

BOARD MEETING
NELL HOLCOMB R-IV SCHOOL DISTRICT
BOARD OF EDUCATION
Date: August 15, 2023 Time: 5:00 P.M. Place: School Library

Agenda

1. Call to Order
 - A. Changes of Additions to the Agenda
2. Tax Rate Meeting
3. Approval of Consent Agenda
 - A. Minutes of Previous Meeting: July 17, 2023
 - B. Approval of Monthly Bills, Transfers, and Amend Budget as Necessary
 - C. Acceptance of Treasurer's Report
 - D. Substitute List
4. Correspondence and Comments from the Audience: As a reminder, public comments are limited to district tax payers and staff members. Public Comment is limited to 3 minutes per participant. Participants are not allowed to discuss any personnel issues during public comment. All discussion on personnel must take place in closed session. If a parent or community member has a personnel issue, we ask that you follow board policy P1480 and set up a time to discuss the issue with the school superintendent, Mr. Deckerd. If he is unable to remediate the issue, we ask that you then bring your issue to the school board president for consideration of being placed on a future closed session agenda item. Thank you!
5. Reports
 - A. Principal Report
 - B. Superintendent Report
6. Action Items
 - A. Approval of Federal Programs Application
 - B. Approval of Special Education Application
 - C. Approval of Bus Routes for the 2023-2024 School Year
 - D. Board Policies
7. Other Business
 - A. September Meeting
 - B. Important Dates:
 - August 21st: First day of student attendance
 - September 4th: Labor Day, no school
 - September 15th: Half day, professional development day/SEMO FAIR

Closed Session:

According to Section 610.021 of the Revised Statutes of Missouri for the purpose of hiring, firing, discipline, or promoting of personnel employed by the Nell Holcomb R-IV School District and certain legal considerations.

- A. Cliff Merritt
- B. Personnel

8. Adjourn from Regular Session

Nell Holcomb R-IV School District Tax Rate Hearing Notice

A hearing will be held at the School, located at 6547 State Highway 177, Cape Girardeau on Tuesday, August 15, 2023 at 5:00 PM, at which time citizens may be heard on the property tax rates proposed to be set by the Nell Holcomb R-IV School District, a political subdivision.

The tax rates are set to produce the revenues from the property tax required by the budget for the fiscal year beginning July 1, 2023. Each tax rate is determined by dividing the amount of revenue needed by the current assessed valuation. The result is multiplied by 100 so the tax rate will be expressed in cents per \$100 valuation.

Assessed Valuation (AV) (by categories)		Estimated Current Tax Year 2023	Prior Tax Year 2022
Real Estate		42,332,933	39,075,950
Personal Property		24,551,282	23,585,613
Combined Real Estate & Personal Property		66,884,215	62,661,563
Adjusted Assessed Valuation on Which Tax Revenue is Received		66,884,215	62,661,563
New Construction & Improvements (Included in AV Total above)		1,092,449.00	

The following Tax Rates are Proposed by Fund:

	Amount of Property Tax Revenues Budgeted (assumes 100% collection)	Proposed Property Tax Rate (per \$100)	Amount of Calculated Property Tax Revenue From Prior Year	Property Tax Rate (per \$100)
Incidental	2,722,187.55	4.0700	2,550,325.61	4.0700
Teacher	-	-	-	-
Debt Service	-	-	-	-
Capital Projects	-	-	-	-
Total	2,722,187.55	4.0700	2,550,325.61	4.0700

Board of Education
Nell Holcomb R-IV
School District

Dawn Haupt, President
Dr. Bleau Deckerd, Superintendent

Total New Revenue:	171,861.94
New Revenue from New Construction and Improvements:	44,462.67
New Revenue from Reassessment:	127,399.26
Percentage of New Revenue from Reassessment:	4.9954%

*Estimates reflect the most accurate information provided by the County Clerks at the time of this posting. These figures are based on information available as of Friday, August 4, 2023. It is possible the estimate may change by the Tax Rate Hearing or that the Board of Education may make changes until September 1, 2023.

