Variable	
	District wide	Microsoft License Renewal	\$47,000.00	
	District wide	Safety Net District Backup Renewal	\$17,760.00	
	District wide	SOFUS Anti Virus	\$3,500.00	

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	District wide	Follett Software Renewal Library Software	\$5,974.00	
	District wide	Lightspeed Content Filter Renewal	\$20,000.00	
	District wide	Metalan Software Renewal	\$750.00	
	District wide	Astaro Firewall Renewal	\$10,000.00	
	District wide	PDQ Deploy Renewal	\$450.00	
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00	
	District wide	Unite Private Networks Renewal	\$72,000.00	
	District wide	Web-Site License and Software - Blackboard	\$5,400.00	
	District wide	Parentlink App -Blackboard	\$13,000.00	
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	District wide	Canvas - licensing Learning Management System	\$20,000.00	
	District wide	Frontline - Professional Development Management System	\$9,000.00	
	District wide	TylerSIS - Student Information Systems	\$33,500.00	
	District wide	SISFIN - Financial Software	\$17,000.00	
	District wide	Splashtop/Mirror 360 Interactive Software for Ipads	\$12,500.00	
	District wide	Nearpod/Peardeck	\$15,000.00	
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,500.00	
	District wide	Apps for deployment	\$10,000.00	
	District wide	Board Minutes Software (Blackboard)	\$10,000.00	
	District wide	Data Processing Tech Services	\$25,000.00	
	District wide	Chromebooks	\$250,000.00	
	District wide	Ipads	\$100,000.00	
		TOTAL	\$1,261,834.00	

Sedalia #200 School District



Technology/Data Governance Manual

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Introduction

The District is committed to protecting our students' and staffs' privacy through maintaining strong privacy and security protections. The privacy and security of this information is a significant responsibility and we value the trust of our students, parents, and staff.

The SSD Data Governance Manual includes information regarding the data governance team, data and Information governance, applicable Board of Education policies, procedures and forms, as well as applicable appendices and referenced supplemental resources.

This manual outlines how operational and instructional activity shall be carried out to ensure the District's data is accurate, accessible, consistent, and protected. The document establishes who is responsible for information under various circumstances and specifies what procedures shall be used to manage and protect it.

Definitions of terminology can be found in Appendix A: Definitions.

The Sedalia School District Data Governance Manual shall be a living document. To make the document flexible details are outlined in the appendices and referenced supplemental resources. All modifications will be posted on the District's website under the district tab.

Data Governance Team

The SSD Data Governance team consists of the superintendent and/or designees. Members of the Data Governance Team will act as data stewards for all data under their direction. The Superintendent or designee will act as the Information Security Officer (ISO), with assistance from the Director of Technology. All members of the district administrative team will serve in an advisory capacity as needed.

Purpose

Sedalia 200 Schools' technology exists for the purpose of enhancing the educational opportunities and achievement of district students.

Technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which may positively impact student achievement.

To accomplish the district's mission and to comply with the law, the district may need to collect, create and store confidential information, including information regarding students, parents/guardians, employees, applicants for employment and others. The district will only do so when necessary and will take measures to keep this information confidential as required by law.

It is the policy of Sedalia 200 Schools that data or information in all its forms--written, electronic, or printed--is protected from accidental or intentional unauthorized modification, destruction or disclosure throughout its life cycle. This protection includes an appropriate level of security over the equipment, software, and practices used to process, store, and transmit data or information.

Per Board of Education Policy 2400 the superintendent or designee is directed to create and review district procedures on securely maintaining confidential information and to provide adequate training to employees and others with access to the information. In addition, all employees and authorized district contractors or agents using personal information will strictly observe protections put into place by the district.

Scope

The data security policy, standards, processes, and procedures apply to all students and employees of the district, contractual third parties and agents of the district, and volunteers who have access to district data systems or data. This policy applies to all forms of Sedalia 200 Schools' data and information, including but not limited to:

- Speech, spoken face to face, or communicated by phone or any current and future technologies
- Hard copy data printed or written
- Communications sent by post/courier, fax, electronic mail, text, chat and or any form of social media
- Data stored and/or processed by any electronic device, including servers, computers, tablets, mobile devices
- Data stored on any type of internal, external, or removable media or cloud based services
- The terms data and information are used separately, together, and interchangeably throughout the policy, the intent is the same
- Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems, assets or resources
- All involved systems and information are assets of Sedalia Schools shall be
- protected from misuse, unauthorized manipulation, and destruction

Regulatory Compliance

The district will abide by any law, statutory, regulatory, or contractual obligations affecting its data systems (see Appendix B: Laws, Statutory, and Regulatory Security Requirements). Sedalia Schools complies with all applicable regulatory acts including but not limited to the following:

- Children's Internet Protection Act (CIPA)
- Children's Online Privacy Protection Act (COPPA)
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Protection of Pupil Rights Amendment (PPRA)
- Missouri State Statutes: §407.1500 (Breach of Security); §109.200, §109.210, §109.310 (Records)

Data User Compliance

The Data Governance Manual applies to all users of Sedalia 200 Schools' information including: employees, staff, students, volunteers, and authorized district contractors or agents. All data users are to maintain compliance with Board of Education Policies 2400 (Privacy Protection), 6320 (Technology Usage) and all policies, procedures, and resources as outlined within this Data Governance Manual and Board of Education Policy.

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Furthermore, the district may seek all legal recourse against any person who accesses confidential information without authorization or who fails to maintain the confidentiality of confidential information.

District employees who violate district policies or procedures regarding the confidentiality of information may be disciplined and/or terminated.

Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:

- Unauthorized disclosure of PII or Confidential Information
- Sharing your user IDs or passwords with others or using another person's ID or password (exception for authorized technology staff for the purpose of support)
- Unauthorized use of credentials to access student or employee privacy
- The unauthorized copying of system files
- Attempting to secure a higher level of privilege without authorization
- The intentional unauthorized altering, destruction, or disposal of district information, data and/or systems. This includes the unauthorized removal of technological systems such as but not limited to: mobile devices, internal or external storage, computers, servers, backups or other media, that may contain PII or confidential information
- The introduction of computer viruses, hacking tools or other disruptive or destructive programs

Data Lifecycle

Data Governance is necessary at each phase in the data lifecycle. This lifecycle starts at evaluating the need for data collection and ends when the data is destroyed. It is important that appropriate safeguards, policies, procedures and practices are in place for each phase of the data lifecycle.

Identifying Need & Assessing Systems for District Requirements

To accomplish the district's mission and to comply with the law, the district may need to collect, create and store confidential information, including information regarding students, parents/guardians, employees, applicants for employment and others. The district will only do so when necessary and will take measures to keep this information confidential as required by law.

Management and Storage

Systems Security

District employees will only access personally identifiable confidential information if necessary to perform their duties. The district will only disclose this information to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law (BOE Policy 2400). Therefore, systems access will only be given on an as needed basis as determined by the data manager and ISO. Further information regarding Electronic Access Security Controls is contained in the Security/Protection section of this manual.

Security/Protection

Risk Management

A risk analysis of all Sedalia School District data networks, systems, policies, and procedures shall be an ongoing process or as requested by the Superintendent, ISO or Director of Technology. The product of the risk analysis will be referred to as the risk assessment. The risk assessment shall be an ongoing process to mitigate identified threats and risk.

Logon Banners

The district will ensure that staff, students and parents using district systems are aware of the district data security policies. When possible, district systems users will acknowledge the full technology usage agreement prior to accessing all district technical systems.

Physical Security Controls

Access to areas in which information processing is carried out shall be restricted to only authorized individuals (see appendix F: Physical Security Controls). No technological systems shall be disposed of or moved without adhering to the appropriate procedures (see Appendix G: Asset Management).

Inventory Management

The district shall maintain a process for inventory control in accordance to federal and state requirements and Board policy. All district assets will be maintained in inventory and verified through the regular inventory verification process (see Appendix G: Asset Management).

Virus, Malware, Spyware, Phishing and SPAM Protection

The District uses a multi-layered approach to ensure that all electronic files are appropriately scanned for viruses, malware, spyware, phishing and SPAM. These include, but are not limited to, enterprise virus/malware/ spyware software, group policy, gateways, firewalls, and content filter.

Users shall not turn off or disable district protection systems or to install other systems (see Appendix I: Virus, Malware, Spyware, Phishing and SPAM Protection).

Electronic Access Security Controls

District employees will only access personally identifiable and/or confidential information if necessary to perform their duties.

The district will only disclose this information to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law (BOE Policy 2400).

All staff acknowledge district policies, including Technology Usage and Data Privacy during orientation as well as annually.

Mechanisms to control access to PII, confidential information, internal information and computing resources include, but are not limited to, the following methods:

- Identification/Authentication: Unique user identification (user ID) and authentication are required for all systems that maintain or access PII, confidential information, and/or internal information.
- Users will be held accountable for all actions performed on the system with their User ID. User accounts and passwords shall not be shared.
- Authorization: Access controls are maintained through a partnership between the technology department, human resources (HR) and data managers.

Employee Users

All new employee accounts are authorized through an HR hiring process (see Appendix J: Account Management). Role-based permissions are used to establish access to all systems (see Appendix J: Data Access Roles and Permissions).

If an employee requires additional access, permission must be given and approved by the appropriate data manager.

Contractors/Vendors

All contractor/vendor access must be approved in accordance to district policy.

All contractors/vendors accessing district data will be considered on premise users. Once the approval has been obtained, the technology department will create the account, only granting access to the server/application that the contractor/vendor supports.

Password Security

The District will enforce secure passwords for all systems within their control.

At a minimum, staff passwords shall be changed each semester (see Appendix K: Password Security). When possible, the district will utilize Active Directory Integration to maintain optimal account security controls. District computers will auto lock after being idle for 10 minutes and require the user to re-enter their password.

Remote Access

Access into the District's network from outside is strictly prohibited without explicit authorization from the ISO. PII, confidential information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protections as information stored and accessed within District's network. In the event that remote access is needed by a contractor/vendor, access must be approved by the ISO. The Director of Technology or the Network Administrator will establish the contractor account, only granting access to the server/application that the contractor/vendor supports.

Securing Data at Rest and Transit

District data security applies to all forms of data, including data stored on devices, data in transit and data stored on additional resources. Regular transmission of student data to services such as a learning management system is managed by the technology department using a secure data transfer protocol. Users must ensure that they are securely storing their data. Guidelines have been established for Cloud Storage and File Sharing, External Storage Devices, File Transmission Practices. These guidelines can be found in the Usage and Dissemination section below (see Appendix E: Securing Data at Rest and Transit).

Usage and Dissemination

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. All employees and authorized district contractors or agents using personal information will strictly observe protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and censoring information, and disposing of information in a confidential and secure manner (BOE Policy 2400).

All users are responsible for the security and integrity of the data they create, store or access. Users are expected to act as good stewards of data and treat data security and integrity with a high degree of responsibility and priority. Users must follow all guidelines outlined with Board policies, specifically Technology Usage (6320, 6530, and 6531), Data Privacy (6320), Staff Conduct (4630, 6320), and Student Record (2831). District employees, contractors and agents will notify the superintendent or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or to an authorized person in an unauthorized manner, whether intentionally or otherwise.

Securing Data at Rest and Transit

All staff and students that log into a district issued computer will be provided with several options for data storage and transmission.

Staff and students will need to ensure that they are securely storing their data.

Staff and students will be able to store data on their local device. It is important to note that this data is not a part of the district's continuity plan, and thus will not be backed up by the district's backup solution. Staff and students may also have a mapped folder. These folders allow storage of documents to district file servers and cloud-based resources. Access to these files is restricted to the staff and students assigned membership to the folder and district enterprise administrator accounts.

Cloud Storage and File Sharing

The term "Cloud Storage" is used to define all types of remote server storages accessed by users through the internet. All staff and students are provided with a Google Apps for Education account that provides unlimited storage.

Users are responsible for all digital content on their district provided Google Apps for Education Drive (see Appendix E: Securing Data at Rest and Transit).

File Transmission Practices

Staff are responsible for securing sensitive data for transmission through email or other channels with encryption or a password.

Staff should never transmit files labeled classified, confidential, or restricted through email or third party file transfer services without district approval.

When possible, staff should de-identify or censor any PII or confidential information prior to transmission.

Regular transmission of student data to services such as a learning management system is managed by the technology department using a secure data transfer protocol (see Appendix E: Securing Data at Rest and Transit).

Mass Data Transfers

Downloading, uploading or transferring PII, confidential information, and internal information between systems shall be strictly controlled.

Requests for mass download of, or individual requests for, information for research or any other purposes that include PII shall be in accordance with Board policy 6530, and 6531. All other mass downloads of information shall be approved by the ISO and include only the minimum amount of information necessary to fulfill the request.

Printing

When possible, staff should de-identify or censor any PII or confidential information prior to printing. PII and confidential information shall not be downloaded, copied or printed indiscriminately or left unattended and open to compromise.

Oral Communications

Staff shall be aware of their surroundings when discussing PII and confidential information. This includes, but is not limited to, the use of cellular telephones in public areas. Staff shall not discuss PII or Confidential Information in public areas if the information can be overheard.

Caution shall be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or public areas.

Training

The district shall maintain a data security training program that will include training for all staff on technology policies and procedures, including confidentiality and data privacy.

Archival and Destruction

District Data Destruction Processes

The district will regularly review all existing data stored on district provided storage for the purposes of ensuring data identification and appropriate destruction.

Data destruction processes will align with Policy 6531.

Data Retention: District data managers will regularly review systems and data to ensure that data that is no longer needed is destroyed. The following exceptions will be made:

- Data in an active litigation hold will be maintained until the conclusion of the hold.
- Employee home folder data will be maintained for 1 year after the final work day, unless HR approves for a district administrator to maintain access. Staff will be denied access the day after their last contract day. Staff and student Google drives will be retained for one year after they leave the district. Access will be denied by June 30th of the current school year.

Asset Disposal

The district will maintain a process for physical asset disposal in accordance to Board policy.

The district will dispose of all assets containing PII, confidential, or internal information are disposed in a manner that ensures that this information is destroyed (see Appendix G: Asset Management).

Critical Incident Response

Controls shall ensure that the District can recover from any damage to or breach of critical systems, data, or information within a reasonable period of time.

Each school, department, or individual is required to report any instances immediately to the Superintendent, Director of Technology and/or Information Security Officer for response to a system emergency or other occurrence (for example, fire, vandalism, system failure, data breach and natural disaster) that damages/breaches data or systems.

Document Retention

The District's administrative procedure policies 6530 & 6531 Document Retention delineates the process for data retention for all district data including backup requirements. The District will maintain systems that provide near-line backup. These systems shall allow for the full recovery of critical systems in the event of a disaster. The district will test near-line backups quarterly.

Disaster Response

The District's Technology Disaster Recovery Plan outlines critical staff, responsibilities, and processes in the event of a disaster or critical data loss. District servers are backed up daily. (see Appendix L: Disaster Response Plan).

Data Breach Response

The Data Breach Response Plan enables the District to respond effectively and efficiently to a data breach involving personally identifiable information (PII), confidential or protected information, district identifiable information and other significant cybersecurity incident. The Data Breach Response Plan shall include processes to validate and contain the security breach, analyze the breach to determine scope and composition, minimize impact to the users, and provide notification (see Appendix M: Data Breach Response Plan).

Appendix A

Definitions

Confidentiality: Data or information is not made available or disclosed to unauthorized persons or processes.

Data: Facts or information. Data can be in any form; oral, written, or electronic.

Data Integrity: Data is current, accurate and has not been altered or destroyed in an unauthorized manner.

Data Management: The development and execution of policies, practices, and procedures in order to manage the accuracy and security of district instructional and operational data in an effective manner.

Data Owner: User responsible for the creation of data. The owner may be the primary user of that information or the person responsible for the accurate collection/recording of data.

Ownership does not signify proprietary interest, and ownership may be shared. The owner of information has the responsibility for:

- knowing the information for which she/he is responsible
- determining a data retention period for the information in according to Board policy and state statute
- ensuring appropriate procedures are in effect to protect the integrity, confidentiality, and availability of the data used or created
- reporting promptly to the ISO the loss or misuse of data
- initiating and/or implementing corrective actions when problems are identified.
- following existing approval processes for the selection, budgeting, purchase, and implementation of any digital resource

Information Security Officer: The Information Security Officer (ISO) is responsible for working with the superintendent, Data Governance Team, data managers, data owners, and users to develop and implement prudent security policies, procedures, and controls. The Information Security Officer will oversee all security audits and will act as an advisor to:

- data owners for the purpose of identification and classification of technology and data related resources.

Systems: Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device, whether hosted by the district or provider.

Personally Identifiable Information (PII): Any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Risk: The probability of a loss of confidentiality, integrity, or availability of information resources.

User: The user is any person who has been authorized to read, enter, print or update information. A user of data is expected to:

- access information only in support of their authorized job responsibilities.
- comply with all data security procedures and guidelines.
- keep personal authentication confidential (user IDs, passwords, secure cards, PINs, access codes).

- report promptly to the Information Security Officer the loss or misuse of data.
- follow corrective actions when problems are identified.

Appendix B

Laws, Statutory, and Regulatory Security Requirements

CIPA: The Children's Internet Protection Act was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies shall include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they shall provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. <http://www.fcc.gov/guides/childrens-internet-protection-act>

COPPA: The Children's Online Privacy Protection Act regulates operators of commercial websites or online services directed to children under 13 that collect or store information about children. Parental permission is required to gather certain information. www.coppa.org

FERPA: The Family Educational Rights and Privacy Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. This regulation protects student information and accords student's specific rights with respect to their data. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

HIPAA: The Health Insurance Portability and Accountability Act applies to organizations that transmit or store Protected Health Information (PHI). It is a broad standard that was originally intended to combat waste, fraud, and abuse in health care delivery and health insurance, but is now used to measure and improve the security of health information as well. <http://www.hhs.gov/ocr/privacy/hipaa/understanding>

PCI DSS: The Payment Card Industry Data Security Standard was created by a consortium of payment brands including American Express, Discover, MasterCard, and Visa. It covers the management of payment card data and is relevant for any organization that accepts credit card payments. www.pcisecuritystandards.org

PPRA: The Protection of Pupil Rights Amendment affords parents and minor students' rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. <http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>. These include the right to the following:

- Consent before students are required to submit to a survey funded in whole or in part by a program of the U.S. Department of Education that concerns one or more of the following protected areas:
 - Political affiliations or beliefs of the student or student's parent
 - Mental or psychological problems of the student or student's family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behavior

- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility
- Inspect protected information surveys, instruments used to collect personal information for marketing or sales purpose, and instructional materials used as part of the educational curriculum. Missouri State Statutes:
 - §407.1500 applies to a breach in security that results in the release of PII or otherwise protected information. This statute details expectations for investigation and notification.
 - §109.210, §109.200, and §109.310 defines a record and addresses record retention and destruction.

Appendix C

Digital Resource Licensing/Use

All computer software developed by district employees or contract personnel on behalf of the District, licensed or purchased for district use is the property of the District and shall not be copied for use at home or any other location, unless otherwise specified by the license agreement.

- All staff must adhere to the following guidelines regarding digital resource licensing/use:
- Only approved district resources are to be used.
- District software licenses will be:
 - kept on file in the technology office.
 - accurate, up to date, and adequate.
 - in compliance with all copyright laws and regulations.
 - in compliance with district, state and federal guidelines for data security.
- Software installed on Sedalia School District systems and other electronic devices will have a current license on file or will be removed from the system or device.
- Resources with or without physical media (e.g. downloaded from the Internet, apps, or online) shall still be properly evaluated and licensed, if necessary, and is applicable to this procedure.
- Under no circumstances can staff act as a parental agent when creating student accounts for online resources; resources requiring this permission must be approved at district level.

Appendix D

Data Classification Levels

Personally Identifiable Information (PII)

PII is information about an individual maintained by an agency, including:

- Any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records.
- Any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Unauthorized or improper disclosure, modification, or destruction of this information could violate state and federal laws, result in civil and criminal penalties, and cause serious legal implications.

Confidential Information

Confidential Information is very important and highly sensitive material that is not classified as PII. This information is private or otherwise sensitive in nature and shall be restricted to those with a legitimate business need for access. Examples of confidential information may include: student records, personnel information, key financial information, proprietary information, system access passwords and encryption keys. Unauthorized disclosure of this information to individuals without a business need for access may violate laws and regulations, or may cause significant consequences for district, its staff, parents, students or other stakeholders.

Internal Information

Internal Information is intended for unrestricted use within the district and in some cases within affiliated stakeholders. This type of information is already widely-distributed within the district, or it could be distributed within the organization without advance permission from the information owner. Examples of Internal Information include internal policies and procedures and handbooks. Unauthorized disclosure of this information to outsiders may not be appropriate due to copyright, legal or contractual provisions.

Directory Information

Directory Information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The school district designates the following items as directory information:

- General Directory Information
 - Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district;

schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy

- Limited Directory Information
 - Student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses
 - This information may only be disclosed as permitted in Board Policy 2400.

Public Information

Public Information has been specifically approved for public release by the Director of Communications or appropriate district administrator. Examples of public information may include patron mailings and materials posted to the district's website. This information may be disclosed outside of the district.