2



Office of the Cape Girardeau County Clerk

Kara Clark Summers

1 Barton Square, Suite 301

Jackson, MO 63755

Phone # 573-243-3547 Fax # 573-204-2418

Notice of 2023 Aggregate Assessed Valuation

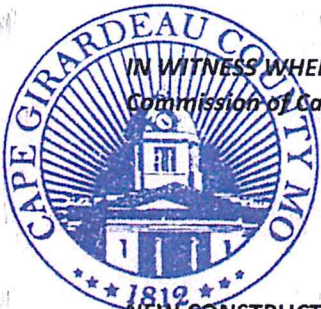
As required by Section 137.245.3, RSMo, I, Kara Clark Summers, County Clerk of Cape Girardeau County, State of Missouri, do hereby certify the foregoing to be a true and correct Aggregate Assessed Valuation of said Political Subdivision, in said County, for the 2023 Tax Year as certified by the County Assessor.

The figures include Railroad and Utility Valuations as reported by the State Tax Commission.

Nell Holcomb R-IV School District

REAL ESTATE :	JUNE	After B O E
Assessor's List		
Agriculture	1,614,330	1,614,330
Residential	26,142,660	26,142,660
Commercial	14,574,620	14,574,620
Sub-total	42,331,610	42,331,610
RR/Utility (Local)		
Operating Property	1,323	1,323
Non-operating	0	0
(State)	N/A	N/A
GRAND TOTAL Real Estate	42,332,933	42,332,933
PERSONAL PROPERTY:		
Assessor's List	24,549,903	24,623,373
RR/Utility (Local)	1,379	1,379
(State)	N/A	N/A
GRAND TOTAL Personal Property	24,551,282	24,624,752
ASSESSED VALUATION TOTAL	66,884,215	66,957,685

Increase
of 73,470



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County Commission of Cape Girardeau County this 31st day of July 2023.

Kara Clark Summers

Kara Clark Summers, County Clerk

NEW CONSTRUCTION:

126,780

126,780

This information is transmitted to assist you in complying with section 67.110, RSMO, which requires that notice be given and public hearings held before tax rates are set.

Document prepared by Asa Gray, Deputy Clerk

Regular School Board Meeting
Nell Holcomb R-IV School District
July 17, 2023—5:00 P.M.
School Library
Minutes

1. Call to Order: Meeting called to order at 5:00 by Dawn Haupt
 - A. Changes or Additions to Agenda: None
2. Approval of Consent Agenda: Motion to approve L. Brown, 2nd T. Brock, 7-0 Vote
 - A. Minutes of Previous Meetings: June 28, 2023
 - B. Approval of Monthly Bills, Transfers, and Amend Budget as Necessary
 - C. Acceptance of Treasurer's Report
3. Correspondence and Comments from the Audience: As a reminder, public comments are limited to district tax payers and staff members. Public Comment is limited to 3 minutes per participant. Participants are not allowed to discuss any personnel issues during public comment. All discussion on personnel must take place in closed session. If a parent or community member has a personnel issue, we ask that you follow board policy P1480 and set up a time to discuss the issue with the school superintendent, Mr. Deckerd. If he is unable to remediate the issue, we ask that you then bring your issue to the school board president for consideration of being placed on a future closed session agenda item. Thank you!
Parent Cliff Merritt addressed the school board
4. Board Reports
 - A. Principal Report
 - B. Superintendent Report
5. Action Items
 - A. Approval of Student Handbook for 2023-2024 School Year: Motion to approve C. Tourville, 2nd C. Fisher, 7-0 Vote
 - B. Approval of Staff/Faculty Handbook for 2023-2024 School Year: Motion to approve J. Carter, 2nd T. Brock,
 - C. Approval of 2023-2024 Budget: Motion to approve T. Brock, 2nd L. Brown, 7-0 Vote
 - D. Sick Day/Personal Day Discussion: (Board decided to give all full time employees 5 sick and 5 personal days across the board and add a 6th sick day for all full time employees beginning year 6 with the district and a 7th sick day for all full time employees beginning year 11 with the district. All current employees will be grandfathered in. Motion to approve T. Brock, 2nd C. Tourville, 7-0 Vote
6. Other Business
 - A. Set Regular August Meeting: August meeting was set for Tuesday, August 15, 2023 at 5:00 PM
 - B. Important Dates
August 15, 2023: Welcome teachers back to school
August 16, 2023: Teacher Meetings
August 17, 2023: Open House and Ice Cream Social (5:30-7:00 P.M.)
August 21, 2023: First Day of Classes

The regular session was recessed at 6:05 PM

7. **Closed Session:** According to Section 610.021 of the Revised Statutes of Missouri for the purpose of hiring, firing, discipline, or promoting of personnel employed by the Nell Holcomb R-IV School District and certain legal considerations. Motion to go into Closed Session at 6:07 PM by J. Carter, 2nd JT Payne, 7-0 Roll Call Vote

A. Personnel

Motion to accept the retirement of Jane Painton T. Brock, 2nd L. Brown, 7-0 Roll Call Vote

Motion to accept the resignation of Tina Gerlach C. Tourville, 2nd JT Payne, 7-0 Roll Call Vote

Motion to adjourn Closed Session at 6:32 PM T. Brock, 2nd J. Carter 7-0 Roll Call Vote

8. Adjourn: Motion to adjourn J. Carter, 2nd C. Fisher, 7-0 Roll Call Vote

Electronic Minutes from Friday, June 30, 2023

Mr. Wortmann recommended board approval for:

- A. Karen Schneider for 1st Grade Position
- B. Chasidy Jones for front office administrative assistant

All 7 board members sent electronic correspondence approving both recommendations.

2022-2023 FINANCIAL STATEMENT

Fund Balances	Checking	MOSIP	Total	
July 31, 2022	121,518.81	1,087,014.40	1,208,533.21	
August 31, 2022	83,865.75	966,236.38	1,050,102.13	
September 30, 2022	5,873.52	830,647.11	836,520.63	
October 31, 2022	(5,310.61)	688,358.45	683,047.84	
November 30, 2022	47,651.22	454,653.56	502,304.78	
December 31, 2022	496,041.87	552,978.71	1,049,020.58	
January 31, 2023	1,670,902.32	708,710.85	2,379,613.17	
February 28, 2023	1,522,813.13	1,065,766.84	2,588,579.97	
March 31, 2023	1,337,574.60	1,198,097.25	2,535,671.85	
April 30, 2023	1,067,480.71	1,351,481.62	2,418,962.33	
May 31, 2023	794,568.05	1,501,087.76	2,295,655.81	
June 30, 2023	614,232.14	919,879.55	1,534,111.69	
July 31, 2023	573,056.97	1,081,933.04	1,654,990.01	
	FUND 1 Balance	272,574.07		
	FUND 2 Balance	212,953.85		
	FUND 3 Balance	0.00		
	FUND 4 Balance	87,529.05		
	Checking Account Balance		573,056.97	
June 30, 2023 Checking Balance		614,232.14		
	MOSIP	(162,053.49)		
	Total Expenditures	(70,469.82)		
	Total Revenues	192,559.98		
	MOSIP transfer	-		
Ending balance June 30, 2023			574,268.81	
July 2023 checks and payroll approved and paid	\$	27,115.08	43,604.74	70,719.82
July 2023 checks for approval				
	Correcting Entries			-250.00
TOTAL EXPENDITURES				70,469.82
August 2023 checks awaiting approval	\$			34,472.73
August 2023 Payroll awaiting approval	\$			250,000.00

Board Check Register July 2023

Selection Criteria : Transaction Type = Reverse Checks | Transaction Type = Voided Checks | Transaction Type = Check Entry | Check # Range From 44961 To 44993 |