Appendix E

Securing Data at Rest and Transit

All staff and students that log into a district provided computer will be provided with several options for data storage and transmission. Staff and students will need to ensure that they are securely storing their data. Staff and students will be able to store data on their local device. It is important to note that this data is not a part of the district's continuity plan, and thus will not be backed up by the district's backup solution. Staff and students may also have a mapped folder. These folders act as folders to district file servers. Access to these files is restricted to the folder's owner (staff or student who is assigned) and district enterprise administrator accounts.

Cloud Storage and File Sharing

The term "Cloud Storage" is used to define all types of remote server storages accessed by users through the internet. All staff and students are provided with a G Suite for Education account that provides unlimited storage. Users are responsible for all digital content on their district provided G Suite for Education Drive.

When using cloud storage, staff must adhere to the following guidelines:

- Staff and students may not access cloud storage through third party applications outside of approved internet browsers and Google Drive App on Android & iOS. This will ensure that native operating systems do not replace cloud sharing security.
- When exiting the district, students should responsibly copy their content to their own personal storage solution.
- When exiting the district, staff should ensure that they are only copying personal content that they created.
- Staff are prohibited from copying content that contains confidential information, student records, files, or data.
- Data with personally identifiable information of staff or students may be posted to users' district provided Google Drive with appropriate security settings. Users may not post this data to other cloud sharing platforms without consent of district administration.
- All users shall immediately report any cloud storage security problems of the district's technology resources to a teacher or administrator.
- Attempting to gain or gaining unauthorized access to cloud storage or the files of another is prohibited.
- As with other forms of district technology, district employees, students, and other Google Apps for Education drive users have no expectation of privacy on data stored on this platform.

The term "File Sharing" is used to define all activities sharing access to digital information whether on the cloud or district administered mapped drives. When file sharing, staff must adhere to the following guidelines:

- Users must abide by all policies and procedures regarding professional conduct and communication when sharing, reviewing, updating, commenting and re-sharing.
- When sharing content, users must ensure that other users accessing the information in the files have appropriate access to the information based on job function.

- All users shall immediately report any inappropriate sharing of the district's technology resources to an administrator.

External Storage Devices

The term "External Storage Devices" is used to define all portable storage devices (including USB drives, rewritable CD/DVD, memory cards, and external hard drives) used by staff and students. While the district recognizes the advantages for staff and students to maintain information on these devices, users are strongly encouraged to rely on their district provided Google Apps for Education Drive account for all storage needs.

When using external storage devices, staff must adhere to the following guidelines:

- Users are responsible for all content on external storage devices that have been connected to district technology resources.
- Users must ensure that they will not introduce harmful software including computer viruses, malware, non-district approved software, or hacking tools to district technology resources.
- Users must ensure that the data will remain secure through appropriate encryption or password protection when transferring files containing PII or protected information to an external storage device.

Appendix F

Physical Security Controls

The following physical security controls shall be adhered to:

- Monitor and maintain data centers' temperature and humidity levels. The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommends an inlet temperature range of 68 to 77 degrees and relative humidity of 40% to 55%.
- File servers and/or storage containing PII, Confidential and/or Internal Information shall be installed in a secure area to prevent theft, destruction, or access by unauthorized individuals.
- Ensure network systems and network equipment are properly secured to prevent unauthorized physical access and data is properly safeguarded to protect from loss.
- Computers and other systems shall be secured against use by unauthorized individuals. It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.
- Monitor and control the delivery and removal of all asset-tagged and/or data-storing technological equipment or systems.
- When staff leave the district, they must ensure that they delete any district files, or data from their personal external storage devices.

File Transmission Practices

- Staff are responsible for securing sensitive data for transmission through email or other channels with encryption or a password.
- Staff should never include a password in any communication with the actual file attached that is being protected by the password.
- Staff should never transmit files labeled classified, confidential, or restricted through email or third party file transfer services without district approval.
- Regular transmission of student data to services such as a learning management system is managed by the technology department using a secure data transfer protocol.

All such services are approved by a district/building administrator and the Director of Instructional Technology.

Appendix G

Asset Management

Data security must be maintained through the life of an asset, including the destruction of data and disposal of assets. Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as a system, asset or device.

All involved systems and information are assets of the district and are expected to be protected from misuse, unauthorized manipulation, and destruction.

Inventory

All devices or systems considered an asset are inventoried. This includes, but is not limited to, network appliances, servers, computers, laptops, mobile devices, and external hard drives.

Disposal Guidelines

Assets shall be considered for disposal in accordance to state/federal regulations and Board policy.

The following considerations are used when assessing an asset for disposal:

- End of useful life
- Lack of continued need
- Obsolescence
- Wear, damage, or deterioration
- Excessive cost of maintenance or repair

The Director of Instructional Technology shall approve disposals of any district technology asset.

Methods of Disposal

Once equipment has been designated and approved for disposal, it shall be handled according to the following methods.

Salvage

All technology assets shall be salvaged in a manner consistent with applicable environmental regulations. Electronic equipment may contain hazardous materials such as mercury, lead, and hexavalent chromium. In addition, systems may contain Personally Identifiable Information (PII), Confidential, or Internal Information. A district-approved vendor shall be contracted for the disposal of all technological systems/equipment. The vendor shall provide written documentation verifying the method used for disposal and a certificate stating that no data of any kind can be retrieved from the hard drive or any other component capable of storing data. Under no circumstances should any technological systems/equipment be placed in the trash.

Appendix H

Virus, Malware, Spyware, Phishing and SPAM Protection

Virus, Malware, and Spyware Protection

SSD desktops, laptops, and file servers are protected using enterprise virus/malware/spyware software. Definitions are updated weekly and an on-access scan is performed on all “read” files continuously. A full scheduled scan runs weekly. A full scheduled scan is performed on all servers weekly during non-peak hours. All files and systems are scanned.

Internet Filtering

Student learning using online content and social collaboration continues to increase. Sedalia Schools views Internet filtering as a way to balance safety with learning—letting good content, resources, and connections in while blocking the bad. To balance educational Internet resource and application use with student safety and network security, the Internet traffic from all devices on the district network is routed through the district firewall and content filter.

All personal devices are required to authenticate prior to gaining access to the district network. This process sets the filtering level appropriately based on the role of the guest user. All sites that are known for malicious software, phishing, spyware, etc. are blocked.

Phishing and SPAM Protection

Email is filtered for viruses, phishing, spam, and spoofing using Google services.

Security Patches

Servers patch management is performed at regular intervals. Security patches are applied on an as needed basis, but at least quarterly.

Appendix I

Account Management

Access controls are essential for data security and integrity. Sedalia Schools maintains a strict process for the creation and termination of district accounts. All new employee accounts are authorized through an HR hiring process prior to creation. Role-based permissions are used to establish access to all systems. Access security is audited at least annually or whenever access permission requirements are changed for a particular application/software or when an application/software is no longer necessary.

Employee Accounts

When an employee is hired by the Sedalia 200 School District, the following process ensures that each staff member has the correct access and permissions to the resources that are required for their position.

- Notification of new employee is sent from Human Resources to the Technology Department. This notification includes position, building assignment(s), and start date.
- Only after notification has been received from Human Resources, the Technology Department creates user accounts. The user is given access and permissions to the necessary resources based on their position and building assignment(s) (see Appendix J: Data Access Roles and Permissions).

When a staff member's employment is ended, either by termination or resignation, account permissions are revoked in one of two ways.

- In the event of termination, HR will send immediate notification via email or phone call to Technology leadership requiring the account to be disabled at once, preventing any further access to district resources. HR will also send a Suspension of Service showing the termination date.
- In the event of resignation, HR sends a Suspension of Service to Technology, indicating the termination date. The account is disabled at the end of business on the termination date, preventing further access to district resources.
- In the event that a user having elevated permissions to any system separates from the district, additional measures are taken to ensure that all elevated accounts to those systems are secure.

Local/Domain Administrator Access

PII, confidential information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protections as information stored and accessed within District's network. In the event that remote access is needed by a contractor/vendor, access must be approved by the Director of Technology. The Assistant Director of Technology Operations or the Network System Administrator will establish the contractor account, only granting access to the server/application that the contractor/vendor supports.

Contractors/Vendors

All contractor/vendor access must be approved by the superintendent of technology. All contractors doing business on district premise must also pass a background check unless other security measures are addressed in a vendor contract. All contractors/vendors accessing district

data will be considered on premise users. Once the approval has been obtained, the technology department will create the account.

Appendix J

Data Access Roles and Permissions

Student Information System (SIS)

All staff members are entered into the SIS system. However, only staff requiring access are provided accounts for the system.

The following information is entered for each staff member:

- Start Date
- Building/Site location
- End Date (if applicable)
- Position(s)/Job Duty
- Active
- Separation of Service (SOS)

After basic information and user ID are created then site(s) are applied to account and permissions are given.

Employee permissions are only extended to the site(s) that are assigned to the account.

Permissions (unless employee needs additional permissions) are based on job title and lines up with the names of permissions and are distinguished between Site and District.

Permissions are based on Past, Current, and Future years per individual permission.

- Teacher > Teacher
- Principal > Site Administrator
- SpEd > SpEd Teacher or SpEd case manager or SpEd Director
- Nurse > Site Nurse

Permissions are preset configured by the system, but permissions may be extended per individual basis based on special needs and/or multiple positions being covered by a single account. These changes must be approved by site administrator and/or HR.

Student Information Access

- Attendance being type of attendance and in/out time to the minute
 - View: Site Administrators, Counselors, Teachers, Secretaries, Nurses, and Social Workers.
 - Maintain: Site Secretary, and SIS administrator.
- Grades/Assessments including everything in the gradebook Assignments, Tests, Finals, etc.
 - View: Counselors, Site Administrators
 - Maintain: Site Secretaries, Teachers, SIS administrator.
- Programs and Services tracks many items including Waivers, 504s, SpEd (notes for SpEd track), ELL, ESL, etc.
 - View: Anyone with access to search for student can see the icons at the top
 - Maintain: Specific to department_ SpEd > SpEd track import Building administrators
- Discipline
 - View: Counselors, SPED
 - Maintain: Site Administrators, Secretaries, SIS administrator
- Parent Communication (Email, Phone numbers, addresses)
 - View: Teachers, Site Administrators, Counselors, Librarian, Nurses, and Social Workers.

- Maintain: Secretaries
- Family Demographics
 - View: Secretaries, Site Administrators, Teachers, Nurses, Social Workers, and Counselors.
 - Maintain: District Administrators, Secretaries.
- Fees
 - View: Site Administrators, Counselors, Librarians, and Social Workers.
 - Maintain: Secretaries
- Medical Information
 - Medical data includes Immunizations, Conditions, Medications, and Clinic Logs (Time in/out of clinic and action taken).
 - Site Administrators and Site nurses and Secretaries are the only accounts that can VIEW ALL medical information.
 - Site Nurses are the ONLY accounts that can MAINTAIN medical information.
 - Accounts that can view medications, conditions, immunizations are District SpEd Director, Site Administrator, Site Nurse, Site SpEd Case manager.
 - Site Secretaries can view conditions and immunizations.
 - Counselors view clinic logs and immunizations.

SIS Permission Groups

- B&G Club
- Coaches
- District Administrator
- District Food Service Director
- District Secretary
- District SISK12 Administrator
- District SPED Director
- Juvenile
- Site Administrator
- Site Counselor
- Site Food Service POS Cashier
- Site Librarian
- Site Nurse
- Site Secretary
- Site SpEd Coordinator
- Site SpEd Case Manager/Service Provider
- Site Sub Teacher (Long Term)
- Teacher
- Upward Bound
- View Only

Financial System

All staff members are entered into the financial system for the purpose of employee payroll and HR tracking. Employee access to their individual payroll information is granted through the employee portal. Only staff requiring access are provided accounts for the financial/personnel application. After basic information and user ID are created then permissions are given according to position.

Special Education System

Our special education system houses student IEP information. New accounts are imported at the beginning of the school year and added and adjusted manually throughout the year by the SIS administrator.

Information of staff member including:

Start Date

- Building/Site location
- End Date (if applicable)
- Position(s)/Job Duty
- Work status: Active, Transfer, Separation of Service (SOS)

After basic information and user ID are created then permissions are given according to position:

- SpEd District Administrator
- SpEd Building Coordinator
- SpEd Teacher
- Principal- view only for building

Special Education Administrators have access to all students in the district.

Appendix K

Password Security

The District requires the use of strictly controlled passwords for network access and for access to secure sites and information.

All passwords to district systems shall meet or exceed the below requirements.

- Passwords shall never be shared with another person.
- Every password shall, where possible, be changed at least once per semester.
- When possible, user created passwords should adhere to the same criteria as required for district network access as outlined below.
- Passwords shall not be recorded anywhere that someone may find and use them.

District network access to resources managed through Active Directory/SSO:

Passwords must meet the following complexity requirements:

- At least eight (8) characters in length
- You will not be allowed to use your previous password.
- Passwords must be reset at least once per semester

Where possible, system software should enforce the following password standards:

- Passwords shall be entered in a non-display field.
- System software shall disable the user password when more than five consecutive invalid passwords are given. Lockout time shall be set at a minimum of 10 minutes.

Appendix L

Technology Disaster Response Plan

Objectives

The primary purpose of the Technology Disaster Recovery Plan is to enable Sedalia Schools to respond effectively and efficiently to a natural disaster or critical failure of the district's data center and/or core systems. The objectives during a natural disaster or critical failure are the following:

- Minimize the loss or downtime of core systems and access to business critical data.
- Recover and restore the district's critical systems and data.
- Maintain essential technology resources critical to the day to day operations of the district.
- Minimize the impact to the staff and students during or after a critical failure.

Planning Assumptions

The following planning assumptions were used in the development of Sedalia School District Technology Data Breach Plan:

- There may be natural disasters that will have greater impact than others.
- There will be factors that are beyond the department's control or ability to predict during a disaster.
- There is the possibility of complete loss of the current data center.
- We will have adequate storage to recover systems.
- District data is housed at district data center and backed up off-site
- District data is hosted by 3rd party providers.
- In the event of a critical failure to network infrastructure in the datacenter, District networking may be significantly impacted.

Disaster Recovery/Critical Failure Team

Sedalia School District has appointed the following people to the disaster recovery/critical failure team: Superintendent over Technology and designees.

In the event the Technology Disaster Recovery Plan is activated, overall management of the response is delegated to this team.

Their primary responsibilities include:

- Determining the impact of the natural disaster/critical failure.
- Communication of impact and or loss, and updates of progress to the District Superintendent.
- Communication of outages and updates to district staff.
- Oversight of the Technology Disaster Recovery Plan implementation and restoration of critical systems and data.
- Allocation and management of technology staff during the event.
- Working with manufacturers and/or vendors during the recovery and restoration of critical systems and data.
- Oversight of Technology Disaster Recovery Plan implementation debrief.

Activation

The Technology Disaster Recovery Plan will be activated in the event of the following:

- A natural disaster has occurred and affects the operation of the District's data center. A natural disaster includes but is not limited to the following: tornado, earthquake, lightning, and flood.
- A fire has impacted the data center.
- Water or flooding has impacted the data center.
- Critical system failure.

The Director of Technology will act as the incident response manager. If the Information Security Officer is not able to act as the incident response manager, a member of the Superintendent's Leadership Team will assume the role of incident response manager, with assistance from the Incident Response Team.

Notification

The following groups will be notified as needed in the event the plan has been activated:

- Superintendent
- Superintendent's Leadership Team (SLT)
- Technology Staff
- District Employees
- Parents and Students
- Vendors

Information will be disseminated to the above groups through whichever means of communication is available at the time.

This could include any one or combination of the following:

- Phone
- Email
- Social Media
- Radio or Television

The Technology Disaster Recovery Plan team will work with district leadership, including the Director of Communications, on which information will be conveyed to each above group and what means will be used.

Implementation

The Technology Disaster Recovery Plan team has the following in place to bring the District back online in the least of amount of time possible:

Maintained spreadsheet listing all server names (servers.xlsx), physical and virtual, and their function.

- A copy of this document will be secured on a district server. An electronic version will be housed on Google Drive.
- Maintained spreadsheet of, needed passwords and vendor contact information.
- A copy of this document will be secured on a district server. An electronic version will be housed on Google Drive.
- The District's data backup solution includes the use of a third-party vendor, which backs up data locally in the datacenter.
- In the event of a critical system failure, the District can restore that server back to our current environment from the backup solution.

Evaluation

An internal evaluation of Sedalia School District Technology Disaster Recovery Plan response will be conducted. This will entail gathering documentation from the response and feedback from all stakeholders and incorporate into an after action report and corrective action plan. The result will be an update to the Technology Disaster Recovery Plan and other emergency response plans as appropriate.

Appendix M

Data Breach Response Plan

Objectives

The purpose of the Technology Data Breach Plan is to enable the Sedalia School District to respond effectively and efficiently to an actual or suspected data breach involving personally identifiable information (PII), confidential or protected information, district identifiable information and other significant cybersecurity incident.

The objectives of the Technology Data Breach Plan are:

- Convene the Incident Response Team as necessary.
- Validate and contain the data security breach.
- Analyze the breach to determine scope and composition.
- Minimize impact to the staff and students after a data breach has occurred.
- Notification of data owners, state/federal agencies and law enforcement as deemed necessary.

Planning Assumptions

The following planning assumptions were used in the development of Sedalia School District Technology Data Breach Plan:

- There may be data breaches that will have greater impact than others.
- There will be factors that are beyond the department's control or ability to predict during a data breach.
- District data is backed up off site.
- District data is hosted by 3rd party providers.

Data Breach/Incident Response Team

Sedalia School District has appointed the following people to the data breach/incident response team: Superintendent of Technology, Director of Technology, Network Administrator, and 3rd party hosting vendors as needed.

In the event the Technology Data Breach Plan is activated, overall management of the response is delegated to this team. Their primary responsibilities include:

- Determine the nature of the data compromised and its impact to staff, students and the district itself.
- Communicate impact, the number of affected individuals, the likelihood information will be or has been used by unauthorized individuals and updates of progress to the District Superintendent and Superintendent of Technology.
- Coordinate with Director of Communications to ensure communication with district staff and or parents as deemed appropriate.
- Oversight of the Technology Data Breach Plan implementation and data breach resolution.
- Allocate and manage technology staff resources during the event.
- Work with vendors, 3rd party providers, manufacturers, state/federal agencies and law enforcement while correcting the data breach and its repercussions.
- Oversight of Technology Data Breach Plan implementation debrief.

Activation

The Technology Data Breach Plan will be activated in the event of the following:

- A data breach has occurred and affects the district itself.
- A data breach includes but is not limited to an incident in which sensitive, protected or confidential data has potentially been viewed, stolen or used by an individual unauthorized to do so.
- Personal Health Information (PHI) has been compromised.
- Personally Identifiable Information (PII) has been compromised.
- Confidential or sensitive data has been compromised.
- Network hack/intrusion has occurred.

The Information Security Officer will act as the incident response manager. If the Incident Security Officer is not able to act as the incident response manager, a member of the Superintendent's Leadership Team will assume the role of incident response manager, with assistance from the Incident Response Team. The breach response and reporting process will be documented. The Superintendent of Technology will work with the Director of Communications to dispense and coordinate the notification and public message of the breach.

Notification

The following groups will be notified as needed in the event the plan has been activated:

- Superintendent
- Superintendent's Leadership Team
- Technology Staff
- District Employees
- Parents and Students
- Vendors

Information will be disseminated to the above groups through whichever means of communication deemed appropriate.

This could include any one or combination of the following:

- Email
- Social Media
- Radio or Television
- First Class Mail
- Phone

The Technology Data Breach Plan team will work with district leadership on which information will be conveyed to each above group, timing of that communication and what means will be used.

Implementation

The Technology Data Breach Plan team has the following in processes in place to contain the data breach in the least amount of time possible:

- Data inventory of all systems containing sensitive data. A copy of this document will be secured on a district server. An electronic version will be housed on Google Drive.
- Maintained spreadsheet listing all server names (servers.xlsx), physical and virtual, and their function. A copy of this document will be secured on a district server. An electronic version will be housed on Google Drive.
- The District's data backup solution includes the use of a third-party vendor which backs up data locally in the datacenter.

- The following will take place during the incident response:
- The members of the Incident Response Team will be assembled once a breach has been validated. The Incident Response Team will be comprised of the Director of Technology, Information Security Officer, Network Administrator. Additional members of the Sedalia School District administrative team and technology department may be designated to assist on the Incident Response Team.
- The Incident Response Team will determine the status of the breach, on-going, active, or post-breach.
- For an active and ongoing breach, the Incident Response Team will initiate appropriate measures to prevent further data loss.
- These measures include, but are not limited to, securing and blocking unauthorized access to systems/data and preserving any and all evidence for investigation.