Check #	Check Date	Transaction Description	Check Amount
0000044961	07/13/2023	A T & T MOBILITY	222.73
0000044962	07/13/2023	ALFRED VANGENNIP	200.00
0000044963	07/13/2023	AMEREN	2,684.18
0000044964	07/13/2023	AMY KRIEGER	616.27
0000044965	07/13/2023	ANW REFRIGERATION	776.87
0000044966	07/13/2023	BEAVER JANITOR SUPPLY	549.29
0000044967	07/13/2023	BIG RIVER	242.58
0000044968	07/13/2023	Burnett Landscape Management	1,275.00
0000044969	07/13/2023	Capital One	733.88
0000044970	07/13/2023	CarePortal	116.00
0000044971	07/13/2023	DANS KEY AND LOCK SHOP	506.00
0000044972	07/13/2023	DATA RECOGNITION CORP	291.60
0000044973	07/13/2023	DECKER INC SCHOOL FIX	249.81
0000044974	07/13/2023	DITTRONICS	255.00
0000044975	07/13/2023	ELLIS BATTERY	16.08
0000044976	07/13/2023	FOLLETT SCHOOL SOLUTIONS	980.10
0000044977	07/13/2023	Kevin Menz	83.33
0000044978	07/13/2023	LINDA FARROW	91.91
0000044979	07/13/2023	LOWES BUSINESS ACCOUNT	219.78
0000044980	07/13/2023	MARE	400.00
0000044981	07/13/2023	MENARDS	712.22
0000044982	07/13/2023	MFA OIL COMPANY	1,779.51
0000044983	07/13/2023	MICKES OTOOLE LL	220.00
0000044984	07/13/2023	OSBORNE OFFICE EQUIPMENT	4,458.60
0000044985	07/13/2023	PRAIRIE FARMS DAIRY INC	445.06
0000044986	07/13/2023	PWSD #5 OF CAPE GIRARDEA	83.55
0000044987	07/13/2023	REPUBLIC SERVICES #732	205.72
0000044988	07/13/2023	SCHOOL NURSE SUPPLY INC	411.00
0000044989	07/13/2023	SHERWIN-WILLIAMS	376.02
0000044990	07/13/2023	SOUTHEAST MO STATE UNIV	150.00
0000044991	07/13/2023	SUPER DUPER PUBLICATIONS	89.95
0000044992	07/13/2023	TIPTONS	576.24
0000044993	07/13/2023	TYLER TECHNOLOGIES INC	7,096.80
Grand Total			27,115.08

Freezer Repairs

Key Exterior Doors

SIS FIN (Financial Program)

Board Check Register Aug 2023

Selection Criteria : Transaction Type = Reverse Checks | Transaction Type = Voided Checks | Transaction Type = Check Entry | Check # Range From 45008 To 45043 |

Check #	Check Date	Transaction Description	Check Amount
0000045008	08/09/2023	ALFRED VANGENNIP	200.00
0000045009	08/09/2023	AMY KRIEGER	361.76
0000045010	08/09/2023	Burnett Landscape Management	850.00
0000045011	08/09/2023	Capital One	39.04
0000045012	08/09/2023	CHARLESTON R-1 SCHOOL	591.13
0000045013	08/09/2023	COREY CAMPBELL	137.00
0000045014	08/09/2023	DISCOVERY EDUCATION	2,168.00
0000045015	08/09/2023	DITTRONICS	255.00
0000045016	08/09/2023	ENVIRONMENTAL ANALYSIS S	192.00
0000045017	08/09/2023	FOUNDATION FOR EDUCATION	1,560.00
0000045018	08/09/2023	GOPHER SPORT	68.10
0000045019	08/09/2023	HAWTHORNE EDUCATIONAL	159.00
0000045020	08/09/2023	HEISE HEATING & COOLING	223.75
0000045021	08/09/2023	JACKSON HIGH SCHOOL	50.00
0000045022	08/09/2023	JOSTENS INC.	67.10
0000045023	08/09/2023	Kevin Menz	87.37
0000045024	08/09/2023	MASTERCARD	7,189.07
0000045025	08/09/2023	MENARDS	171.35
0000045026	08/09/2023	MFA OIL COMPANY	201.40
0000045027	08/09/2023	MICHAEL GIVENS	255.00
0000045028	08/09/2023	MO CONSULTANTS FOR ED	1,200.00
0000045029	08/09/2023	MO School Boards Association	122.45
0000045030	08/09/2023	OSBA EMPLOYEE BENEFITS	300.00
0000045031	08/09/2023	REGINA PATTENGILL	980.00
0000045032	08/09/2023	RENAISSANCE LEARNING	7,267.80
0000045033	08/09/2023	REPUBLIC SERVICES #732	205.72
0000045034	08/09/2023	SAMS CLUB	59.92
0000045035	08/09/2023	SCHOOL NURSE SUPPLY INC	411.00
0000045036	08/09/2023	SCHOOL SPECIALTY INC*	746.08
0000045037	08/09/2023	SHERWIN-WILLIAMS	65.18
0000045038	08/09/2023	SHIVELBINES MUSIC STORE	1,092.98
0000045039	08/09/2023	TEACHER DIRECT	92.76
0000045040	08/09/2023	TERRI STINNETT	2,600.00
0000045041	08/09/2023	Tim Smith	1,995.00
0000045042	08/09/2023	TIPTONS	293.16
0000045043	08/09/2023	TYLER BUSINESS FORMS	2,214.61
Grand Total			34,472.73

Local tax effort for foster student

Web hosting

Web hosting MCE Board Policies
SDAC Payment

New electric keyboard for music

Refinishing the gym floor

SIS prorated through
10/31/23

July 15, 2023
Action Items

- A. Approval of Federal Programs Budget Application**
We recommend the approval of the 2023-2024 Federal Programs Application as presented
- B. Approve 2023-2024 Special Education Budget Application**
We recommend the approval of the 2023-2024 Special Education Application as presented
- C. Approval of the 2023-2024 Bus Routes**
We recommend the approval of the 2023-2024 Bus Routes as presented
- D. Approval of August Board Policy and Regulation Updates**
We recommend the approval of the August Board Policy and Regulation Updates as presented by MCE

District/LEA: 016-097 NELL HOLCOMB R-IV**Year:** 2023-2024**Funding Application:** Title I **Version:** Initial **Status:** Created**Funds Available:** \$126,266.00**Equipment Total:** 0.00**Computers Total:** 0.00**Administration Costs Rate:** 100.00%**Restricted Indirect Costs Rate:** 0.13%

	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
1100 Regular Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200 Special Programs	50341.25	0.00	15477.51	0.00	0.00	0.00	0.00	65818.76
2100 Support Services-Pupils	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2200 Support Services-Instructional Staff	43675.00	0.00	16372.24	0.00	0.00	0.00	0.00	60047.24
2500 Business Support Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2557 School Choice (ESEA/Proportionate Share (IDEA) Transportation Cost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3611 Homeless & Other Disadv. Student Activities Svcs	0.00	0.00	0.00	0.00	400.00	0.00	0.00	400.00
3711 Non-Public School Students Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3900 Other Community Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 Facilities Acquisition and Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Costs Subtotal	94016.25	0.00	31849.75	0.00	400.00	0.00	0.00	126266.00

Administration Costs								
Administration Pool								0.00
Direct Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Costs								0.00
Administration Costs Subtotal								0.00
GRAND TOTAL	94016.25	0.00	31849.75	0.00	400.00	0.00	0.00	126266.00
	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
District/LEA Comment:								
There are no comments.								
DESE Comment:								
There are no comments.								