- The Incident Response Team will work with the data managers and data owners to determine the scope and composition of the breach, secure sensitive data, mitigate the damage that may arise from the breach and determine the root cause(s) of the breach to devise mitigating strategies and prevent future occurrences.
- The incident response manager will work with legal counsel and the Superintendent of Technology to determine appropriate course of action pursuant to state statute. This includes notification of the authorities, local law enforcement, and the Missouri State Attorney General.
- Collaboration between the authorities and the Incident Response Team will take place with the incident response manager.
- The IRT will work with the proper authorities to make sure any and all evidence is properly handled and preserved.
- On advice from legal counsel, an outside party may be hired to conduct the forensic investigation of the breach.
- When the investigation has concluded, all evidence will be safely stored, recorded or destroyed
- (where appropriate).
- All affected data, machines and devices will be identified and removed from the network as deemed appropriate for the investigation.
- Interviews will be conducted with key personnel and facts of the incident will be documented and the evidence preserved for later examination.
- The Incident Response Team will work with the Sedalia School District Communications department to outline the notification of the data owners and those affected.
- Communication will be sent out as directed by legal counsel and advised by the district communications team. The types of communication will include, but not limited to, email, text message, postal mail, substitute notice and/or phone call.
- Once the incident response team has determined the severity of the breach, the team will notify the Incident Response Manager to determine whether or not the Family Policy Compliance Office (FPCO) or PTAC needs to be notified.
- The Incident Response Manager, in conjunction with the Incident Response Team, legal counsel and the Superintendent's Leadership Team will determine if the notification of affected individuals is necessary. Once the determination is made to notify affected individuals, a letter will be written in accordance with all federal and state statutes.

Evaluation

Once the breach has been mitigated an internal evaluation of SSD Technology Data Breach Plan response will be conducted. The IRT, in conjunction with the incident response manager and others that were involved, will review the breach and all mitigation steps to determine the probable cause(s) and minimize the risk of a future occurrence. Feedback from the responders and affected entities will be incorporated into an after action report and corrective action plan. The result will be an update to the Technology Data Breach Plan and other emergency response plans as appropriate. Information security training programs will be modified to include countermeasures to mitigate and remediate previous breaches so that past breaches do not recur. The reports and incident review will be filed with all evidence of the breach.



Sedalia School District 200

Our process to **TRANSFORM** and **REACH** every student to
ELEVATE and **CONNECT** their learning.

TREC Student Handbook 2019-2020

Sedalia School District 200 is proud to provide our students the very best in 1:1 technology environments, or what we brand as TREC. Sedalia School District 200 has chosen to call this program TREC because TREC indicates our process to Transform and Reach every student to Elevate and Connect their learning. TREC is an in-depth personalized learning with equitable and innovative learning experiences. Students focus on autonomous learning experiences and not teacher centered instruction.

This handbook will outline the student responsibilities with these devices Sedalia School District 200 is providing and all the supplemental equipment, Apps, and tools.

By using or taking possession of a Chromebook owned by Sedalia School District 200, a user and their parents/guardians are agreeing to comply with the Sedalia School District 200 Technology Usage Policy the Secondary Student Handbook.

Student Expectations

By taking possession of the District-owned Chromebook, the Sedalia School District 200 expects students to adhere to the following 4 guidelines;

1. **Be empowered.** Do awesome things with this technology. Share with us your ideas and what you can do.
2. **Be nice.** Help foster a school community that is respectful and kind.
3. **Be smart and safe.** If you are uncertain, talk with us.
4. **Be careful and gentle.** Our resources are limited. Help us take care of our devices and network.

Parent/Guardian Expectations

By your student taking possession of the District-owned Chromebook, the Sedalia School District 200 expects parents/guardians to adhere to the following responsibilities;

1. Must agree to monitor student use at home and away from school. It will be your responsibility to keep your student safe and on-task.
2. The parents/guardians are responsible for the cost of repair or replacement at the date of loss if the property is:
 - a. Not returned
 - b. Intentionally damaged
 - c. Lost
 - d. Stolen, but not reported to school and/or police in a timely manner
3. Must complete the online and in-person TREC Orientations prior to the delivery of the device to the student.
4. Parent/Guardian must purchase the Sedalia School District 200 Insurance Plan before their child can take their issued Chromebooks out of the school. If the Sedalia School District 200 Insurance Plan is not purchased, the students will have to check out their Chromebook before school starts each morning and check it back in before they leave school for the day.

1. Issuing of Chromebooks

1.1 Receiving a Chromebook

- a. Qualifications: A student who is actively enrolled in grades 9th-12th in Sedalia School District 200 qualifies for use of a District–owned Chromebook tablet (dependent upon the class grade of the student). In order to possess and use the borrowed device, one must comply at all times with Sedalia School District 200 Technology Usage Policy. There is a financial obligation to the student due to loss or damage of the borrowed device if it occurs as the result of handling, storage, transport, use, or reporting of loss / damage that is not in complete compliance with Sedalia School District 200 procedures. The purchase of Sedalia School District 200 sponsored Chromebook Insurance will help mitigate these potential costs (see the Sedalia School District 200 Insurance Plan section for more details).
- b. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook, AC charger, and case/bag.
- c. Parents/guardians and students must acknowledge the Sedalia School District 200 Acceptable Use Policy (AUP).
- d. Students must electronically complete the Chromebook User Agreement before a Chromebook is issued to the student.
- e. Chromebooks will be checked out to the student through the Library Media Center circulation system.
- f. The Chromebook is the property of the Sedalia School District 200 and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

1.2 Returning a Chromebook

- a. Chromebooks must be returned immediately when a student transfers out of Sedalia School District 200, is expelled, no longer qualifies for the program, or terminates enrollment for any reason. The Chromebook is property of Sedalia School District 200, even if the student graduates.
- b. Students are expected to return the following items with the Chromebook:
 - AC charger.
 - bag/case.

1.3 Fines related to a Chromebook

- a. By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care and proper use of the borrowed property. Chromebooks, & AC adapter will be turned in to the Library Media Center (LMC) when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. Sedalia School District 200 Administration will make the final determination of any fees assessed
- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook
- c. Fines will be charged at the following amounts:

Chromebook tablet Replacement	\$300.00
AC Charger	\$19.00
Damaged Screen	Up to \$165.00

1.4 Loss or Theft of a Chromebook

- a. In the case of loss or theft occurring at school, the borrower must report the incident to a school resource officer, administrator or the Library Media Specialist within one day of the occurrence.
- b. In the case of loss or theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the Library Media Specialist or School Administration within one day of the occurrence. Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student / parent / guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by Sedalia School District 200. Chromebooks that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of Sedalia School District 200 and all users will follow these procedures and the Sedalia School District 200 Acceptable Use Policy.

2.1 General Precautions

- a. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
- b. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
- c. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to a Library Media Specialist
- d. Cords and cables must be inserted carefully into the Chromebook to prevent damage
- e. Chromebooks must remain free of any writing and/or drawing on the device.
- f. Students may not purchase their own cover or case for the Chromebook, unless pre-approved by the building Library Media Specialist, and building administrator.
- g. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the tracking service is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- h. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- i. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- j. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- k. Chromebooks must be charged for school each day. This is the student's responsibility.
- l. There is no "jail breaking" of this device.
- m. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person. The Chromebook should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- n. Please do not attempt to contact the Chromebook Manufacturer or other service facility directly for repair questions. Please contact a Library Media Specialist.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Printing from a Chromebook to Sedalia School District 200 printers is not allowed. Any files needing to be printed should be coordinated through the proper Sedalia School District 200 faculty member. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed by alternate means and will be required to checkout/rent a Chromebook from the Library Media Center. The Chromebook is similar to any instructional material necessary for daily classwork. If leaving the Chromebook at home is a frequent occurrence, the student may be subject to disciplinary action.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available and is not guaranteed. These “loaners” are available through the Library Media Center.

3.3 Charging a Chromebook Battery

- a. Chromebooks must be brought to school each day in a fully charged condition. A sync cable/AC charger will be issued to the student for charging at home.
- b. In cases where the battery does “run out,” students may be able to connect their Chromebook to a power outlet in class or at designated charging stations in the building.

3.4 Home Internet Access

Sedalia School District 200 provides internet filtering on the District’s internal network. These filters do not apply in any other location. Sedalia School District 200 TREC Chromebooks do not have a filter for outside Sedalia School District 200 access. Parents/guardians, please take the necessary precautions for internet safety with your student.

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require an appropriately configured printer, proper settings on the Chromebook and the correct app.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

3.5 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Chromebook cameras may never be used in a locker room or restrooms.

4. Managing files and saving work

4.1 Saving to the Chromebook/Home Directory

- a. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
- b. Storage space will be available on the Chromebook—BUT will NOT be backed up in case of re-imaging. Chromebooks will save to Google Drive.

5. Software/apps on the Chromebooks

5.1 Originally Installed Software/apps

- a. The software/apps originally installed by the Sedalia School District 200 must remain on the Chromebook in usable condition and be easily accessible at all times.
- b. From time to time the school may add software/apps for use in a particular course.

5.2 Additional Software/apps

Students are allowed to load extra apps on their Chromebooks insofar as they do not interfere with academic need.

5.4 Procedure for Reloading Software/apps

If technical difficulties occur or illegal software/apps are discovered, the Chromebook will be restored to factory settings. Sedalia School District 200 does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.5. Software/app upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebook for periodic updates and synching.

5.6. Sedalia School District 200 Chromebook Insurance Plan

Students will be responsible for protecting their assigned device from loss or damage. If an accident or loss should occur, school district will waive your responsibility for the financial loss subject to a deductible as outlined below. In exchange for this damage waiver, Sedalia School District 200 requires an annual fee of \$25.00 (\$15.00 for students in the reduced lunch program, \$10.00 for students in the free lunch program).

Payment of the \$25.00 (\$15.00 or \$10.00 if applicable) damage waiver fee may be made with a debit card, major credit card, or ACH using your bank routing and account numbers. After payment is authorized, you will receive confirmation of your payment and you will be allowed to use the device at home. Payment via cash or check may be made in person during parent orientation or student Chromebook distribution.

If a student has a covered claim, they must pay a deductible according to the table below. Students will not be allowed take their device home while there is an unpaid deductible on their account.

Incident	Deductible
1st Occurrence	\$25
2nd Occurrence	\$50
3rd Occurrence	\$100

The Chromebook Insurance program only covers the Chromebook. It does not cover replacement of the Chromebook charging adapter or cable.

Certain conditions not covered by this damage waiver include: 1) any dishonest, fraudulent, malicious or criminal acts, 2) any loss to software, data, documents, music, videos, recordings or other personal information that had been placed on the device, 3) additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged, 4) disappearance of the device not reported to local law enforcement, and 5) any use not in accordance with District policies and procedures.

Comprehensive School Improvement Plan (CSIP)

Date: April 15, 2019 District Name: Sedalia School District #200 County/District Code: 080125 Grades Served: Pre-K - 12

Regional School Improvement Team	
Name	Position
Mr. Steve Triplett	Superintendent
Sara Nichols	District Personnel
Mr. Kenny Coffelt	District Board Member
Robin Wyatte	Principal
Brett Hieronymus	Principal
Mrs. Laura Peck	Building Personnel
Dr. Nancy Scott	Asst. Superintendent
Mrs. Katie Ellis	Building Counselor/Parent
Lindsey Branson	Building Personnel
Maggie Oswald	Building Personnel
Hayden Ellis	Student
Kelly Birdsong	Building Personnel
Hallie Peck	Student
Shelby McConnell	Building Personnel
Jenna Wright	Parent
Devon Gilmore/Becky Brownfield	Dir. Of Curriculum
Dr. Todd Fraley	Asst. Superintendent
Jessica Craig	Community Member

<p><i>Description of the planning process and how staff and stakeholders will be informed and engaged in the accountability plan.</i></p>	<p>The CSIP was developed through the combined efforts of board members, staff, administrators, students, parents/guardians and community members and is ongoing. 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, and it will be put on the District website for all stakeholders to view. It will be shared within each school building so all are informed about the district's goals and can contribute to meeting and exceeding those goals.</p>								
<p>Beliefs/Vision/ Mission Statement</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>Board of Education</p>	<table border="0"> <tr> <td>1. Dr. Jeffrey Sharp</td> <td>5. Ms. Diana Nichols</td> </tr> <tr> <td>2. Mr. Michael Stees</td> <td>6. Mr. Scott Gardner</td> </tr> <tr> <td>3. Mr. David Wolf</td> <td>7. Ms. Barbara Schrader</td> </tr> <tr> <td>4. Mr. Kenney Coffelt</td> <td>8. Kali Butts</td> </tr> </table>	1. Dr. Jeffrey Sharp	5. Ms. Diana Nichols	2. Mr. Michael Stees	6. Mr. Scott Gardner	3. Mr. David Wolf	7. Ms. Barbara Schrader	4. Mr. Kenney Coffelt	8. Kali Butts
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2. Mr. Michael Stees	6. Mr. Scott Gardner								
3. Mr. David Wolf	7. Ms. Barbara Schrader								
4. Mr. Kenney Coffelt	8. Kali Butts								
<p>District Administration</p>	<p>Superintendent: Mr. Steve Triplett Assistant Superintendents: Dr. Nancy Scott, Dr. Todd Fraley, Mr. Chris Pyle Director of Curriculum, Instruction & Assessment K-5: Mrs. Devon Gilmore Director of Curriculum, Instruction & 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 seeking 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, and observations completed. Quarterly reports are linked below.

Horace Mann Elementary	Pettis County Early Childhood
Heber Hunt Elementary	Whittier High School
Skyline Elementary	Smith-Cotton High School
Parkview Elementary	Smith-Cotton Junior High
Washington Elementary	Sedalia Middle School

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 management

- 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, and local/state

Measurable Adult Behaviors:

- Building Administrators present in classrooms
- Building Administrators/Instructional Coaches and teachers will be meeting regularly to discuss curriculum and assessment
- Building Administrators will consistently and effectively monitor student attendance

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>30 Days:</p> <ol style="list-style-type: none"> 1. First meeting between principals and superintendent to set goals and discuss achievement targets 2. Begin teacher evaluations and provide feedback within 48 hours to teacher 3. Meet with Supt. quarterly to discuss District/Building/Individual goals 4. Data team meetings will take place on a regular basis 5. Principals and staff will communicate with students, parents/guardians stressing correlation between attendance and academic success 	<p>August (yearly)</p>	<p>Superintendent and principals</p>	<p>Previous end of year testing data.</p>	<p><input type="checkbox"/>/ end Sept yearly</p>
<p>60 Days:</p> <ol style="list-style-type: none"> 1. Continue with walkthrough observations 2. Meet with Supt. quarterly to discuss District/Building/Individual goals 3. Provide targeted PD based on observation 	<p>October (yearly)</p>	<p>Principals and teachers</p>	<p>observations</p>	<p><input type="checkbox"/>/end October yearly</p>

4. Contact with students' families and continue to encourage and promote acceptable levels of attendance				
90 Days: 1. Observations continue and conferencing 2. Teachers work on PDP as needed 3. Meet with Supt. quarterly to discuss district/building/ind. Goals 4. Continue to contact students' families and encourage and promote acceptable levels of attendance	Nov/Dec	Principals and teachers	observations	<input type="checkbox"/> / Nov/Dec yearly
Long Range: 1. Recommend for re-employment or termination 2. Teachers should be implementing PD as prescribed by observations 3. Continue with teacher development 4. Meet with Supt. quarterly to discuss 5. District/Building/Individual goals 6. Continue to contact students' families and encourage and promote acceptable levels of attendance	Jan/Feb	Principals and Teachers	observations/conferences	<input type="checkbox"/> / Jan/ Feb yearly

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 and a report will be sent to 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
- Increase student safety; install video surveillance in buildings/grounds as needed, upgrade door hardware, upgrade locking systems, update crisis management plans annually, 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 (CIPA) Children's Internet Protection Act
- Strategos International Intruder Training in March of 2018

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

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

Composite score of ACT Statewide Census in 2015 was 18.4, in 2016 it was 19.4 , 2017 it was 19.2, 2018 composite score of ACT 19.6 (State composite average of 20 in 2018)

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

- Additional departments will incorporate reading strategies and ACT standards into their coursework, which started in 2016-17 and will continue
- 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
- 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)-will require ongoing training on Assessment Capable Learners (ACL) as a district goal for 2019-2020
- 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 plan 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>30 Days:</p> <ol style="list-style-type: none"> 1. Expand curriculum to integrate ACT and advanced placement 2. Enroll students in the ACT workshop for Juniors 3. Continue to work with curriculum and integration of ACT standards 	<p>June/ August</p>	<p>Counselors, Principals, Director of Curriculum, High School Testing Coordinator/Technology Instructional Coach, Teachers</p>		<p><input type="checkbox"/>/August 1</p>

<p><i>60 Days:</i></p> <ol style="list-style-type: none"> 1. Expand curriculum to integrate ACT and advance placement 2. Enroll students in the ACT workshop for Juniors 3. Continue to work with curriculum and integration of ACT standards 4. Departments will collaborate on ACT reading and analysis across the curriculum. 5. Assess student success using formative assessments and plan instruction based on the data. 	<p>Oct</p>	<p>Counselors, Principals, Director of Curriculum, High School Testing Coordinator/Technology Instructional Coach, Teachers</p>	<p>ACT standards/Curriculum</p>	<p><input type="checkbox"/>/Oct 31</p>
<p><i>90 Days:</i></p> <ol style="list-style-type: none"> 1. Expand curriculum to integrate ACT and advance placement 2. Continue to work with curriculum and integration of ACT standards 3. Assess student success using formative assessments and plan instruction based on the data. 4. Planning for all Juniors to take the ACT test on state prescribed day. 5. Enroll eligible Juniors in ACT workshops 	<p>Nov/Dec</p>	<p>Counselors, Principals, Director of Curriculum, High School Testing Coordinator/Technology Instructional Coach, Teachers</p>	<p>Assessment Data/ACT standards/Curriculum</p>	<p><input type="checkbox"/>/Dec 31</p>
<p><i>Long Range:</i></p> <ol style="list-style-type: none"> 1. Expand curriculum to integrate ACT and advanced placement 2. Continue to work with curriculum and integration of ACT standards 3. Assess ACT data and determine student needs for increased achievement 	<p>May-August</p>	<p>Principals, Teachers , Counselors, Director of Curriculum., High School Testing Coordinator/Technology Instructional Coach</p>	<p>ACT data/ College data</p>	<p><input type="checkbox"/>/Aug 25 (begin of next school year.)</p>

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 (starting 2019-2020)

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. Starting with the school year of 2019-2020, indicator 2.2 - The teacher sets and monitors student goals - will be added as a measure of success with DACL.

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

Bldg.	2018 ELA	State ELA	2018 Math	State Math	2018 Sci	State Sci	2018 Govt.	State Govt.	2018 Atd. %	2017 Atd. %
HM	337.3	334.5	310.8	314.9					92.3%	92.2
HH	350.6	334.5	326.1	314.9					91.0%	95.0
PKV	374.1	334.5	347.9	314.9					90.6%	92.8
WASH	296.0	334.5	304.0	314.9					92.9%	92.8
SKY	367.6	334.5	359.9	314.9					92.7%	91.1
SMS	340.3	346.2	339.9	309.3	N/D	N/D			91.8%	92.2
SCJHS	321.1	339.0	285.8	292.7	N/D	N/D			90.6%	92.0
SCHS	348.9	343.3	295.5	323.9	N/D	N/D	342.2	372.0	84.6%	86.1

Indicator	2016-2017	2017-2018	Goal
1.2	5.0	5.37	5.0
4.1	4.5	4.73	5.0
7.4	4.7	5.11	5.0
2.2	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 District needs identified through survey tools such as the Collaborative Work Implementation Survey and the Self Assessment Practice Profile
- Professional development focus for 2019-20 year is Assessment Capable Learners, 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
- New teachers will be observed 7 times per year and all others will be observed 4 times
- Cooperative Learning training is provided to new district employees to help with cognitive student engagement and 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 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
<p><i>30 Days:</i></p> <ol style="list-style-type: none"> 1. NEE evaluations begin 2. Meaningful reflective conversations b/n teacher and administrator 3. Administrative team views local teaching video for consistency and discussion 	September	Building administrators and teachers	NEE evaluation technology	<input type="checkbox"/> /October 1
<p><i>60 Days:</i></p> <ol style="list-style-type: none"> 1. Attend professional development and implement strategies 2. Continue conferencing with building administrators 3. Work on PDP as needed 	Sept - Dec	Building administrators and teachers	NEE evaluation technology , professional development	<input type="checkbox"/> / Dec 31
<p><i>90 Days:</i></p> <ol style="list-style-type: none"> 1. Continue PD opportunities for continued improvement as needed 2. Conferencing with principal 3. Principals should make reemployment plans with individual staff 	Ongoing all year	Building administrators and teachers	NEE evaluation technology	<input type="checkbox"/> / May 31
<p>Long Range:</p> <ol style="list-style-type: none"> 1. Improve the quality of instruction district wide. 2. Improving student achievement through quality teaching 3. Interviewing appropriate candidates for open jobs 	May -August	Entire administrative team and teaching staff	NEE evaluations, professional development and meaningful feedback	<input type="checkbox"/> /May 31



SEDALIA SCHOOL DISTRICT #200

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

May 13, 2019

Steven G. Triplett, Ed.S
Superintendent

To: Board of Education

Nancy L. Scott, Ed.D.
Assistant Superintendent

From: Mr. Triplett

Todd Fraley, Ed.D.
Assistant Superintendent

Re: Admin Salary Schedule Correction

Chris Pyle, Ed.S.
Assistant Superintendent

Please accept the revised salary schedule for the 2019-2020 school year. The schedule approved at the April 15, 2019 Board meeting contained inaccurate step increments for some of the columns.

Harriet Wolfe, Ed.D.
Chief Finance Officer

My apologies for the confusion.