//



District/LEA: 016-097 NELL HOLCOMB R-IV Year: 2023-2024 ▼

Funding Application: Spec Ed Part B Entitlement - Budget Grid Version: Initial Status: Approved

Total IDEA Part B 611 Funds Available \$81,421.00

Total ECSE 619 Funds Available \$2,474.00

Total Funds Available \$83,895.00

Part B 611

Current Year Part B 611 (includes CEIS) \$63,764.74
 Part B 611 Carryover \$0.00
 Current Year Proportionate Share (Estimated) \$9,305.26
 Proportionate Share Carryover \$0.00
 Part B 611 Total Available \$73,070.00

Coordinated Early Intervening Services (CEIS)

Current Year \$12,584.25
 Carryover \$0.00
 Total Available \$12,584.25

ECSE

Current Year ECSE 611 \$8,351.00
 Current Year ECSE 619 \$2,474.00
 ECSE 619 Carryover \$0.00
 ECSE Total Available \$10,825.00

Restricted Indirect Costs Rate: 0.13%

Available Function Codes

1223 - Coordinated Early Intervening Services
 1931 - Tuition, Special Ed Services-Other Distr in State
 1932 - Tuition, Spec Ed Prog Outside the State
 1933 - Tuition for Special Ed Svcs to Private Agencies
 2113 - Social Work Services
 2122 - Counseling Services
 2125 - Record Maintenance Services
 2134 - Nursing Services

Selected Function Codes

1221 - Special Education and Related Services
 1224 - Proportionate Share Services

To budget Federal Part B 611 funds, select the applicable function code(s) from the left box and click the top Add button to move the selected function codes(s) to the right box. To remove a function code from the right box, select the function code and click the bottom Remove button. Function codes displaying in the right box will display in the Part B 611 Budget Grid for budgeting Federal Part B 611 funds.

PART B 611 BUDGET GRID

Accounting Manual	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
1221 Special Education and Related Services	63,764.74	0.00	0.00	0.00	0.00	0.00	0.00	63,764.74
1224 Proportionate Share Services	9,305.26	0.00	0.00	0.00	0.00	0.00	0.00	9,305.26
Program Costs Subtotal	73,070.00	0.00	0.00	0.00	0.00	0.00	0.00	73,070.00

**Administration
Costs**

Indirect Costs 0.00

Administration Costs Subtotal 0.00

ESEA Total Distributed From Schoolwide Pool 0.00

 Total Part B Distributed to Schoolwide Pool
 Maximum Allowed for Schoolwide Pool 0.00

Total ECSE 611 Distributed to Schoolwide Pool 0.00

Total ECSE 619 Distributed 0.00

to Schoolwide Pool								
GRAND TOTAL	73,070.00	0.00	0.00	0.00	0.00	0.00	0.00	73,070.00
	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total

To budget Federal ECSE 611 and ECSE 619 funds, enter amounts in the ECSE 611 and ECSE 619 rows, respectively. ECSE 611 funds for ECSE and K-12 costs must be budgeted in the ECSE 611 row. ECSE 619 funds for ECSE and 5 year-old kindergartener costs must be budgeted in the ECSE 619 row. Funds should only be budgeted in the ECSE 611 Coordinated Early Intervening Services and ECSE 619 Coordinated Early Intervening Services rows if the LEA is utilizing these funds for supports and services for at-risk students without IEPs.

ECSE BUDGET GRID								
	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
ECSE 611	0.00	0.00	0.00	8,351.00	0.00	0.00	0.00	8,351.00
ECSE 619	0.00	0.00	0.00	2,474.00	0.00	0.00	0.00	2,474.00
ECSE 611 - Coordinated Early Intervening Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ECSE 619 - Coordinated Early Intervening Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ECSE Total	0.00	0.00	0.00	10,825.00	0.00	0.00	0.00	10,825.00
Part B and ECSE Total Program Cost	73,070.00	0.00	0.00	10,825.00	0.00	0.00	0.00	83,895.00
	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total

Continue

Prior year FER version: NONE

District/LEA Comments:

DESE Comments:

7/13/23 Approved. JE 7/5/23 Created on behalf of district. JE

Email: jennifer.elsbriar@desemo.gov

Current User: BDECKERD Last Modified User: BDECKERD Last Modified Date: July 13, 2023

Improving Lives through Education

Ver.