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

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action employer

SEDALIA SCHOOL DISTRICT #200
2019-2020 Administrative Salary Schedule

	Asst Supt	Principal High School	Principal Asst HS 11 month	Principal Jr High	Princ Asst Jr High 11 month	Principal Elem / 5th & 6th Grade	Principal Asst Elem / 5th & 6th Grade 11 month	Director: Curr/Instr/Asmnt K-5 & 6-12 11 month
	<u>250/8</u>	<u>250/8</u>	<u>230/8 (.92)</u>	<u>250/8</u>	<u>230/8 (.92)</u>	<u>250/8</u>	<u>230/8 (.92)</u>	<u>230/8 (.92)</u>
Step 1	101,114	90,182	75,425	88,133	72,911	81,301	65,997	65,997
Step 2	102,614	91,582	76,775	89,533	74,261	82,701	67,197	67,197
Step 3	104,114	92,982	78,125	90,933	75,611	84,101	68,397	68,397
Step 4	105,614	94,382	79,475	92,333	76,961	85,501	69,597	69,597
Step 5	107,114	95,782	80,825	93,733	78,311	86,901	70,797	70,797
Step 6	108,614	97,182	82,175	95,133	79,661	88,301	71,997	71,997
Step 7	110,114	98,582	83,525	96,533	81,011	89,701	73,197	73,197
Step 8	111,614	99,982	84,875	97,933	82,361	91,101	74,397	74,397
Step 9	113,114	101,382	86,225	99,333	83,711	92,501	75,597	75,597
Step 10	114,614	102,782	87,575	100,733	85,061	93,901	76,797	76,797
Step 11	116,114	104,182	88,925	102,133	86,411	95,301	77,997	77,997
Step 12	117,614	105,582	90,275	103,533	87,761	96,701	79,197	79,197
Step 13	119,114	106,982	91,625	104,933	89,111	98,101	80,397	80,397
Step 14	120,614	108,382	92,975	106,333	90,461	99,501	81,597	81,597
Step 15	122,114	109,782	94,325	107,733	91,811	100,901	82,797	82,797
Step 16	123,614	111,182	95,675	109,133	93,161	102,301	83,997	83,997
Step 17	125,114	112,582	97,025	110,533	94,511	103,701	85,197	85,197
Step 18	126,614	113,982	98,375	111,933	95,861	105,101	86,397	86,397
Step 19	128,114	115,382	99,725	113,333	97,211	106,501	87,597	87,597



SEDALIA SCHOOL DISTRICT #200

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May 13, 2019

Steven G. Triplett, Ed.S
Superintendent

To: Board of Education

Nancy L. Scott, Ed.D.
Assistant Superintendent

From: Mr. Triplett

Re: Support Staff Salary Schedule Correction

Todd Fraley, Ed.D.
Assistant Superintendent

Please accept the revised support staff salary schedule for the 2019-2020 school year. The schedule approved at the April 15, 2019 Board meeting did not contain step 25 which is needed for our employees.

Chris Pyle, Ed.S.
Assistant Superintendent

My apologies for the confusion.

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
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SEDALIA SCHOOL DISTRICT #200
2019-2020 SUPPORT STAFF SALARY SCHEDULES

	Para Sub Cert	Para / Driver	Deaf Interpreter	Bilingual Interpreter	Inst Asst/ Interventionist Sub Cert	Tchr Cert	ISS/OSS	Security	Parent Educator			LPN Elem/MS	LPN JH/HS	Health Aide
Step 1	11.29	10.76	13.93	11.95	12.93	13.41	15.23	19.14	15.47	16.80	22.50	15.72	16.91	13.27
Step 2	11.51	10.98	14.39	12.40	13.20	13.68	15.54	19.39	15.77	17.11	22.68	16.04	17.23	13.57
Step 3	11.73	11.20	14.85	12.85	13.47	13.95	15.85	19.64	16.07	17.42	22.86	16.36	17.55	13.87
Step 4	11.95	11.42	15.31	13.30	13.74	14.22	16.16	19.89	16.37	17.73	23.04	16.68	17.87	14.17
Step 5	12.17	11.64	15.77	13.75	14.01	14.49	16.47	20.14	16.67	18.04	23.22	17.00	18.19	14.47
Step 6	12.39	11.86	16.23	14.20	14.28	14.76	16.78	20.39	16.97	18.35	23.40	17.32	18.51	14.77
Step 7	12.61	12.08	16.69	14.65	14.55	15.03	17.09	20.64	17.27	18.66	23.58	17.64	18.83	15.07
Step 8	12.83	12.30	17.15	15.10	14.82	15.30	17.40	20.89	17.57	18.97	23.76	17.96	19.15	15.37
Step 9	13.05	12.52	17.61	15.55	15.09	15.57	17.71	21.14	17.87	19.28	23.94	18.28	19.47	15.67
Step 10	13.27	12.74	18.07	16.00	15.36	15.84	18.02	21.39	18.17	19.59	24.12	18.60	19.79	15.97
Step 11	13.49	12.96	18.53	16.45	15.63	16.11	18.33	21.64	18.47	19.90	24.30	18.92	20.11	16.27
Step 12	13.71	13.18	18.99	16.90	15.90	16.38	18.64	21.89	18.77	20.21	24.48	19.24	20.43	16.57
Step 13	13.93	13.40	19.45	17.35	16.17	16.65	18.95	22.14	19.07	20.52	24.66	19.56	20.75	16.87
Step 14	14.15	13.62	19.91	17.80	16.44	16.92	19.26	22.39	19.37	20.83	24.84	19.88	21.07	17.17
Step 15	14.37	13.84	20.37	18.25	16.71	17.19	19.57	22.64	19.67	21.14	25.02	20.20	21.39	17.47
Step 16	14.59	14.06	20.83	18.70	16.98	17.46	19.88	22.89	19.97	21.45	25.20	20.52	21.71	17.77
Step 17	14.81	14.28	21.29	19.15	17.25	17.73	20.19	23.14	20.27	21.76	25.38	20.84	22.03	18.07
Step 18	15.03	14.50	21.75	19.60	17.52	18.00	20.50	23.39	20.57	22.07	25.56	21.16	22.35	18.37
Step 19	15.25	14.72	22.21	20.05	17.79	18.27	20.81	23.64	20.87	22.38	25.74	21.48	22.67	18.67
Step 20	15.47	14.94	22.67	20.50	18.06	18.54	21.12	23.89	21.17	22.69	25.92	21.80	22.99	18.97
Step 21	15.69	15.16	23.13	20.95	18.33	18.81	21.43	24.14	21.47	23.00	26.10	22.12	23.31	19.27
Step 22	15.91	15.38	23.59	21.40	18.60	19.08	21.74	24.39	21.77	23.31	26.28	22.44	23.63	19.57
Step 23	16.13	15.60	24.05	21.85	18.87	19.35	22.05	24.64	22.07	23.62	26.46	22.76	23.95	19.87
Step 24	16.35	15.82	24.51	22.30	19.14	19.62	22.36	24.89	22.37	23.93	26.64	23.08	24.27	20.17
Step 25	16.57	16.04	24.97	22.75	19.41	19.89	22.67	25.14	22.67	24.24	26.82	23.40	24.59	20.47

Non-certified staff returning to the district within one (1) fiscal year to the same position will be placed on the salary step on which they were at the time of their departure.

SEDALIA SCHOOL DISTRICT #200

2019-2020 SUPPORT STAFF SALARY SCHEDULES

	Performing Arts Technician	Asst Maint Director	Janitorial Spvsr	Maint Craftsman	Maint Laborer or Head Custodian	Custodian	Admin Asst Bldg	Admin Asst II	Admin Board Secr	Head Cook	Cook I	Cook II	Cook III Cashier Baker II	Baker I	Baker III	Server Ware Washer
Step 1	14.40	20.73	17.22	15.64	14.40	13.00	13.16	16.60	19.40	11.94	9.34	9.47	9.78	9.35	10.42	9.27
Step 2	14.77	21.11	17.60	16.02	14.78	13.38	13.44	16.92	19.72	12.15	9.55	9.68	9.99	9.56	10.63	9.48
Step 3	15.14	21.49	17.98	16.40	15.16	13.76	13.72	17.24	20.04	12.36	9.76	9.89	10.20	9.77	10.84	9.69
Step 4	15.51	21.87	18.36	16.78	15.54	14.14	14.00	17.56	20.36	12.57	9.97	10.10	10.41	9.98	11.05	9.90
Step 5	15.88	22.25	18.74	17.16	15.92	14.52	14.28	17.88	20.68	12.78	10.18	10.31	10.62	10.19	11.26	10.11
Step 6	16.25	22.63	19.12	17.54	16.30	14.90	14.56	18.20	21.00	12.99	10.39	10.52	10.83	10.40	11.47	10.32
Step 7	16.62	23.01	19.50	17.92	16.68	15.28	14.84	18.52	21.32	13.20	10.60	10.73	11.04	10.61	11.68	10.53
Step 8	16.99	23.39	19.88	18.30	17.06	15.66	15.12	18.84	21.64	13.41	10.81	10.94	11.25	10.82	11.89	10.74
Step 9	17.36	23.77	20.26	18.68	17.44	16.04	15.40	19.16	21.96	13.62	11.02	11.15	11.46	11.03	12.10	10.95
Step 10	17.73	24.15	20.64	19.06	17.82	16.42	15.68	19.48	22.28	13.83	11.23	11.36	11.67	11.24	12.31	11.16
Step 11	18.10	24.53	21.02	19.44	18.20	16.80	15.96	19.80	22.60	14.04	11.44	11.57	11.88	11.45	12.52	11.37
Step 12	18.47	24.91	21.40	19.82	18.58	17.18	16.24	20.12	22.92	14.25	11.65	11.78	12.09	11.66	12.73	11.58
Step 13	18.84	25.29	21.78	20.20	18.96	17.56	16.52	20.44	23.24	14.46	11.86	11.99	12.30	11.87	12.94	11.79
Step 14	19.21	25.67	22.16	20.58	19.34	17.94	16.80	20.76	23.56	14.67	12.07	12.20	12.51	12.08	13.15	12.00
Step 15	19.58	26.05	22.54	20.96	19.72	18.32	17.08	21.08	23.88	14.88	12.28	12.41	12.72	12.29	13.36	12.21
Step 16	19.95	26.43	22.92	21.34	20.10	18.70	17.36	21.40	24.20	15.09	12.49	12.62	12.93	12.50	13.57	12.42
Step 17	20.32	26.81	23.30	21.72	20.48	19.08	17.64	21.72	24.52	15.30	12.70	12.83	13.14	12.71	13.78	12.63
Step 18	20.69	27.19	23.68	22.10	20.86	19.46	17.92	22.04	24.84	15.51	12.91	13.04	13.35	12.92	13.99	12.84
Step 19	21.06	27.57	24.06	22.48	21.24	19.84	18.20	22.36	25.16	15.72	13.12	13.25	13.56	13.13	14.20	13.05
Step 20	21.43	27.95	24.44	22.86	21.62	20.22	18.48	22.68	25.48	15.93	13.33	13.46	13.77	13.34	14.41	13.26
Step 21	21.80	28.33	24.82	23.24	22.00	20.60	18.76	23.00	25.80	16.14	13.54	13.67	13.98	13.55	14.62	13.47
Step 22	22.17	28.71	25.20	23.62	22.38	20.98	19.04	23.32	26.12	16.35	13.75	13.88	14.19	13.76	14.83	13.68
Step 23	22.54	29.09	25.58	24.00	22.76	21.36	19.32	23.64	26.44	16.56	13.96	14.09	14.40	13.97	15.04	13.89
Step 24	22.91	29.47	25.96	24.38	23.14	21.74	19.60	23.96	26.76	16.77	14.17	14.30	14.61	14.18	15.25	14.10
Step 25	23.28	29.85	26.34	24.76	23.52	22.12	19.88	24.28	27.08	16.98	14.38	14.51	14.82	14.39	15.46	14.31

Non-certified staff returning to the district within one (1) fiscal year to the same position will be placed on the salary step on which they were at the time of their departure.

Activities Department Memo

To: Mr. Triplett, Superintendent
From: Rob Davis, Activities Director
Re: Seeking final board approval for inclusion into the newly formed CMAC
Cc: Wade Norton, Susan Shaw
Date: May 1, 2019

Proposal:

Smith-Cotton has spent the last four years as the torchbearer for the development of a new conference. We are asking for approval to join the Central Missouri Activities Conference (CMAC) at the beginning of the 2020-2021 school year. The new conference will consist of the following schools: **Battle High School, Capital City High School, Helias High School, Hickman High School, Jefferson City High School, Rock Bridge High School, and Smith-Cotton High School.**

Background

2015-2016 – Rumors started swirling that the WCC was in jeopardy and likely to fold. This caused several teams from WCC to start looking for a new home. I reached out to several AD's inquiring about joining an existing conference or forming a new conference with no luck. We looked specifically at the possibility of joining the following conferences: MRVC, Suburban, NCMC, and Ozark. There was never any return interest for various reasons.

2016-2017 – Teams started to announce they were leaving the WCC. We tried to keep it together with remaining schools but by then we were down to four schools so it was time to move on. Reached out again to Columbia and JC. There was interest but not enough to get it going.

Spring 2017 – Jeff City passed bond issue to split into two High Schools. Reached out again and got much more interest. At the Athletic Director's Conference in April sat down with a few AD's and started hashing out a few details.

April 27, 2017 – First official conference meeting. Helias not in attendance yet. Discussed possibilities, potential schools to ask in, and benefits to conference affiliation.

November 7, 2017 – Met once again and started formulating ideas on what conference competition should look like. Helias invited to attend after expressing their interest to join earlier in the fall. Discussed fees and cost of running the conference. Left the meeting with everyone verbally on board, planning to seek approval to proceed from our school districts administration, and governing boards.

March 6, 2018 – Met again after receiving approval to proceed from schools. We discussed conference competition for all sports with particular attention given to individual sports. We developed a timeline to get us to a 2020-2021 inaugural year and discussed conference naming.

May 30, 2018 – Planning meeting at Battle High School gathering input from coaches and sponsors.

Fall of 2018 – Writing of the constitution and by-laws for the conference.

January 17, 2019 – Meeting to fine tune the draft of the constitution.

April 8, 2019 – Meeting to fine tune and approve a final draft of the constitution.

Remaining Timeline

- May 2019 – Receive final approval from our school boards or governing bodies for conference affiliation in the Central Activities Activities Conference (CMAC).
- Summer 2019-Summer 2020 - Schedule and Plan!
- 2020-2021 - Inaugural year of conference.

Benefits of Conference Affiliation

- Scheduling becomes easier with built in conference games.
- Addition of All-Conference and Academic All-Conference Awards provide more individual recognitions for our athletes/participants.
- Conference Coach of the Year awards provide more recognitions for coaches.
- Conference Championships potentially provide more attainable goals below the district and state level.
- Provides for developed relationships within the conference between players, between coaches and between administrators.
- Provides potential for deeper rivalries.
- Provide championships or culminating activities for our activity programs.
- Provides the opportunity to add emerging activities at the HS and JH levels.
- Provides a more stable sub-varsity schedule for all sports.

Submitted by: Rob Davis, CAA



SSD

Sedalia School District #200

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: May 13, 2019
RE: Intercom Systems Bid Recommendation

Please be advised of the following:

Bids have been received for the installation of Valcom intercom systems at Heber Hunt, Parkview, and Skyline. Envision Technologies presented the lowest qualified and installed bid.

Please see attached bid summary.

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

**SEDALIA SCHOOL DISTRICT #200
BID ANALYSIS REPORT**

Commodity: Intercom Systems - Heber Hunt, Parkview, Skyline

Bids Obtained by: Jim Allain

Date: 5-13-19

Vendor	Amount of Bid	Contact Person	Phone Number
<u>Envision Technologies</u>	<u>\$96,400.00</u>	<u>Matt Frost</u>	<u>913-491-1700</u>
<u>Tech Electronics</u>	<u>\$114,735.00</u>	<u>Dave Rotert</u>	<u>573-808-4227</u>
<u>TechTree</u>	<u>\$140,383.95</u>	<u>Rick Manweiler</u>	<u>417-425-1079</u>
<u>Nightwatch Security</u>	<u>n/a</u>	<u>Doug Spratley</u>	<u>660-827-3408</u>

Recommendation:

- Accept low qualified bid of:** Envision Technologies
- Accept local bid of:** _____
- Accept alternate bid of:** _____

Use of commodity: _____

Does this replace an existing district commodity? NO YES (explain)

Final approval Dr. Todd Fraley 5/13/2019
Date



ENVISION

TECHNOLOGY GROUP

PH: 913-491-1700 Fax: 913-491-1701

6985 West 153rd St, Overland Park, KS 66223

4/30/2019

Sedalia Public Schools Parkview Elementary Valcom Paging System

Subcontract Sum & Scope of Work

Prints Dated: NA

Sales Tax: Included - Excluded Wage Rates: Standard - Prevailing Wage

TOTAL QUOTE: **\$ 31,900.00**

Communications

All Work Will Follow the BICSI Standards and EIA/TIA 568A, 569A, 606 and 607 STANDARDS.

Base Bid:

- Install 1 Valcom Class Connection ES paging system.
- Install 63, category-5e home run cables for talkback and 1-way paging extensions.
- Install 41, 2'x2' lay in, talkback, ceiling speakers.
- Install 58, 2'x2' lay in, 1-way, ceiling speakers.
- Install 9, 5-watt marine horn speakers.
- Install 4, 1-way, wall mount speakers.
- Configure paging system to utilize existing voip phones for paging input.
- Program talkback and 1-way zones as needed for the building.
- Install 1, 3' wall mount equipment rack to house paging system head end equipment.
- Install additional j-hook pathways as needed.
- Install metal wire mold surface mounted raceway, or emt as needed to conceal speaker cabling in rooms without dropped ceiling.
- All cabling shall be terminated upon 66 blocks at the head end and remote interface locations.
- Install 1, 25pr feeder cable to create remote interconnection point in basement.

Not included in this scope:

1. No Sleeves



PH: 913-491-1700 Fax: 913-491-1701
6985 West 153rd St, Overland Park, KS 66223

4/30/2019

Sedalia Public Schools Skyline Elementary Valcom Paging System

Subcontract Sum & Scope of Work

Prints Dated: NA

Sales Tax: Included - Excluded Wage Rates: Standard - Prevailing Wage

TOTAL QUOTE: **\$32,500.00**

Communications

All Work Will Follow the BICSI Standards and EIA/TIA 568A, 569A, 606 and 607 STANDARDS.

Base Bid:

- Install 1 Valcom Class Connection ES paging system.
- Install 64, category-5e home run cables for talkback and 1-way paging extensions.
- Install 43, 2'x2' lay in, talkback, ceiling speakers.
- Install 58, 2'x2' lay in, 1-way, ceiling speakers.
- Install 10, 5-watt marine horn speakers.
- Install 4, 1-way, wall mount speakers.
- Configure paging system to utilize existing voip phones for paging input.
- Program talkback and 1-way zones as needed for the building.
- Install 1, 3' wall mount equipment rack to house paging system head end equipment.
- Install additional j-hook pathways as needed.
- Install metal wire mold surface mounted raceway, or emt as needed to conceal speaker cabling in rooms without dropped ceiling.
- All cabling shall be terminated upon 66 blocks at the head end and remote interface locations.
- Install 1, 25pr feeder cable to create remote interconnection point in basement.

Not included in this scope:

1. No Sleeves



ENVISION

TECHNOLOGY GROUP

PH: 913-491-1700 Fax: 913-491-1701

6985 West 153rd St, Overland Park, KS 66223

4/30/2019

Sedalia Public Schools Heber Hunt Elementary Valcom Paging System

Subcontract Sum & Scope of Work

Prints Dated: NA

Sales Tax: Included - Excluded Wage Rates: Standard - Prevailing Wage

TOTAL QUOTE: **\$ 32,000.00**

Communications

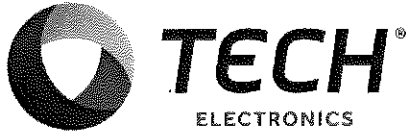
All Work Will Follow the BICSI Standards and EIA/TIA 568A, 569A, 606 and 607 STANDARDS.

Base Bid:

- Install 1 Valcom Class Connection ES paging system.
- Install 62, category-5e home run cables for talkback and 1-way paging extensions.
- Install 32, 2'x2' lay in, talkback, ceiling speakers.
- Install 46, 2'x2' lay in, 1-way, ceiling speakers.
- Install 7, 5-watt marine horn speakers.
- Install 9, 1-way, wall mount speakers.
- Configure paging system to utilize existing voip phones for paging input.
- Program talkback and 1-way zones as needed for the building.
- Install 1, 3' wall mount equipment rack to house paging system head end equipment.
- Install additional j-hook pathways as needed.
- Install metal wire mold surface mounted raceway, or emt as needed to conceal speaker cabling in rooms without dropped ceiling.
- All cabling shall be terminated upon 66 blocks at the head end and remote interface locations.
- Install 1, 100pr feeder cable to create remote interconnection point on first floor.