13

Bus Routes
for the
2023-2024 School Year
Nell Holcomb R-IV

Estimated Mileage for 2023 - 2024

Mileage based on 170 days of school.

Bus 1-- Terry Childers 16,320

Bus 2 --Amy Krieger 9860

Bus 3 --Jennifer Byrum 5780

Bus 4--Jane Painton 6800

Bus 5-- Niki Thompson 5780

Bus 6 --Spare

Bus 7 - Spare

Bus 8--Sandy Smith 18,360

Total 62,900 miles

Jennifer Byrum, Bus #1
17 miles per route/56 minutes per route
55 students

AM Route: Leave School (6:55? am) —Right on 177

Turn Right into 5849 HWY 177—Dominic & Isaiah—pick up & turn around—Continue Right on 177

—Lucy Hency -3499, Sierra —Cedar Hills?(190 Scenic View)

Right on WCR/643—Kaylyn-466, Jaxon & Jameson—942

Right on Singing Hills—Marley 2441, Kaydence 2509 & Acasia 2521, Bruce & Emmalina—2560 :)

Right on Oakshire—Stella Jones-2756??, Hayden-2756, Alisa-2808, Savannah & Jacob--2812 &

—Mia -2780 Tanglewood & Presley —2741

Right on Windy Hill —

—Kamden -2500

Left on Shady Lane—

Continue Right onto Sunny Lane---Willie - 2434

—STOP at Villa Lane-- Jax & Thomas, Eber?

??- (Jaydeion & Demarcus both--2407??)

--Stop at Village Lane— Jakylenn & Tahyri, Neveah & Nariah, Jaishawn & Jordan, Blair, Linzi & Ronan

Left onto 645 & Right onto West Cape Rock/CR643—Arianna-1131, & Bronson--1122 (& MILLS?)

Left onto CR647/Old Sprigg Street Rd—Apts: Jason, Grady & Ramsey--2324/Deer Refuge

Left on Lexington Ave

Left on Sena Fawn —Kalani at Enclave apts. & loop storage shed to return to lexington

Left on Lexington Ave

Left on 177—Elaina & Milah-4390 & Sonia & Ava—375 Hidden Ridge

Return to school

PM Route: Leave School—Turn Right on 177

Turn Right into 5849 HWY 177—Dominic & Isaiah— turn around & Continue on 177

Right onto 177—Lucy Hency -3499, Skyler --3333, Sierra —Cedar Hills?(190 Scenic View)

Right on Lexington Ave

Right on Sena Fawn —Kalani at Enclave apts. & loop storage shed to return to lexington

Right onto Lexington Ave

Right on CR647/Old Sprigg Street Road—Apts:

Right onto West Cape Rock/CR643— Bronson--1122 & Arianna-1131

Left onto CR645/Old Sprigg St Road—IF-Kaya & turn around & return to Sunny Lane

Right onto Sunny Lane if no Kaya/Left if just dropped Kaya & returning to Sunny Lane

--Stop at Village Lane—Jakylenn & Tahyri, Neveah & Nariah, Jaishawn & Jordan, Blair, Linzi & Ronan

??- (Jaydeion & Demarcus both--2407??)--possibly drop at Village Lane??

—STOP at Villa Lane-- Jax & Thomas, Eber?

—Willie - 2434

Left on Shady Lane—

Right on Windy Hill — Kamden -2500

Left on Singing Hills—Bruce & Emmalina—2560 :)

Right on Oakshire. Jude & Josie-2716, Stella Jones-2756??, Hayden-2756, Alisa-2808, Savannah & Jacob--2812 &

—Mia -2780 Tanglewood & Presley —2741

—Acasia 2521 Singing Hills Drive & Kaydence 2509, Marley -2441

Left onto West Cape Rock/643— Jaxon & Jameson—942, Kaylyn-466

Left on 177—Elaina & Milah-4390 & Sonia & Ava—375 Hidden Ridge—Return to school

Niki Thompson, Bus #8
17 miles per route/50 minutes per route
46 students

AM route: Leave School. (6:55 ?) Right on 177.