Not included in this scope:

1. No Sleeves



SUBMISSION

Page: 1
Date: 5/5/2019
0116336-01D

The Power of Connection and Protection®

Mr. Jim Allain
Sedalia School District #200
2806 Matthew Dr.
Sedalia, MO 65301

Project: Sedalia School District #200
Valcom intercom quotes for elementary schools

email: allainj@sedalia200.org

FAX 660-827-8938

Tech Electronics of Columbia, Inc. (Tech) is pleased to offer for sale the described goods and/or merchandise and/or service upon the terms set out herein:

The Objective:

THIS QUOTE IS BASED ON BEING A TURN KEY INSTALLATION BY TECH ELECTRONICS. Tech will furnish the material and professional labor services as detailed in this Submission for a Valcom Class Connection Intercom System for the turnkey solution based on our interpretation of the request for bidders advertisement and conversations with Jim Allain during the walkthrough of Parkview Elementary School. Tech Electronics will provide all cable, run all cable, install all speakers, and connect all speaker to the cables that will terminate at the head end. Tech will install all head end components and make final connections to the pulled cables. Tech Electronics will also place and secure all exterior and gym speaker protective cages. Tech will connect intercom system to the Mitel phone system. The school will provide a data drop and 120 vac at the head end location. Head end location will be in custodian closet as discussed with Mr. Allain.

Parkview Elementary-Turn Key-Tech Electronics installed

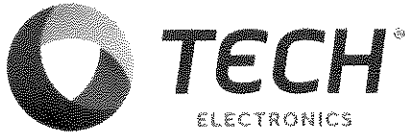
QuantityDescription

- 1 Card Cage, 9 Position, Rack Mount 7RU, w/ Power Harness
- 1 Board, CPU, 4 Ports, 5.0 Rev.
- 1 Cable, Back Plane, 9 Position
- 3 Card, Expansion, 24 Point, Talkback
- 18 One Way Paging Adapter
- 3 Power Supply, 6 Amp, Positive 24VDC
- 2 Shelf, 2RU, for 2 Switching Power Supplies
- 1 Administrative Telephone
- 38 Call In Switch w/ Volume Control
- 46 2x2 Lay-In Ceiling Speaker, Talkback w/ Volume Preset Taps
- 46 Mounting, Trim, For Speakers (V-1422, V-9022A, V-9028) Pack Of 10
- 1 Talkback Speaker, White Vinyl, w/ White Grill Cloth
- 69 Speaker, Ceiling, Lay in, 2'X2', w/ Backbox (Self Amplified)
- 69 Mounting, Trim, For Speakers (V-1422, V-9022A, V-9028) Pack Of 10
- 12 8" Amplified Wall Speaker, Metal, Black/Gray & Paintable (Self Amplified)
- 2 Horn, Self Amplified, 5 Watt, Beige

Please see last page of this submission for customer acceptance.

Tech Electronics of Columbia, Inc.

1406 Rangeline St., Columbia, MO 65201 . (573) 875-1516 . Fax:(573) 874-0055 . www.techelectronics.com



SUBMISSION

Page: 2

Date: 5/5/2019

0116336-01D

The Power of Connection and Protection[®]

- 2 Protective Cage, for Paging Horn
- 6 Outdoor Speaker
- 1 Speaker, Ceiling, Lay in, 2'X2', w/ Backbox (Self Amplified)
- 5 Mounting, Trim, For Speakers (V-1422, V-9022A, V-9028) Pack Of 10

MITEL PHONE CONNECTION

- 1 VoIP Gateway, 4 Ports, 10Mb LAN, 100Mb LAN
- 1 5000 License SIP Trunk
- 1 Cord, Patch, 3', Cat 5E, Grey
- 1 Cable, Connector, 25PR, Male-Female, 25'

Scope of Work by Tech Electronics:

TOTAL purchase price includes equipment, installation, consultation, one time checkout of intercom system.

TOTAL PURCHASE PRICE \$37,413.00

Clarifications/Scope of Work by Others:

CHECKOUT & TEST:

It is Tech Electronics responsibility to test each device, verify its proper operation and replace with proper working device if necessary. Defective devices shall be exchanged for repaired or new devices and furnished by Tech free of charge unless such defect is due to improper use or abuse.

EQUIPMENT RELEASE:

Because of escalating prices and manufacturer's policies of "pricing in effect at time of shipment", all equipment must be ordered and released for shipment within 90 days of signed submission date.

As a special service to its customers, Tech will warehouse the equipment at no extra charge past the 90 days limit if so desired, provided full payment for the warehoused equipment has been received.

FREIGHT:

Freight allowances are based on standard surface carriers and standard delivery timelines. If air freight or other special shipping arrangements are required for any reason, they will be furnished as an extra charge to this submission upon written request from the Electrical Contractor.

TECH NORMAL WORK HOURS:

NOTE: Unless noted otherwise herein, this Submission is based on all work by Tech being performed on Monday through Friday between the hours of 7:00AM to 4:30PM. If work needs to be performed outside of these hours and/or during holidays for any reason, it will be performed on a time and material basis at Tech's current overtime labor rates as an extra to this Submission.

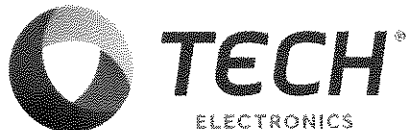
INSTALLED LOCATION OF ELECTRONIC COMPONENTS:

The End User Customer will furnish a safe and environmentally appropriate location for all electronic components as required by Tech and the respective product manufacturer.

Please see last page of this submission for customer acceptance.

Tech Electronics of Columbia, Inc.

1406 Rangeline St., Columbia, MO 65201 . (573) 875-1516 . Fax:(573) 874-0055 . www.techelectronics.com



SUBMISSION

Page: 3

Date: 5/5/2019

0116336-01D

The Power of Connection and Protection[®]

WARRANTY:

This Submission includes a one (1) year material warranty from the date of installation completion or first beneficial use by the End User Customer, whichever occurs first. Material warranty will be provided by Tech Electronics per our Submission's terms and conditions. Job-site labor warranty to be provided by the installing party/contractor. Tech's warranty covers only material listed on this Submission and furnished and/or installed by Tech Electronics.

All warranty work by Tech Electronics, Inc. to be performed on Monday through Friday between the hours of 8:00AM to 4:30PM. If work needs to be performed outside of these hours and/or during holidays for any reason, it will be performed by Tech Electronics on a time and material basis as an extra to this Submission at Tech Electronics' current rate differential between the normal and overtime labor rates plus the minimum overtime service call-out charges.

This warranty does not apply to any products which have been installed incorrectly by the installing party/contractor and/or subjected to mishandling, improper use, or abuse. Please refer to Submission for additional terms, conditions, clarifications, and limitations of warranty.

SKILLED AND TRAINED WORKERS:

In order to maintain the respective product's warranty, skilled workers who have been trained to perform such work must perform all installation, wiring connections, and/or service to equipment provided by Tech. Tech reserves the right to void all warranties on any equipment where work has been performed by personnel who are not approved by Tech to perform such work.

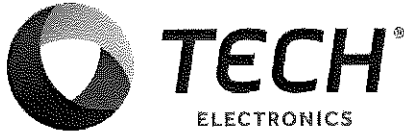
CAUTION:

Although the entire System and related components will be installed and programmed in phase one of this project, it is imperative that, during the subsequent phases whereby additions and/or changes are made to the system, the respective Manufacturer's installation and operation instructions be followed exactly and precisely to prevent damage to the existing system and all existing components. Any service that may be required to the existing system due to such damage, mishandling, improper use, or abuse, is not covered by any warranty and can be performed on a time and material basis at Tech's current labor rates as an extra to this Submission.

Please see last page of this submission for customer acceptance.

Tech Electronics of Columbia, Inc.

1406 Rangeline St., Columbia, MO 65201 . (573) 875-1516 . Fax:(573) 874-0055 . www.techelectronics.com



SUBMISSION

Page: 1
Date: 5/5/2019
0116336-01E

The Power of Connection and Protection[®]

Mr. Jim Allain
Sedalia School District #200
2806 Matthew Dr.
Sedalia, MO 65301

Project: Sedalia School District #200
Valcom intercom quotes for elementary schools

email: allainj@sedalia200.org

FAX 660-827-8938

Tech Electronics of Columbia, Inc. (Tech) is pleased to offer for sale the described goods and/or merchandise and/or service upon the terms set out herein:

The Objective:

THIS QUOTE IS BASED ON BEING A TURN KEY INSTALLATION BY TECH ELECTRONICS. Tech will furnish the material and professional labor services as detailed in this Submission for a Valcom Class Connection Intercom System for the turnkey solution based on our interpretation of the request for bidders advertisement and conversations with Jim Allain during the walkthrough of Skyline Elementary School. Tech Electronics will provide all cable, run all cable, install all speakers, and connect all speaker to the cables that will terminate at the head end. Tech will install all head end components and make final connections to the pulled cables. Tech Electronics will also place and secure all exterior and gym speaker protective cages. Tech will connect intercom system to the Mitel phone system. The school will provide a data drop and 120 vac at the head end location. Head end location will be in custodian closet as discussed with Mr. Allain.

Skyline Elementary-Turn Key-Tech Electronics install

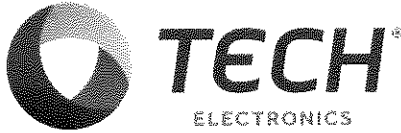
QuantityDescription

- 1 Card Cage, 9 Position, Rack Mount 7RU, w/ Power Harness
- 1 Board, CPU, 4 Ports, 5.0 Rev.
- 1 Cable, Back Plane, 9 Position
- 3 Card, Expansion, 24 Point, Talkback
- 18 One Way Paging Adapter
- 3 Power Supply, 6 Amp, Positive 24VDC
- 2 Shelf, 2RU, for 2 Switching Power Supplies
- 1 Administrative Telephone
- 41 Call In Switch w/ Volume Control
- 46 2x2 Lay-In Ceiling Speaker, Talkback w/ Volume Preset Taps
- 46 Mounting, Trim, For Speakers (V-1422, V-9022A, V-9028) Pack Of 10
 - 1 Talkback Speaker, White Vinyl, w/ White Grill Cloth
- 69 Speaker, Ceiling, Lay in, 2'X2', w/ Backbox (Self Amplified)
- 69 Mounting, Trim, For Speakers (V-1422, V-9022A, V-9028) Pack Of 10
- 12 8" Amplified Wall Speaker, Metal, Black/Gray & Paintable (Self Amplified)
- 2 Horn, Self Amplified, 5 Watt, Beige

Please see last page of this submission for customer acceptance.

Tech Electronics of Columbia, Inc.

1406 Rangeline St., Columbia, MO 65201 . (573) 875-1516 . Fax:(573) 874-0055 . www.techelectronics.com



The Power of Connection and Protection™

- 2 Protective Cage, for Paging Horn
- 6 Outdoor Speaker
- 1 2x2 Lay-In Ceiling Speaker, Talkback w/ Volume Preset Taps
- 1 Speaker, Ceiling, Lay in, 2'X2', w/ Backbox (Self Amplified)
- 4 Mounting, Trim, For Speakers (V-1422, V-9022A, V-9028) Pack Of 10

MITEL PHONE CONNECTION

- 1 VoIP Gateway, 4 Ports, 10Mb LAN, 100Mb LAN
- 1 5000 License SIP Trunk
- 1 Cord, Patch, 3', Cat 5E, Grey
- 1 Cable, Connector, 25PR, Male-Female, 25'

Scope of Work by Tech Electronics:

TOTAL purchase price includes equipment, consultation, installation and one time checkout of intercom system and randomly selected devices.

TOTAL PURCHASE PRICE

\$37,369.00

Clarifications/Scope of Work by Others:

CHECKOUT & TEST:

It is Tech Electronics responsibility to test each device, verify its proper operation and replace with proper working device if necessary. Defective devices shall be exchanged for repaired or new devices and furnished by Tech free of charge unless such defect is due to improper use or abuse.

EQUIPMENT RELEASE:

Because of escalating prices and manufacturer's policies of "pricing in effect at time of shipment", all equipment must be ordered and released for shipment within 90 days of signed submission date.

As a special service to its customers, Tech will warehouse the equipment at no extra charge past the 90 days limit if so desired, provided full payment for the warehoused equipment has been received.

FREIGHT:

Freight allowances are based on standard surface carriers and standard delivery timelines. If air freight or other special shipping arrangements are required for any reason, they will be furnished as an extra charge to this submission upon written request from the Electrical Contractor.

TECH NORMAL WORK HOURS:

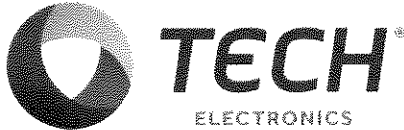
NOTE: Unless noted otherwise herein, this Submission is based on all work by Tech being performed on Monday through Friday between the hours of 7:00AM to 4:30PM. If work needs to be performed outside of these hours and/or during holidays for any reason, it will be performed on a time and material basis at Tech's current overtime labor rates as an extra to this Submission.

INSTALLED LOCATION OF ELECTRONIC COMPONENTS:

Please see last page of this submission for customer acceptance.

Tech Electronics of Columbia, Inc.

1406 Rangeline St., Columbia, MO 65201 . (573) 875-1516 . Fax:(573) 874-0055 . www.techelectronics.com



SUBMISSION

Page: 3

Date: 5/5/2019

0116336-01E

The Power of Connection and Protection™

The End User Customer will furnish a safe and environmentally appropriate location for all electronic components as required by Tech and the respective product manufacturer.

WARRANTY:

This Submission includes a one (1) year material warranty from the date of installation completion or first beneficial use by the End User Customer, whichever occurs first. Material warranty will be provided by Tech Electronics per our Submission's terms and conditions. Job-site labor warranty to be provided by the installing party/contractor. Tech's warranty covers only material listed on this Submission and furnished and/or installed by Tech Electronics.

All warranty work by Tech Electronics, Inc. to be performed on Monday through Friday between the hours of 8:00AM to 4:30PM. If work needs to be performed outside of these hours and/or during holidays for any reason, it will be performed by Tech Electronics on a time and material basis as an extra to this Submission at Tech Electronics' current rate differential between the normal and overtime labor rates plus the minimum overtime service call-out charges.

This warranty does not apply to any products which have been installed incorrectly by the installing party/contractor and/or subjected to mishandling, improper use, or abuse. Please refer to Submission for additional terms, conditions, clarifications, and limitations of warranty.

SKILLED AND TRAINED WORKERS:

In order to maintain the respective product's warranty, skilled workers who have been trained to perform such work must perform all installation, wiring connections, and/or service to equipment provided by Tech. Tech reserves the right to void all warranties on any equipment where work has been performed by personnel who are not approved by Tech to perform such work.

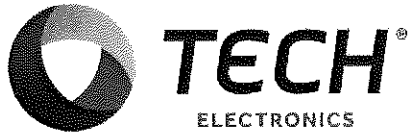
CAUTION:

Although the entire System and related components will be installed and programmed in phase one of this project, it is imperative that, during the subsequent phases whereby additions and/or changes are made to the system, the respective Manufacturer's installation and operation instructions be followed exactly and precisely to prevent damage to the existing system and all existing components. Any service that may be required to the existing system due to such damage, mishandling, improper use, or abuse, is not covered by any warranty and can be performed on a time and material basis at Tech's current labor rates as an extra to this Submission.

Please see last page of this submission for customer acceptance.

Tech Electronics of Columbia, Inc.

1406 Rangeline St., Columbia, MO 65201 . (573) 875-1516 . Fax:(573) 874-0055 . www.techelectronics.com



SUBMISSION

Page: 1

Date: 5/5/2019

0116336-01F

The Power of Connection and Protection[®]

Mr. Jim Allain
Sedalia School District #200
2806 Matthew Dr.
Sedalia, MO 65301

Project: Sedalia School District #200
Valcom intercom quotes for elementary schools

email: allainj@sedalia200.org

FAX 660-827-8938

Tech Electronics of Columbia, Inc. (Tech) is pleased to offer for sale the described goods and/or merchandise and/or service upon the terms set out herein:

The Objective:

THIS QUOTE IS BASED ON BEING A TURN KEY INSTALLATION BY TECH ELECTRONICS. Tech will furnish the material and professional labor services as detailed in this Submission for a Valcom Class Connection Intercom System for the turnkey solution based on our interpretation of the request for bidders advertisement and conversations with Jim Allain during the walkthrough of Heber Hunt Elementary School. Tech Electronics will provide all cable, run all cable, install all speakers, and connect all speaker to the cables that will terminate at the head end. Tech will install all head end components and make final connections to the pulled cables. Tech Electronics will also place and secure all exterior and gym speaker protective cages. Tech will connect intercom system to the Mitel phone system. The school will provide a data drop and 120 vac at the head end location. Head end location will be in custodian closet as discussed with Mr. Allain.

Heber Hunt-Turn Key-Tech Electronics install

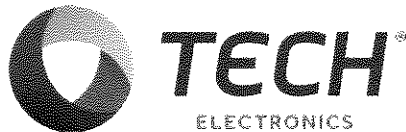
QuantityDescription

- 1 Card Cage, 9 Position, Rack Mount 7RU, w/ Power Harness
- 1 Board, CPU, 4 Ports, 5.0 Rev.
- 1 Cable, Back Plane, 9 Position
- 3 Card, Expansion, 24 Point, Talkback
- 18 One Way Paging Adapter
- 3 Power Supply, 6 Amp, Positive 24VDC
- 2 Shelf, 2RU, for 2 Switching Power Supplies
- 1 Administrative Telephone
- 36 Call In Switch w/ Volume Control
- 41 2x2 Lay-In Ceiling Speaker, Talkback w/ Volume Preset Taps
- 41 Mounting, Trim, For Speakers (V-1422, V-9022A, V-9028) Pack Of 10
- 7 Talkback Speaker, White Vinyl, w/ White Grill Cloth
- 62 Speaker, Ceiling, Lay in, 2'X2', w/ Backbox (Self Amplified)
- 15 8" Amplified Wall Speaker, Metal, Black/Gray & Paintable (Self Amplified)
- 62 Mounting, Trim, For Speakers (V-1422, V-9022A, V-9028) Pack Of 10
- 2 Horn, Self Amplified, 5 Watt, Beige

Please see last page of this submission for customer acceptance.

Tech Electronics of Columbia, Inc.

1406 Rangeline St., Columbia, MO 65201 . (573) 875-1516 . Fax:(573) 874-0055 . www.techelectronics.com



SUBMISSION

Page: 2
Date: 5/5/2019
0116336-01F

The Power of Connection and Protection™

- 2 Protective Cage, for Paging Horn
- 6 Outdoor Speaker
- 1 2x2 Lay-In Ceiling Speaker, Talkback w/ Volume Preset Taps
- 7 Mounting, Trim, For Speakers (V-1422, V-9022A, V-9028) Pack Of 10

MITEL PHONE CONNECTION

- 1 VoIP Gateway, 4 Ports, 10Mb LAN, 100Mb LAN
- 1 5000 License SIP Trunk
- 1 Cord, Patch, 3', Cat 5E, Grey
- 1 Cable, Connector, 25PR, Male-Female, 25'

Scope of Work by Tech Electronics:

TOTAL purchase price includes equipment, consultation, one time checkout of Fire Alarm Control Panel and randomly selected devices, one wiring layout drawing per Electrical Contractor's conduit or cable routing, and typical device connection drawings.

TOTAL PURCHASE PRICE \$39,953.00

Clarifications/Scope of Work by Others:

CHECKOUT & TEST:

It is Tech Electronics responsibility to test each device, verify its proper operation and replace with proper working device if necessary. Defective devices shall be exchanged for repaired or new devices and furnished by Tech free of charge unless such defect is due to improper use or abuse.

EQUIPMENT RELEASE:

Because of escalating prices and manufacturer's policies of "pricing in effect at time of shipment", all equipment must be ordered and released for shipment within 90 days of signed submission date.

As a special service to its customers, Tech will warehouse the equipment at no extra charge past the 90 days limit if so desired, provided full payment for the warehoused equipment has been received.

FREIGHT:

Freight allowances are based on standard surface carriers and standard delivery timelines. If air freight or other special shipping arrangements are required for any reason, they will be furnished as an extra charge to this submission upon written request from the Electrical Contractor.

TECH NORMAL WORK HOURS:

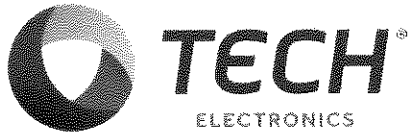
NOTE: Unless noted otherwise herein, this Submission is based on all work by Tech being performed on Monday through Friday between the hours of 7:00AM to 4:30PM. If work needs to be performed outside of these hours and/or during holidays for any reason, it will be performed on a time and material basis at Tech's current overtime labor rates as an extra to this Submission.

INSTALLED LOCATION OF ELECTRONIC COMPONENTS:

Please see last page of this submission for customer acceptance.

Tech Electronics of Columbia, Inc.

1406 Rangeline St., Columbia, MO 65201 . (573) 875-1516 . Fax:(573) 874-0055 . www.techelectronics.com



SUBMISSION

Page: 3

Date: 5/5/2019

0116336-01F

The Power of Connection and Protection[®]

The End User Customer will furnish a safe and environmentally appropriate location for all electronic components as required by Tech and the respective product manufacturer.

WARRANTY:

This Submission includes a one (1) year material warranty from the date of installation completion or first beneficial use by the End User Customer, whichever occurs first. Material warranty will be provided by Tech Electronics per our Submission's terms and conditions. Job-site labor warranty to be provided by the installing party/contractor. Tech's warranty covers only material listed on this Submission and furnished and/or installed by Tech Electronics.

All warranty work by Tech Electronics, Inc. to be performed on Monday through Friday between the hours of 8:00AM to 4:30PM. If work needs to be performed outside of these hours and/or during holidays for any reason, it will be performed by Tech Electronics on a time and material basis as an extra to this Submission at Tech Electronics' current rate differential between the normal and overtime labor rates plus the minimum overtime service call-out charges.

This warranty does not apply to any products which have been installed incorrectly by the installing party/contractor and/or subjected to mishandling, improper use, or abuse. Please refer to Submission for additional terms, conditions, clarifications, and limitations of warranty.

SKILLED AND TRAINED WORKERS:

In order to maintain the respective product's warranty, skilled workers who have been trained to perform such work must perform all installation, wiring connections, and/or service to equipment provided by Tech.

Tech reserves the right to void all warranties on any equipment where work has been performed by personnel who are not approved by Tech to perform such work.

CAUTION:

Although the entire System and related components will be installed and programmed in phase one of this project, it is imperative that, during the subsequent phases whereby additions and/or changes are made to the system, the respective Manufacturer's installation and operation instructions be followed exactly and precisely to prevent damage to the existing system and all existing components. Any service that may be required to the existing system due to such damage, mishandling, improper use, or abuse, is not covered by any warranty and can be performed on a time and material basis at Tech's current labor rates as an extra to this Submission.

Please see last page of this submission for customer acceptance.

Tech Electronics of Columbia, Inc.

1406 Rangeline St., Columbia, MO 65201 . (573) 875-1516 . Fax:(573) 874-0055 . www.techelectronics.com

Techtree Partners LLC

210 S Market Ave, Ste 128

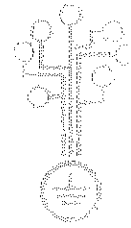
Springfield, MO 65806

(417) 425-1079

rick.manweiler@techtreepartners.com

www.techtreepartners.com

Estimate



Techtree

cabling | wireless | security

<p>PROJECT</p> <p>Sedalia Schools</p>

PROJECT #	DATE	EXPIRATION DATE
1363	05/03/2019	06/03/2019

JOB NAME

Sadalia Schools- Valcom sys

DESCRIPTION	QTY	UNIT	AMOUNT
Install cabling and equipment for three Valcom intercom systems into Sedalia schools Skyline, Heber Hunt, and Parkview. This turnkey bid is for all materials, punch downs, configuration, and training.			
INSTALL APPROXIMATELY 347 SPEAKERS. SPEAKER PLACEMENT BASED ON OWNER PROVIDED PRINTS.			
LABOR	1	87,390.00	87,390.00
PAGING:VALVEWRK 4POS WALL RACK AND POWER HARNESSECPU5A SYS CPU CARD W/2 V-SLC CARDS 1 HR MS	3	2,261.42	6,784.26
VALVECPU5A SYS CPU CARD W/ 2 V-SLC CARDS 1 HR MS	3	2,261.42	6,784.26
VALVC40R4 MULTIPATH 4 POSITION BACKPLANE CABLE	3	105.62	316.86
VALVETCM INTERCOM EXPANSION CARD	9	1,166.10	10,494.90
VALVC6124P MULTIPATH POWER SUPPLY	14	205.28	2,873.92
VALVLPT MULTIPATH ONE WAY PAGAING ADAPTER	44	206.64	9,092.16
VALV1030C 5-WATT HORN	9	95.90	863.10
VALV1030M 5-WATT MARINE HORN	23	108.04	2,484.92
VALVECTLA2 2X2 LAY IN SPEAKER W/TALK BACK	120	47.35	5,682.00
VALVE9022A2 2X2 LAY IN SPEAKER	170	0.3130588	53.22
VALV1071 TALKBACK METAL WALL SPEAKER	19	2.1089474	40.07
VALV9010W SURFACE MOUNT VANDAL-RESISTANT SPEAKER	4	36.5125	146.05
VALVTBAR T-BAR FOR LAY IN	300	0.0051	1.53
16/2 CMP SHEILDED	23	287.50	6,612.50
3/4" J-HOOK	300	1.40	420.00
STI FIRE CAULK	20	17.21	344.20

TOTAL

\$140,383.95



SSD

Sedalia School District #200

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; Mr. Steve Triplett
FROM: Dr. Fraley
DATE: May 13, 2019
RE: SECURITY SYSTEM UPGRADE

Please see the attached bid and recommendation for your approval. Nightwatch Security submitted the only qualified bid for the facilities upgrades as established in the project's RFP.

Nightwatch Security Inc. has bid the cost for purchase and installation of security system upgrades at all additional Sedalia School District facilities at \$259,319.83. This quote includes updating all buildings to the same security systems including additional cameras, software, panic buttons, keyless electronic entry, door sensors, and ongoing monitoring fees totaling \$3,593.66 monthly.

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

SEDALIA SCHOOL DISTRICT #200
BID ANALYSIS REPORT

Commodity: Security Systems - upgrades to all buildings

Bids Obtained by: Dr. Todd Fraley

Date: 5-13-19

Vendor	Amount of Bid	Contact Person	Phone Number
<u>Nightwatch</u>	<u>\$259,319.83</u>	<u>Doug Spratley</u>	<u>660-827-3408</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

Recommendation:

- Accept low qualified bid of: Nightwatch Security
- Accept local bid of: _____
- Accept alternate bid of: _____

Use of commodity: Security

Does this replace an existing district commodity? NO YES (explain)

Final approval _____ Date _____



NIGHTWATCH SECURITY & TELEPHONE, L.L.C.

2211 West Main ♦ Sedalia, MO 65301

Phone: 660-827-3408 / 800-462-1996 ♦ Fax: 660-827-3498

May 1, 2019

Dr. Todd Fraley
Sedalia School District #200
Sedalia, MO 65301

"Security Systems"

School Security Improvements

Grand Totals:

Improvements; Security	\$ 99,246.92
Improvements; Video	<u>\$ 160,072.91</u>
Total:	\$ 259,319.83
Monitoring; Security	\$ 439.89/mo*
Service Agreement; Alarm	\$ 600.00/mo*
Service Agreement; Video	\$ 1,953.89/mo*
Connect One Software Agreement	<u>\$ 599.88/mo*</u>
Total:	\$ 3,593.66/mo*

**Receive 1 month discount for paying yearly (monthly rate x's 11 for yearly rate.)*

Broken Down by Building:

Administrative Offices

Improvements	\$ 0
Monitoring	\$ 39.99/mo*
Service Agreement; Alarm	\$ 20.00/mo*

Heber Hunt Elementary

Improvements; Security	\$ 11,750.98
Improvements; Video	\$ 15,239.00
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 60.00/mo*
Service Agreement; Video	\$ 49.00/mo*
Connect One Software Agreement	\$ 44.99/mo*

Horace Mann Elementary	
Improvements; Security	\$ 11,750.98
Improvements; Video	\$ 10,566.00
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 60.00/mo*
Service Agreement; Video	\$ 35.00/mo*
Connect One Software Agreement	\$ 44.99/mo*
Parkview Elementary	
Improvements; Security	\$ 12,400.00
Improvements; Video	\$ 15,190.00
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 60.00/mo*
Service Agreement; Video	\$ 49.00/mo*
Connect One Software Agreement	\$ 44.99/mo*
Skyline Elementary	
Improvements; Security	\$ 12,400.00
Improvements; Video	\$ 15,190.00
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 60.00/mo*
Service Agreement; Video	\$ 49.00/mo*
Connect One Software Agreement	\$ 44.99/mo*
Washington Elementary	
Improvements; Security	\$ 11,750.98
Improvements; Video	\$ 15,239.00
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 60.00/mo*
Service Agreement; Video	\$ 49.00/mo*
Connect One Software Agreement	\$ 44.99/mo*
Pettis County Early Childhood	
Improvements; Security	\$ 9,425.99
Improvements; Video	\$ 9,897.91
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 60.00/mo*
Service Agreement; Video	\$ 31.50/mo*
Connect One Software Agreement	\$ 44.99/mo*
Sedalia Middle School	
Improvements; Security	\$ 12,243.00
Improvements; Video	\$ 18,119.00
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 60.00/mo*
Service Agreement; Video	\$ 318.98/mo*
Connect One Software Agreement	\$ 54.99/mo*

Smith-Cotton Junior High School	
Improvements; Security	\$ 1,078.00
Improvements; Video	\$ 28,167.00
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 60.00/mo*
Service Agreement; Video	\$ 513.47/mo*
Connect One Software Agreement	\$ 74.99/mo*
Smith-Cotton Junior High (Video Server for Elementary)	\$ 4,335.00
Service Agreement; Video	\$ 29.99/mo*
Smith-Cotton High School	
Improvements; Security	\$ 659.00
Improvements; Video	\$ 10,468.00
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 60.00/mo*
Service Agreement; Video	\$ 779.95/mo*
Connect One Software Agreement	\$ 74.99/mo*
Whittier Alternative High School	
Improvements; Security	\$ 10,082.00
Improvements; Video	\$ 8,132.00
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 60.00/mo*
Service Agreement; Video	\$ 21.00/mo*
Connect One Software Agreement	\$ 44.99/mo*
Maintenance Warehouse	
Improvements; Security	\$ 5,705.99
Improvements; Video	\$ 9,530.00
Monitoring; Security	\$ 39.99/mo*
Service Agreement; Alarm	\$ 40.00/mo*
Service Agreement; Video	\$ 28.00/mo*
Connect One Software Agreement	\$ 39.99/mo*


 Doug Spratley
 NIGHTWATCH SECURITY & TELEPHONE, LLC

References:

Sacred Heart School
Marlo Siron
416 W 3rd St,
Sedalia, MO 65301

Bothwell Regional Health Center
Randy Smith
601 E 14th St,
Sedalia, MO 65301

Kingsville R-I Schools
Lorna Warren
101 E Adriatic St,
Kingsville, MO 64061



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/27/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Crawford-Butz & Associates 9700 Mackenzie Road Suite 120 St. Louis, MO 63123	CONTACT NAME: Megan Kuhns	INSURER(S) AFFORDING COVERAGE INSURER A: LLOYD'S OF LONDON	NAIC # A0965
	PHONE (A/C, No, Ext): (314) 752-2500 FAX (A/C, No): E-MAIL ADDRESS: megan.kuhns@crawfordbutz.com		
INSURED Nightwatch Security & Telephone LLC 2211 W Main St Sedalia, MO 65301	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

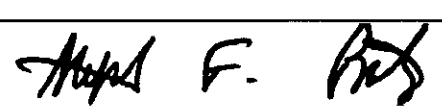
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR W/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PROFESSIONAL LIAB GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			OPL 00392-2	11/24/2018	11/24/2019	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Professional Liability	\$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	ANY AUTO						BODILY INJURY (Per person)	\$
	OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	HIRE AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SEDALIA SCHOOL DISTRICT #200 2806 MATTHEW DRIVE SEDALIA, MO 65301	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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NIGHSEC-02

S3JEANNA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/18/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance & Benefits Group 404 W Broadway Blvd Sedalia, MO 65301	CONTACT NAME: PHONE (A/C, No, Ext): (660) 827-2224 E-MAIL ADDRESS: jeanna@ibgagent.com	FAX (A/C, No): (660) 827-1785
	INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: Technology Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Nightwatch Security & Telephone LLC 2211 West Main St. Sedalia, MO 65301		

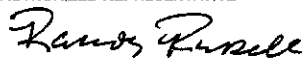
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EBA 0128979	04/28/2018	04/28/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ENP 0128979	04/28/2018	04/28/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			TWC3621732	04/30/2018	04/30/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Install / Bldg Risk-			ENP 0128979	04/28/2018	04/28/2019	Inst Fltr \$ 48,475

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER CANCELLATION

CERTIFICATE HOLDER Sedalia School District #200 2806 Matthew Drive Sedalia, MO 65301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

REQUEST FOR PROPOSALS
SCHOOL SECURITY IMPROVEMENTS

April 8, 2019

Sedalia School District 200 2806 Matthews Drive Sedalia, MO 65301

www.sedalia200.org

Phone: (660-829-6450) Fax: (660-827-8938)

ISSUE DATE: April 8, 2019

PROPOSALS DUE DATE/TIME: May 6, 2019, 10:00 a.m.

By Hand, U.S. Mail, or Private Courier. Please quote ON THIS SOLICITATION or your attached letterhead your best offer as specified below. PLEASE DO NOT FAIL TO SIGN AND DATE YOUR OFFER.

Issued by: Todd Fraley, Assistant Superintendent Telephone: 660-829-6450

Email: fraleyt@sedalia200.org

Sedalia Public Schools is conducting a competitive bid process to select the most qualified contractor to furnish, install, warrant and train staff in the operation of an improved security and camera systems. The system includes cameras, software, door sensors, panic buttons, card access, remote access capabilities using the current OpenEye and Connect One operating systems for full integration, and ongoing 24/7 monitoring services for all eleven (11) of our school locations. Sealed Proposals shall be received by no later than **Monday, May 6th at 10:00 a.m.** The most qualified contractors will be selected for oral presentations at a later date. It is desired that all work shall be completed by **July 30, 2019.**

Background:

The Sedalia School District is located in Sedalia, MO and consists of nine educational centers serving approximately 5200 students. Sedalia is located at the crossroads of Highway 50 and 65 just 18 miles south of Interstate 70 in Mid-Missouri. The district is now operating OpenEye camera software systems in every building and Connect One security alarm services at both the junior and senior high schools. The district seeks to expand upon this current system at all district locations.

Site locations: (11)

Administrative Offices	2806 Matthew Drive	65301-7981
Heber Hunt Elementary School	600 South Warren	65301-3957
Horace Mann Elementary School	1100 W. 16 th	65301-7010
Parkview Elementary School	1901 South New York	65301-7806
Skyline Elementary School	2505 West 32 nd Street	65301-
Washington Elementary School	610 South Engineer	65301-4734
Pettis County Early Childhood	2255 S. Ingram	65301-8119
Sedalia Middle School	2205 S. Ingram	65301-8119
Smith-Cotton Junior High School	312 E. Broadway	65301-5855
Smith-Cotton High School	2010 Tiger Pride Blvd.	65301-8601
Whittier Alternative High School	907 E. 16 th Street	65301-7733

Washington Elementary School..... 610 South Engineer

Command processor; exterior door sensors; camera installation at each exterior entrance, outside main entrance, parking lot, and playground; panic button system installation; system will include 3 magnetic lock door systems with keyless entry capabilities.

Pettis County Early Childhood.....2255 S. Ingram

Command processor; exterior door sensors; camera installation at each exterior entrance, outside main entrance, parking lot, and playground; panic button system installation; system will include 3 magnetic lock door systems with keyless entry capabilities.

Sedalia Middle School.....2205 S. Ingram

Command processor; exterior door sensors; camera installation at each exterior entrance, outside main entrance, parking lot, and playground; panic button system installation; system will include 3 magnetic lock door systems with keyless entry capabilities.

Smith-Cotton Junior High School.....312 E. Broadway

Installation and licensing of 10 additional cameras.

Smith-Cotton High School.....2010 Tiger Pride Blvd.

Installation and licensing of 26 additional cameras.

Whittier Alternative High School.....907 E. 16th Street

Command processor; exterior door sensors; camera installation at each exterior entrance, outside main entrance, and parking lot; panic button system installation; system will include 3 magnetic lock door systems with keyless entry capabilities.

Maintenance Warehouse.....1411 Waterloo Drive

Command processor; exterior door sensors; camera installation and licensing at each exterior entrance with keyless entry



PETTIS COUNTY EARLY CHILDHOOD COOPERATIVE

2255 S. Ingram, Sedalia, Missouri 65301 Phone: 660-827-8955 Fax: 660-827-8957

GRACE KENDRICK
Principal

MEMO

MEMBER DISTRICTS

Pettis Co. R-V
Hughesville, MO

LaMonte R-IV
LaMonte, MO

Smithton R-VI
Smithton, MO

Green Ridge R-VIII
Green Ridge, MO

Pettis Co. R-XII
(Dresden)
Sedalia, MO

Sedalia #200
Sedalia, MO

TO: Steve Triplett
FROM: Grace Kendrick
DATE: May 3, 2019
RE: **Personnel**

Due to the recent purchase of an additional van for transportation of the early childhood students, I am requesting Board approval to add a position of a driver for this van. The cost of this position will be paid through DESE funds.

Please contact me if you have any questions.

Thank you.

PROVIDING
SERVICES FOR

Early Childhood
Special Education
Title One Preschool

and

Parents As Teachers



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

To: Board of Education and Mr. Triplett

From: Chris Pyle

Nancy L. Scott, Ed. D.
Assistant Superintendent

Date: May 13, 2019

Re: Copy Paper Bids

Christopher Pyle, Ed. S.
Assistant Superintendent

Attached you will find information and a bid analysis regarding our recent bid process for District wide copy paper. We received bids from seven different vendors.

Todd Fraley Ed. D.
Assistant Superintendent

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

Clayton Paper & Dist. Inc. out of St. Joseph, MO has the lowest bid of \$74,477.20. The District has purchased from Clayton Paper & Dist. Inc. in the past and have been pleased with their product and service. The bid is for 2680 total cases at \$27.99 per case. This also includes orders totaling 920 cases for Otterville, Lamonte, Smithton, Stover and Windsor.

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

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

My recommendation is to accept the low bid of \$74,477.20 from Clayton Paper & Dist. Inc.

Bob Satnan, B.A.
Communications Director

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

Missouri Model District
www.sedalia200.org

Sedalia #200 is an
equal opportunity and
affirmative action employer

SEDALIA SCHOOL DISTRICT #200
BID ANALYSIS REPORT

Commodity: Paper Bid

Bids Obtained by: Richie Simons

Date: April 24, 2019

Vendor	Amount of Bid	Contact Person	Phone Number
Clayton Paper & Dist. Inc	\$74,477.20	Jim Clayton	800-364-0228
Contract Paper Group	\$75,656.40	Pina Serpico	800-563-5739
Liberty Paper	\$75,736.80	Kristen Perez	866-507-2737
Schrieffer's	\$77,586.00	David Wilde	573-636-7412
Staples	\$79,998.00	John Tsikoudakis	303-873-8011
Education Plus	\$80,641.20	Sarah Golliday	314-692-1235
Quill	\$88,413.20	Conni Montrose	800-634-4809

Recommendation:

- Accept low qualified bid of: Clayton Paper \$74,477.20
- Accept local bid of: _____
- Accept alternate bid of: _____

Use of commodity: District copy paper

Does this replace an existing district commodity? NO YES (explain)

Replacing consumable items

Final approval _____

_____ Date

Copy Paper Bid
April 24, 2019
2:00 p.m.

	Case	Total
<u>Education Plus</u>		
One delivery	\$30.09	\$80,641.20
Three deliveries	\$30.09	\$80,641.20
<u>Quill</u>		
One delivery	\$32.99	\$88,413.20
Three deliveries	\$32.99	\$88,413.20
<u>Staples</u>		
One delivery	\$29.85	\$79,998.00
Three deliveries	\$30.99	\$83,053.20
<u>CPG (Contact Paper Group)</u>		
One delivery	\$28.23	\$75,656.40
Three deliveries	\$32.30	\$86,564.00
<u>Clayton Paper</u>		
One delivery	\$27.79	\$74,477.20
Three deliveries	\$32.32	\$86,617.60
<u>Schrieffer's</u>		
One delivery	\$28.95	\$77,586.00
Three deliveries	\$28.95	\$77,586.00
<u>Liberty Paper</u>		
One delivery	\$28.26	\$75,736.80
Three deliveries	\$27.86	\$74,664.80

Quantity	Description	Total Price
2680 Cases	Xerographic Bond Paper, size 8 1/2" x 11", 20# long grain, white, low lint content. Standard 92 brightness. Price per case/letter size (10 ream case, 5000 sheets) 40 cases to pallet Forklift and pallet jack available Lift gate is not necessary	

Price per case for 3 deliveries Total: \$86,617.60 (32.32 per cs)

Price per case for 1 delivery Total: \$74,477.20 (27.79 per cs)

**PAPER MUST WORK THROUGH OUR LARGE MACHINES INVOLVING OUR PRINT SHOP.
THE VENDOR THAT IS AWARDED THE PAPER BID WILL BE REQUESTED TO SUPPLY SAMPLE.**

PAPER THAT IS DELIVERED INFERIOR OR DAMAGED WILL NOT BE ACCEPTED.

Company Name Clayton Paper & Distribution Inc
Address 1302 South 58th Street St Joseph MO 64507
Contact Person Jim Clayton
Phone # 800-364-0228

Quantity	Description	Total Price
2680 Cases	Xerographic Bond Paper, size 8 1/2" x 11", 20# long grain, white, low lint content. Standard 92 brightness.	
	Price per case/letter size (10 ream case, 5000 sheets) 40 cases to pallet Forklift and pallet jack available Lift gate is not necessary	

Price per case for 3 deliveries \$ 32.30/cs. Total: \$86,564.00

Price per case for 1 delivery \$ 28.23/cs Total: \$75,656.40

* IF 1 delivery, must be received (delivered) by end of July 2019.

PAPER MUST WORK THROUGH OUR LARGE MACHINES INVOLVING OUR PRINT SHOP.
THE VENDOR THAT IS AWARDED THE PAPER BID WILL BE REQUESTED TO SUPPLY SAMPLE.

PAPER THAT IS DELIVERED INFERIOR OR DAMAGED WILL NOT BE ACCEPTED.

Company Name Contract Paper Group
 Address 1519 Boettler Rd Unit B, Uniontown, OH 44685
 Contact Person Pina Serpico Pserpico@cpqbids.com
 Phone # (800)563-5739 ext 4235

Also available - Natural Choice \$26.39/case for 1 delivery or
 \$30.29/case for 3 deliveries.

Pricing includes delivery - customer will unload - TO ONE location. If 1 delivery is requested, delivery is to take place by end of July 2019. If ~~two~~ ^{three} deliveries, all are to be complete by June 2020.

Quantity	Description	Total Price
2680 Cases	Xerographic Bond Paper, size 8 1/2" x 11", 20# long grain, white, low lint content. Standard 92 brightness. Price per case/letter size (10 ream case, 5000 sheets) 40 cases to pallet Forklift and pallet jack available Lift gate is not necessary	

Price per case for 3 deliveries Total: $\$28.26/\text{CASE} = \$75,736.80$

Price per case for 1 delivery Total: $\$27.86/\text{CASE} = \$74,664.80$

PAPER MUST WORK THROUGH OUR LARGE MACHINES INVOLVING OUR PRINT SHOP.
THE VENDOR THAT IS AWARDED THE PAPER BID WILL BE REQUESTED TO SUPPLY SAMPLE.

PAPER THAT IS DELIVERED INFERIOR OR DAMAGED WILL NOT BE ACCEPTED.

Company Name LIBERTY PAPER
Address 5025 HAMPTON ST LOS ANGELES CA 90058
Contact Person KRISTEN PEREZ
Phone # 866-507-2737 x 2102

Quantity Description Total Price

2680 Cases Xerographic Bond Paper,
size 8 1/2" x 11", 20# long grain,
white, low lint content. Standard 92 brightness.

Price per case/letter size (10 ream case, 5000 sheets)
40 cases to pallet
Forklift and pallet jack available
Lift gate is not necessary

Price per case for 3 deliveries

Total: \$ 28.⁹⁵

Price per case for 1 delivery

Total: \$ 28.⁹⁵

see Terms for
order dates

PAPER MUST WORK THROUGH OUR LARGE MACHINES INVOLVING OUR PRINT SHOP.
THE VENDOR THAT IS AWARDED THE PAPER BID WILL BE REQUESTED TO SUPPLY SAMPLE.

PAPER THAT IS DELIVERED INFERIOR OR DAMAGED WILL NOT BE ACCEPTED.

Company Name Schriefers Office Equipment
Address 215 Metro Drive Jefferson City Mo. 65109
Contact Person David Wilde david@schriefersoffice.com
Phone # 573-636-7412

Bid as specified

Made in USA

member sedalia chamber

Quantity	Description	Total Price
2680 Cases	Xerographic Bond Paper, size 8 1/2" x 11", 20# long grain, white, low lint content. Standard 92 brightness.	
	Price per case/letter size (10 ream case, 5000 sheets) 40 cases to pallet Forklift and pallet jack available Lift gate is not necessary	
Price per case for 3 deliveries	\$30.99	Total: <u>\$83,053.20</u>
Price per case for 1 delivery	\$29.85	Total: <u>\$79,998.00</u>

Please note that one full truckload = 840 Cases. 1 Delivery would be 3 shipments of 840 cases and 1 shipment of 160 cases.

**PAPER MUST WORK THROUGH OUR LARGE MACHINES INVOLVING OUR PRINT SHOP.
 THE VENDOR THAT IS AWARDED THE PAPER BID WILL BE REQUESTED TO SUPPLY SAMPLE.**

PAPER THAT IS DELIVERED INFERIOR OR DAMAGED WILL NOT BE ACCEPTED.

Company Name Staples Contract & Commercial LLC

Address 10249 Church Ranch Way, Westminster, CO 80021.

Contact Person John Tsikoudakis

Phone # (303) 873-8011 Email: StaplesPublicBidsDesk@Staples.com

Sedalia School District #200
 Paper Bid 2019-2020
 Page 3

Quantity	Description	Total Price
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2680 Cases	Xerographic Bond Paper, size 8 1/2" x 11", 20# long grain, white, low lint content. Standard 92 brightness.	
------------	---	--

Price per case/letter size (10 ream case, 5000 sheets)
 40 cases to pallet
 Forklift and pallet jack available
 Lift gate is not necessary

Price per case for 3 deliveries	Total: <u>\$30.09</u> , \$75,826.80 \$89,641.20
Price per case for 1 delivery	Total: <u>\$30.09</u> , \$25,275.60 \$26,880.40

PAPER MUST WORK THROUGH OUR LARGE MACHINES INVOLVING OUR PRINT SHOP.
THE VENDOR THAT IS AWARDED THE PAPER BID WILL BE REQUESTED TO SUPPLY SAMPLE.

PAPER THAT IS DELIVERED INFERIOR OR DAMAGED WILL NOT BE ACCEPTED.

Company Name Education Plus
 1460 Craig Road
 St Louis, MO 63146

Address _____

Contact Person Sarah Golliday [Signature]

Phone # 314-692-1235

Quantity	Description	Total Price
2680 Cases	Xerographic Bond Paper, size 8 1/2" x 11", 20# long grain, white, low lint content. Standard 92 brightness. Price per case/letter size (10 ream case, 5000 sheets) 40 cases to pallet $32.99 \times 40 = 1319.60$ Forklift and pallet jack available Lift gate is not necessary	32.99 CASE 2680 CASES x 32.99 = 88413.20

Price per case for 3 deliveries SAME AS ABOVE Total: $32.99 \times 2680 \text{ cases} = 88,413.20$
 Price per case for 1 delivery SAME AS ABOVE Total: $32.99 \times 2680 \text{ cases} = 88,413.20$

PAPER MUST WORK THROUGH OUR LARGE MACHINES INVOLVING OUR PRINT SHOP.
THE VENDOR THAT IS AWARDED THE PAPER BID WILL BE REQUESTED TO SUPPLY SAMPLE.

PAPER THAT IS DELIVERED INFERIOR OR DAMAGED WILL NOT BE ACCEPTED.

Company Name CDW III LLC
 Address 100 Scriver rd Lincolnshire, IL 60069
 Contact Person CONNIE MONTROSE BID TEAM MGR.
 Phone # 800.634.4805

AFFIDAVIT OF PUBLICATION

(Space above for recording information)

STATE OF MISSOURI) ss.
COUNTY OF PETTIS)

I, William D. Weibert, being duly sworn according to law, state that I am the Publisher of The Sedalia Democrat a daily newspaper of general circulation in the County of Pettis, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Sedalia, Missouri, the city of publication, which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers, voluntarily engaged as such who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provision of Section 493.050, Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri 2000.

The affixed notice appeared in said newspaper for one time as follows:

1st Insertion: Vol.	<u>151</u>	No. <u>88</u>	<u>13th</u> day of <u>April</u>	<u>20</u> <u>19</u>
2nd Insertion: Vol.	_____	No. _____	_____ day of _____	20 _____
3rd Insertion: Vol.	_____	No. _____	_____ day of _____	20 _____
4th Insertion: Vol.	_____	No. _____	_____ day of _____	20 _____
5th Insertion: Vol.	_____	No. _____	_____ day of _____	20 _____
6th Insertion: Vol.	_____	No. _____	_____ day of _____	20 _____
7th Insertion: Vol.	_____	No. _____	_____ day of _____	20 _____

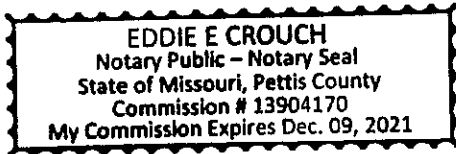
Signed *William D. Weibert*

Subscribed and sworn to before me this 15th
April 20 19

Eddie E. Crouch
Eddie E. Crouch, Notary Public

My commission expires 12-09-2021

NOTICE TO BIDDERS
The Sedalia School District #200 is now accepting bids on copy paper for the 2019-2020 school year. For more information, please contact the District Office at 2806 Matthew Drive, Sedalia, MO 65301, 660-829-6450. Sealed bids marked "Paper Bid" will be received at the District Office until 2:00 p.m. on Wednesday, April 24, 2019. Sedalia School District #200 reserves the right to refuse and/or reject any or all bids.
1x-4/13, 2019





SEDALIA SCHOOL DISTRICT #200

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

May 13, 2019

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

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer

To: Board of Education

From: Mr. Triplett

Re: Early Childhood Design Plan

Attached in your packet and presented by Jay Berendzen and Dennis Paul is the design plans for the Early Childhood building. I would like to thank the committee for their work in reaching what we believe to be an exceptional design plan that meets both current and future needs of our staff and students.

I am asking for your approval of the presented plans so that we may move forward in the construction process.

Sedalia School District 200
Study – New Early Childhood Center



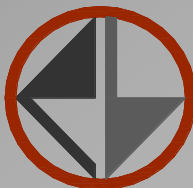
PORTER, BERENDZEN & ASSOCIATES, P.C.

305 EAST BROADWAY - SUITE A

ASHLAND, MISSOURI

573.657.2022

JAY BERENDZEN * JON BERENDZEN



Overall Aerial Image



Enlarged Site Plan



SCALE: 1" = 100'-0"



New Early Childhood Center
Sedalia 200 School District - Sedalia, MO

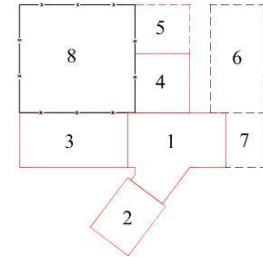
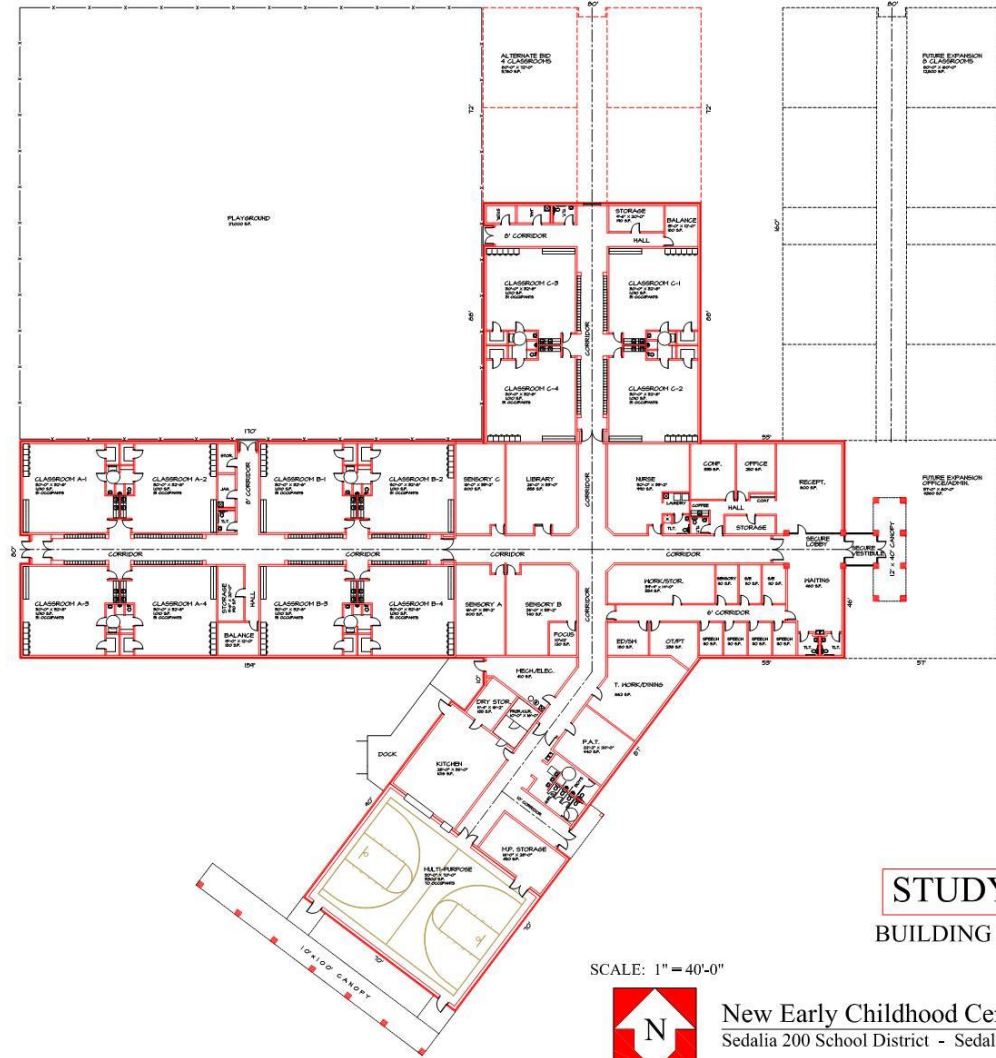
05-13-2019

STUDY "D"
SITE STUDIES

PORTER, BERENDZEN & ASSOCIATES
ARCHITECTS
ASHLAND, MISSOURI



Study – Building Plan



BUILDING AREAS:

Early Childhood :	
1	Core Area - 14,150 s.f.
2	Gym/Kitchen - 6,350 s.f.
3	Class Wing - 12,500 s.f.
4	Class Wing - 7,000 s.f.
Total - 40,000 s.f.	
5	Alternate Bid - 4 CR 5,700 s.f.
6	Future Wing - 8 CR 12,500 s.f.
7	Future Office/Admin. 4,500 s.f.
8	Playground - 27,000 s.f.

STUDY "D" BUILDING STUDIES

SCALE: 1" = 40'-0"



New Early Childhood Center
Sedalia 200 School District - Sedalia, MO

5-13-2019



PORTER, BERENDZEN & ASSOCIATES
ARCHITECTS
ASHLAND, MISSOURI



Project Budget Estimate

Sedalia School District #200

Sedalia, MO

2019 - 2020 Facility Improvements

Compiled by Septagon Construction, Dennis Paul

Early Childhood Facility only No Administration Study "D" dated 5-13-19

Concept Budget for **new 40,000 SF** Building by SCHS

Description	Area	Unit	\$	Preliminary Budget
New Early Childhood at Main level (\$165 to \$230/SF)	SF	40,200	\$ 185	\$ 7,437,000
Unfinished Space at Main level (\$70 to \$120/SF)	SF	-	\$ 90	\$ -
New Space at Basement level (\$70 to \$160/SF)	SF	-	\$ 100	\$ -
Exterior Canopy Areas (\$80 to \$150/SF)		2,000	\$ 100	\$ 200,000
Hardened Space for Storm Shelter (estimated @ \$60/SF)		4,125	\$ 60	\$ 247,500
Site Improvements				\$ 1,482,286
Design Fees @ 7%				\$ 655,675
Contingency @ 5%				\$ 468,339
Furnishings		?		
Other Items		?		
First Pass Budget w/out movable furnishings, data systems, and phones:				\$ 10,490,800
Total Area:		40,200		

REVISED Schedule:

Board Approval to Proceed with Schematic Design: May 13, 2019

Board Approval of elevations, Schematic Design, and approval to proceed on bid documents: June 24, 2019

Bid Documents: September 2019 (Phase bidding? - TBD)

Bid Date: October 2019

Contract Awards: October 2019

Construction: November 2019 to May 2021 (18 months)

Owner Occupancy: Estimated in Summer 2021

Dennis Paul
5-6-19

5-6-19



Sedalia School District #200

Board Meeting Schedule

Date	Time	Location
July 22, 2019	6:30 pm	Smith-Cotton High School Commons Area
August 5, 2019	6:30 pm	Smith-Cotton Junior High School
August 26, 2019	6:15 pm	Smith-Cotton High School Commons Area Tax Rate Hearing
August 26, 2019	6:30 pm	Smith-Cotton High School Commons Area
September 23, 2019	6:30 pm	Smith-Cotton High School Commons Area
October 14, 2019	6:30 pm	Horace Mann Elementary
October 28, 2019	6:30 pm	Smith-Cotton High School Commons Area
November 25, 2019	6:30 pm	Parkview Elementary
December 16, 2019	6:30 pm	Smith-Cotton High School Commons Area
January 13, 2020	6:30 pm	Skyline Elementary
January 27, 2020	6:30 pm	Smith-Cotton High School Heckart
February 24, 2020	6:30 pm	Heber Hunt Elementary
March 9, 2019	6:30 pm	Washington Elementary
March 30, 2019	6:30 pm	Sedalia Middle School
April 20, 2020	6:30 pm	Smith-Cotton High School Heckart
May 11, 2020	6:30 pm	Whittier High School
May 16, 2020	6:30 pm	Mathewson Exhibition Center (Commencement)
June 29, 2020	6:30 pm	Smith-Cotton High School Heckart

Board Meeting & Work Session Schedule for School Year 2018-19



All Start at 6:30 pm

Schedule Updated as of April 16, 2018

Work Session	Board Meeting
July 2018 – None	July 23, 2018 – Horace Mann Elementary
August 2018 – None	August 27, 2018 – Smith-Cotton Junior High Library
September 24, 2018 (combined with Board Meeting)	September 24, 2018 – Heber Hunt Elementary
October 22, 2018 – (combined with Board Meeting)	October 22, 2018 – Smith-Cotton High School
November 26, 2018 (combined with Board Meeting)	November 26, 2018 – Parkview Elementary
December 17, 2018 – (combined with Board Meeting)	December 17, 2018 – Smith-Cotton High School Heckart Performing Arts Center
January 14, 2019 – Smith-Cotton Junior High	January 28, 2019 – Skyline Elementary
February 11, 2019 – Sedalia Middle School	February 25, 2019 - Whittier High School
March 25, 2019 – (combined with Board Meeting)	March 25, 2019 – Washington Elementary
April 15, 2019 – (combined with Board Meeting)	April 15, 2019 – Smith-Cotton High School Commons Area
May 13, 2019 (combined with Board Meeting)	May 13, 2019 – Smith-Cotton High School
	May 18, 2019 – Smith-Cotton High School Graduation Mathewson Exhibition Center
June 2019 – None **	June 24, 2019 Smith-Cotton High School Heckart Performing Arts Center

** Holiday, summer, and MSBA meeting exceptions

MSBA Fall Conference schedule, September 27 – 30, 2019

MSBA Regional Meeting schedule – Spring: May 1, 2018; Fall: August TBD



SSD

Sedalia School District #200

7.2

*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: Mr. Triplett & Board of Education

FROM: Nancy Scott

DATE: May 13, 2019

RE: Regulation 4710

Attached is a revised regulation that will allow us to charge certified staff for late resignations based on a percentage of their salary. The changes are in bold and underlined.

If you have any questions, please feel free to contact me at 829-6464. Thank you.

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer

Regulation 4710 Resignation: Certified Staff

Permanent Teachers

1. Permanent teachers must submit written notice of their intent to resign or retire on or before June 15 of each school year.
2. Permanent teachers who provide written notice of the intent to resign or retire after June 1 of a school year have no legal right to be released from their contracts.
3. Requests to resign or retire after June 15 will be considered by the Board of Education on an individual basis.
4. The factors to be considered in determining whether a permanent teacher shall be released after June 1 include but are not limited to the following:
 - a. The time of year the notice of resignation or retirement is received, and the effective date of the resignation or retirement;
 - b. The difficulty in locating a qualified replacement for the teacher due to the subject area, time of year, or other factors regarding the subject and/or grade level taught;
 - c. The disruption to the educational process, even if a suitable replacement is found;
 - d. Whether the reason for the request constitutes good cause, hardship, or other appropriate justification for release from the contract.

Probationary Teachers

1. Once a probationary teacher has signed a contract individually approved by the Board of Education, that contract is binding for the school year identified therein.
2. Requests to resign or retire after a probationary contract has been signed will be considered by the Board of Education on an individual basis.
3. The factors to be considered in determining whether a probationary teacher shall be released after signing a probationary contract are identical to those in No. 4 above

Contracted employees may be released from their contracts only by vote of the Board of Education. There is no provision for automatic release upon the payment of liquidated damages.

1. As a general rule, contracted employees will not be released solely because they have been offered or have accepted a different employment opportunity.
2. Contracted employees who abandon their contracts without consent of the Board of Education will be subject to legal action under law and Board Policy, including but not limited to, possible revocation of the contracted employee's certificate of license to teach.
3. Contracted employees who are released from their contracts by consent of the Board will be subject to liquidated damages in return for such release in accordance with the following schedule:
 - a. Resignation or retirement after June 15, but before July 1: \$500 change to **2.75% of annual salary**
 - b. Resignation or retirement after July 1, but before August 1: \$1,000 change to **5.5% of annual salary**
 - c. Resignation or retirement after August 1, but before September 1: \$1,500 change to **8.15% of annual salary**
 - d. Resignation after September 1: \$1,750 change to **13.5% of annual salary**
4. Absent unusual circumstances, the liquidated damages must be submitted to the district via cashier's check prior to any vote to release the contracted employee from his or her contract.
5. If the contracted employee's request is denied, the liquidated damages submitted to the district pending the Board vote will be returned to the contracted employee promptly.



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

To: Board of Education and Mr. Triplett

From: Dr. Todd Fraley

Nancy L. Scott, Ed. D.
Assistant Superintendent

Date: May 13, 2019

Re: P/R 3440 and P 4530

Christopher Pyle, Ed. S.
Assistant Superintendent

Todd Fraley Ed. D.
Assistant Superintendent

Attached you will find Sedalia Policy and Reg 3440 – Travel Reimbursement is missing the Federal Award Program language added in January 2017. I am attaching MCE Masters for your reference. Mr. Mickes recommends this language be added to the policy and regulation.

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

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

Policy 4530 is missing the following sentence, “Employees driving District owned or subsidized vehicles are not covered by this policy when driving such District owned vehicles to or from the home or to or from the work station.” Mr. Mickes recommends this language.

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

Bob Satnan, B.A.
Communications Director

Missouri Model District
www.sedalia200.org

Sedalia #200 is an
equal opportunity and
affirmative action employer

FINANCIAL OPERATION

Policy 3440 **(Regulation 3440)**

Accounting and Reporting

Travel and Reimbursement

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

Federal Award Programs

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

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

PERSONNEL SERVICES

Policy 4530

Compensation

Workers' Compensation Benefits

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by the District according to the Workers' Compensation Law of the State of Missouri ("the Law"). **Employees driving District owned or subsidized vehicles are not covered by this policy when driving such District owned vehicles to or from the home or to or from the work station.** Absence from duty resulting from a work-related injury will be compensated according to the Law. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick leave or vacation benefits under this policy, except with respect to those employees whose average weekly wage as defined by the Law ("average weekly wage") exceeds the actual wage necessary to obtain the maximum total disability rate as defined by the Law ("maximum wage").

In addition to the benefits for temporary total disability allowed under the Law, an employee whose average weekly wage at the time of the work-related injury exceeds the maximum wage at the time of the work-related injury will receive in wages the difference between the employee's average weekly wage and the maximum wage during the time period such employee is entitled to temporary total disability benefits under the Law. This additional benefit provided herein does not affect an employee's wage rate for purposes of permanent disability benefits.

FINANCIAL OPERATION

Regulation 3440

Accounting and Reporting

Travel and Reimbursement

Travel Expense Allowance

Upon approval of the Superintendent, employees may be authorized to attend conferences, meetings, conventions, etc. When full expenses are allowed, they shall be deemed to include registration, transportation fees, lodging and meals.

Each employee allowed travel expenses shall file with the Superintendent/designee an itemized account of expenses; he/she may request an advance of estimated expenses subject to adjustment upon filing of the itemized account. Each employee shall submit to the Superintendent/designee such other reports as may be required.

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

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

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

Reimbursement Policies

1. Mileage reimbursement is not authorized between home and office/base school.
2. Employees who travel directly from home to other than office/base school on official business are entitled to a mileage allowance of the distance in excess of that from home to office/base school. The same policy is applicable to return trips. In this case a reimbursement request must show that all mileage excludes round trip mileage from home to office/base school.
3. Employees who travel from school to school on official duty are authorized mileage from the first to the last school visited subject to the restrictions outlined in the paragraph above.
4. When transportation is performed by privately owned vehicle, mileage is authorized at an annually determined rate, subject to provisions of the following paragraph.

5. When private transportation can be pooled, the driver of the vehicle is authorized reimbursement at the annually determined rate. When transportation pooling is not desired by the individuals concerned, each traveler will be limited to an equal share of the annually determined rate per mile.
6. In performing necessary local travel, personnel will use the most direct well-traveled route between any two points. Claims for mileage reimbursement will be for actual miles driven based on odometer readings.

Federal Award Programs

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

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

Such documentation may include any or all of the following:

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

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



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

To: Board of Education and Mr. Triplett

From: Chris Pyle

Nancy L. Scott, Ed. D.
Assistant Superintendent

Date: May 13, 2019

Re: District Five-Year Maintenance Plan

Christopher Pyle, Ed. S.
Assistant Superintendent

Enclosed you will find an updated Sedalia School District #200 five-year Maintenance Plan. This list includes larger maintenance projects in which we are presently aware of that may need to be addressed in the next five years. This list is used as a guide and some of the items may be moved up or down depending upon the budget and projects that may need to take precedence.

Todd Fraley Ed. D.
Assistant Superintendent

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

As always, there will be unforeseen situations not on this list that are certain to arise that will need to be addressed.

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

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

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

Bob Satnan, B.A.
Communications Director

Missouri Model District
www.sedalia200.org

Sedalia #200 is an
equal opportunity and
affirmative action employer

SEDALIA SCHOOLS #200
5-YEAR Maintenance Plan

Revised 4/4/19 CP

YEAR	BUILDING		Cost Estimate	Completed
2018-19	SMS	2" cap staff parking lot	\$ 80,000.00	completed
	SCHS	PLTW remodel	\$ 400,000.00	completed
	Park	2" cap Parkview playground	\$ 100,000.00	completed
	District	Replace maintenance vehicle	\$ 20,000.00	completed
	District	Sidewalk repair	\$ 15,000.00	
	SMS	2" cap on track	\$ 35,000.00	completed
	Skyline	Remodel basement classroom	\$ 3,000.00	completed
	SMS	Roof repair front NW area	\$ 60,000.00	
	HM/JH/HS	Gym floors	\$ 6,000.00	completed
	HM/wash	Replace doors	\$ 90,000.00	
	District	Intercom system	\$ 15,000.00	
	District	Camera system	\$ 15,000.00	
	SCJH	Guidance Office remodel	\$ 150,000.00	
	HM/Wash	Replace doors	\$ 90,000.00	
	SCHS	Main Gym floor refinished and painted	\$ 40,000.00	
	SCHS	Bleacher maintenance	\$ 20,000.00	
	SCJH	Replace roof over Band room	\$ 150,000.00	
	Whittier	Replace roof over Front Entrance offices	\$ 40,000.00	
	WSH	HVAC additions	\$ 40,000.00	
	SMS	Playground	\$ 50,000.00	
	District	Maintenance Warehouse	\$ 278,706.00	completed

	PKV	Restroom addition in basement	\$ 10,000.00	
	SCHS	Roof maintenance and waterproofing	\$ 15,000.00	
		TOTAL	\$ 1,722,706.00	
2019-20	District	Replace maintenance vehicle	\$ 25,000.00	
	HM/JH/HS	Gym floors	\$ 6,000.00	
	HM/Whitt	Tuck pointing	\$ 90,000.00	
	SCHS	2" cap on student/staff lot	\$ 200,000.00	
	SMS	Replace gym bleachers	\$ 300,000.00	
	JH	Replace roof of gym	\$ 250,000.00	
	District	Sidewalk repair	\$ 15,000.00	
	SCHS	FACS room remodel	\$ 160,000.00	
	SKY/PKV	Replace doors	\$ 90,000.00	
	HH	Electrical upgrade	\$ 300,000.00	
	District	Security Offices	\$ 100,000.00	
		TOTAL	\$ 1,536,000.00	
2020-21	District	Gym floors	\$ 8,000.00	
	District	Sidewalk repair	\$ 15,000.00	
	Skyline	Replace exterior doors	\$ 45,000.00	
	Parkview	Replace exterior doors	\$ 45,000.00	
	JH	Replace roof of main building	\$ 250,000.00	
	HH	Tuck pointing	\$ 50,000.00	
	JH	Tuck pointing of main building	\$ 50,000.00	
	Wash	Tuck pointing	\$ 30,000.00	

	JH	Window replacement	\$	400,000.00	
	SMS	Tile main hallway	\$	20,000.00	
	WSH	Update plumbing	\$	250,000.00	
	District	Replace maintenance vehicle	\$	25,000.00	
		TOTAL	\$	1,188,000.00	
2021-22	District	Replace maintenace vehicle	\$	25,000.00	
	District	Sidewalk repair	\$	15,000.00	
	District	Gym floors	\$	10,000.00	
	HM/Wash	Replace windows	\$	400,000.00	
	HS?JH	Bleacher repair	\$	30,000.00	
	Wash	Pave gravel lot	\$	100,000.00	
	SMS	Replace sidewalks	\$	100,000.00	
	HH	Replace exterior doors	\$	45,000.00	
		TOTAL	\$	725,000.00	
2022-23	District	Replace maintenace vehicle	\$	25,000.00	
	District	Sidewalk repair	\$	15,000.00	
	District	Gym floors	\$	10,000.00	
	HM/Wash	Replace windows	\$	400,000.00	
	HS?JH	Bleacher repair	\$	30,000.00	
	Wash	Pave gravel lot	\$	100,000.00	
	SCJH	Replace exterior doors	\$	60,000.00	
	HH/SCJH	Sidewalk replacement	\$	400,000.00	
	District	Seal lots	\$	125,000.00	

	SCHS	Replace parking lot	\$ 300,000.00	
	WSH	Replace windows	\$ 200,000.00	
		TOTAL	\$ 1,665,000.00	
		GRAND TOTAL	\$ 6,836,706.00	



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

TO: Board of Education

Nancy L. Scott, Ed. D.
Assistant Superintendent

FROM: Becky Brownfield and Devon Gilmore

DATE: May 7, 2019

Christopher Pyle, Ed. S.
Assistant Superintendent

SUBJECT: CURRICULUM APPROVAL

Todd Fraley Ed. D.
Assistant Superintendent

Below are the links to the updated curriculum for elementary social studies, elementary science, secondary social studies, and secondary personal finance.

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

[elementary social studies and science curriculum](#)

[secondary social studies curriculum](#)

[secondary personal finance curriculum](#)

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

With the transition to Missouri Learning Standards (MLS), we have been revising and realigning curriculum. Social studies, science, and personal finance are the last of core content areas to be approved. We are asking the board to approve the objectives and the alignment to the Missouri Learning Standards/Show Me Standards.

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

Bob Satnan, B.A.
Communications Director

Missouri Model District
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SEDALIA SCHOOL DISTRICT #200

8.2

PROPORTIONAL ATTENDANCE RATE - 2018-2019

Standard 4 - 90% of the students will attend 90% of the time

School	Date	A	Proportional Attendance Rate	B	%	C	%	D	%	Adjusted Enrollment < 85.0%	%
		Total Adjusted Enrollment		(1 point) Adjusted Enrollment at 90-100%		(.5 point) Adjusted Enrollment at 87.5-89.9%		(.25 point) Adjusted Enrollment at 85-87.4%			
Heber Hunt Elem	9/10/2018	442.00	93.90	408.36	92.39	10.82	2.45	5.00	1.13	17.82	4.03
	10/8/2018	442.91	94.50	405.33	91.52	22.39	5.06	8.00	1.81	7.19	1.62
	11/7/2018	442.56	94.95	410.46	92.75	15.04	3.40	8.86	2.00	8.20	1.85
	12/7/2018	443.46	94.76	407.80	91.96	20.47	4.62	8.70	1.96	6.49	1.47
	1/9/2019	445.16	94.18	403.79	90.71	27.02	6.07	7.77	1.75	6.58	1.48
	2/8/2019	446.08	94.65	408.62	91.60	21.97	4.93	10.39	2.33	5.10	1.14
	3/8/2019	447.06	94.75	411.37	92.02	20.75	4.64	7.30	1.63	7.64	1.70
	4/7/2019	447.61	94.39	410.82	91.78	18.83	4.21	9.10	2.03	8.86	1.97
	5/7/2019	447.96	94.19	408.02	91.08	22.66	5.06	10.31	2.30	0.00	0.00
Horace Mann Elem	9/10/2018	259.75	89.20	228.11	87.82	6.18	2.38	2.00	0.77	23.46	9.03
	10/8/2018	261.57	94.83	244.04	93.30	6.00	2.29	4.00	1.53	7.53	2.88
	11/7/2018	262.08	92.47	235.79	89.97	8.77	3.35	8.69	3.32	8.83	3.37
	12/7/2018	260.09	92.53	233.44	89.75	10.50	4.04	7.84	3.01	8.31	3.19
	1/9/2019	260.59	93.55	237.16	91.01	10.22	3.92	6.02	2.31	7.19	2.75
	2/8/2019	260.35	92.79	234.98	90.26	9.68	3.72	7.00	2.69	8.69	3.34
	3/8/2019	262.20	92.69	235.94	89.98	10.33	3.94	7.67	2.93	8.26	3.15
	4/7/2019	263.41	92.51	235.34	89.34	13.29	5.05	6.79	2.58	7.99	3.03
	5/7/2019	264.43	93.17	238.72	90.28	12.54	4.74	5.55	2.10	0.00	0.00
Parkview Elem	9/10/2018	489.52	93.31	453.52	92.65	5.00	1.02	3.00	0.61	28.00	5.72
	10/8/2018	491.13	94.00	451.65	91.96	18.00	3.67	4.00	0.81	17.48	3.56
	11/7/2018	489.68	93.40	443.81	90.63	23.85	4.87	6.40	1.31	15.62	3.19
	12/7/2018	488.43	93.18	440.33	90.15	24.80	5.08	9.50	1.95	13.80	2.82
	1/9/2019	487.76	93.71	445.94	91.43	17.31	3.55	9.90	2.03	14.61	3.00
	2/8/2019	485.55	93.49	441.89	91.01	20.55	4.23	7.11	1.46	16.00	3.29
	3/8/2019	485.05	94.16	446.37	92.03	17.74	3.66	6.00	1.24	14.94	3.08
	4/7/2019	483.93	93.51	437.59	90.42	25.07	5.18	9.64	1.99	11.63	2.40
	5/7/2019	482.83	94.19	441.76	91.49	21.95	4.55	8.25	1.71	0.00	0.00

CALCULATION: Sum of columns B = .5C = .25D divided by column A = Proportional Attendance Rate

SEDALIA SCHOOL DISTRICT #200
PROPORTIONAL ATTENDANCE RATE - 2018-2019

Standard 4 - 90% of the students will attend 90% of the time

School	Date	A	Proportional Attendance Rate	B	%	C	%	D	%	Adjusted Enrollment < 85.0%	%
		Total Adjusted Enrollment		(1 point) Adjusted Enrollment at 90-100%		(.5 point) Adjusted Enrollment at 87.5-89.9%		(.25 point) Adjusted Enrollment at 85-87.4%			
Skyline Elem	9/10/2018	485.54	94.29	453.90	93.48	6.00	1.24	3.64	0.75	22.00	4.53
	10/8/2018	488.14	94.43	450.88	92.37	16.10	3.30	8.00	1.64	13.16	2.70
	11/7/2018	491.11	94.15	450.19	91.67	17.75	3.61	13.22	2.69	9.95	2.03
	12/7/2018	491.50	94.28	449.42	91.44	21.51	4.38	12.80	2.60	7.77	1.58
	1/9/2019	492.42	94.80	453.92	92.18	21.00	4.26	9.47	1.92	8.03	1.63
	2/8/2019	493.33	95.73	461.44	93.54	17.52	3.55	8.28	1.68	6.09	1.23
	3/8/2019	493.93	96.39	465.84	94.31	15.61	3.16	9.89	2.00	2.59	0.52
	4/7/2019	494.64	95.74	460.76	93.15	20.97	4.24	9.27	1.87	3.64	0.74
	5/7/2019	494.96	96.12	462.01	93.34	24.60	4.97	5.78	1.17	0.00	0.00
Washington Elem	9/10/2018	233.82	95.30	220.82	94.44	4.00	1.71	0.00	0.00	9.00	3.85
	10/8/2018	233.47	93.79	213.48	91.44	8.00	3.43	6.00	2.57	5.99	2.57
	11/7/2018	234.00	95.07	217.85	93.10	7.00	2.99	4.42	1.89	4.73	2.02
	12/7/2018	235.15	96.13	222.77	94.74	5.83	2.48	1.43	0.61	5.12	2.17
	1/9/2019	235.85	96.17	223.10	94.59	5.92	2.51	3.05	1.29	3.78	1.61
	2/8/2019	237.43	95.82	221.50	93.29	11.05	4.65	1.91	0.80	2.97	1.25
	3/8/2019	238.47	94.46	217.33	91.14	13.39	5.61	4.95	2.08	2.80	1.17
	4/7/2019	239.74	94.81	219.70	91.64	13.28	5.54	3.85	1.61	2.91	1.21
	5/7/2019	242.21	95.05	223.87	92.43	9.90	4.09	5.58	2.30	0.00	0.00
SMS	9/10/2018	386.11	94.13	361.29	93.57	3.82	0.99	1.00	0.26	20.00	5.18
	10/8/2018	385.17	94.18	359.33	93.29	4.84	1.26	4.00	1.04	17.00	4.42
	11/7/2018	384.63	95.38	361.09	93.88	8.06	2.10	6.90	1.79	8.58	2.23
	12/7/2018	382.02	95.45	356.48	93.31	13.52	3.54	5.59	1.46	6.43	1.68
	1/9/2019	382.70	95.53	357.53	93.42	13.03	3.40	6.20	1.62	5.94	1.55
	2/8/2019	383.29	95.56	357.71	93.33	15.63	4.08	3.00	0.78	6.95	1.82
	3/8/2019	383.69	96.03	362.06	94.36	10.79	2.81	3.96	1.03	6.88	1.80
	4/7/2019	383.52	96.10	361.65	94.30	11.96	3.12	3.67	0.96	6.24	1.63
	5/7/2019	383.44	96.13	361.79	94.35	10.61	2.77	5.94	1.55	0.00	0.00

CALCULATION: Sum of columns B = .5C = .25D divided by column A = Proportional Attendance Rate

SEDALIA SCHOOL DISTRICT #200
PROPORTIONAL ATTENDANCE RATE - 2018-2019

Standard 4 - 90% of the students will attend 90% of the time

School	Date	A	Proportional Attendance Rate	B	%	C	%	D	%	Adjusted Enrollment < 85.0%	%
		Total Adjusted Enrollment		(1 point) Adjusted Enrollment at 90-100%		(.5 point) Adjusted Enrollment at 87.5-89.9%		(.25 point) Adjusted Enrollment at 85-87.4%			
Smith-Cotton Jr High	9/10/2018	1156.08	91.91	1045.98	90.48	26.82	2.32	12.82	1.11	70.46	6.09
	10/8/2018	1157.45	92.38	1046.66	90.43	32.41	2.80	25.45	2.20	52.93	4.57
	11/7/2018	1157.99	93.27	1056.32	91.22	37.70	3.26	19.51	1.68	44.46	3.84
	12/7/2018	1148.83	93.63	1045.51	91.01	51.25	4.46	18.02	1.57	34.05	2.96
	1/9/2019	1149.20	94.37	1058.89	92.14	42.79	3.72	16.96	1.48	30.56	2.66
	2/8/2019	1145.40	94.03	1051.49	91.80	40.80	3.56	20.72	1.81	32.39	2.83
	3/8/2019	1147.82	93.11	1041.72	90.76	44.62	3.89	18.94	1.65	42.54	3.71
	4/7/2019	1147.91	91.68	1019.07	88.78	53.30	4.64	26.81	2.34	48.73	4.25
5/7/2019	1147.92	92.35	1030.86	89.80	47.50	4.14	21.87	1.91	0.00	0.00	
Smith-Cotton HS	9/10/2018	1399.93	88.63	1220.48	87.18	32.09	2.29	17.00	1.21	130.36	9.31
	10/8/2018	1413.97	89.50	1222.43	86.45	65.96	4.66	40.15	2.84	85.43	6.04
	11/7/2018	1412.34	89.84	1219.00	86.31	79.84	5.65	39.66	2.81	73.84	5.23
	12/7/2018	1397.79	89.59	1198.66	85.75	88.79	6.35	36.88	2.64	73.46	5.25
	1/9/2019	1394.40	90.64	1220.02	87.49	72.43	5.19	30.58	2.19	71.37	5.12
	2/8/2019	1382.19	89.99	1198.88	86.74	75.04	5.43	29.47	2.13	78.80	5.70
	3/8/2019	1377.32	89.95	1195.48	86.80	70.72	5.13	32.16	2.33	78.96	5.73
	4/7/2019	1368.50	90.06	1184.07	86.52	77.48	5.66	38.55	2.82	68.40	4.99
5/7/2019	1361.41	90.52	1187.50	87.23	71.77	5.27	35.68	2.62	0.00	0.00	
District Wide	9/10/2018	4852.75	91.72	4392.46	90.51	94.73	1.95	44.46	0.92	321.10	6.61
	10/8/2018	4873.81	92.44	4393.80	90.15	173.70	3.56	99.60	2.04	206.71	4.24
	11/7/2018	4874.39	92.74	4394.51	90.16	198.01	4.06	107.66	2.21	174.21	3.57
	12/7/2018	4847.27	92.79	4354.41	89.83	236.67	4.88	100.76	2.08	155.43	3.21
	1/9/2019	4848.08	93.39	4400.35	90.76	209.72	4.33	89.95	1.86	148.06	3.05
	2/8/2019	4833.62	93.19	4376.51	90.54	212.24	4.39	87.88	1.82	156.99	3.25
	3/8/2019	4835.54	93.08	4376.11	90.50	203.95	4.22	90.87	1.88	164.61	3.40
	4/7/2019	4829.26	92.62	4329.00	89.64	234.18	4.85	107.68	2.23	158.40	3.28
5/7/2019	4825.16	93.05	4354.53	90.25	221.53	4.59	98.96	2.05	0.00	0.00	

CALCULATION: Sum of columns B = .5C = .25D divided by column A = Proportional Attendance Rate