Left on Old Route V/CR657--Michael, Violet-- 3434, Holden & Lillian--River Ridge Ln & Cody-3100

Right on West Cape Rock/643-- Carly- 925,

 --Stop at Bridge: Liam, Presley, Emma & Lily, Mallori-1033, Kobie--1054 WCR

Right on CR 645/Old Sprigg Road

Right on Hilltop Lane

 --Stop at Forrest Lane--Caiden, Aja, Jax, Melanie & Jasmine

 --Stop at Valley Lane-- Harper, Mylez & Gabe, Josiah

 --Emery & Vivian--2404 & Grady-2504

Right on Singing Hills--Stop at Villa Lane--

 --Stop at Village Lane--

Right on WCR--Harlem Carr--Stop at Terrapin Ln

Left on Lexington & Left on 177

Left on WCR & Right on CR635

Right on Cr646/BGHill-Dustin, Hunter & Avery

 *Turn around at the top of Billy Goat Hill & return to CR635

Right onto CR 635--Bella --1349?

Right on CR635 & Right on CR640--Kalli & Kathryn Seyer at Whispering Wind

Right on CR657--Cowhen, Khyden & Colden

Left onto Hwy 177

Right on Rolling Hills Drive--Right on Valley Park Drive--McKenzie, Stella & Karsun

 Left on CR 653

 Left on Rolling Hills--Hayden, Wyatt & Sawyer, And Isabelle & Evelyn

Right onto 177

 -- Stop at Hidden Ridge Road--Charlotte & Lorelei AND Collyn & Isaac & Return to school

PM route: Leave School--

Turn Right on 177--Hidden Ridge Road--Charlotte & Lorelei AND Collyn & Isaac

Left on Rolling Hills Drive--Right on Valley Park Drive--McKenzie, Stella & Karsun

 Left on CR 653

 Left on Rolling Hills--Hayden, Wyatt & Sawyer, And Isabelle & Evelyn

Left onto 177

Right on CR657 ---Cowhen, Keagan & Khyden

Left on CR640 ---Kalli & Kathryn Seyer at Whispering Wind

Left on CR635 & Continue Left on CR635--Bella--1349

Left on Cr646/BGHill-Dustin, Hunter & Avery

 *Turn around at the top of Billy Goat Hill & return to CR635---Left on 635

Right on West Cape Rock/643-- Ayden & Carly- 925

 --Stop at Bridge: Liam, Presley, Emma & Lily, Mallori-1033, Kobie--1054 WCR

Right on CR 645/Old Sprigg Road

Right on Hilltop Lane

 --Stop at Forrest Lane--Caiden, Aja, Jax, Melanie & Jasmine

 --Stop at Valley Lane-- Harper, Mylez & Gabe, Josiah

 --Emery & Vivian--2404 & Grady-2504

Right on Singing Hills--Stop at Villa Lane--

 --Stop at Village Lane--

Right on WCR--Harlem Carr--Stop at Terrapin Ln

Left on Lexington

Right on Old Route V/CR 657 Cody-3100, Holden & Lillian--River Ridge Ln & Violet-- 3434, Michael

Left on 177 and return to school

Melissa Parks (AM) & Rick Chambless(PM), Bus #4

20 miles per route/55 minutes per route

43 students

AM route: (6:55? am) Leave school

Right on 177

Left on CR649—Andie & Jett—1566, Maybe Vivian & Emery, Marc—at Fornkohl Farms Road, Lillian -892

Right on CR651—Isaiah Blissett, Urzi twins, Breanna & Josiah, Bria

Left on CR653

Right on Rolling Hills Drive—Hayden, Wyatt & Sawyer, And Isabelle & Evelyn

Left on Valley Park Drive—McKenzie, Stella & Karsun

Left on CR 653

Left on CR651—Abby & Trevor, Scarlett, Laken, Kamryn,

Straight across 177

*****Construction Detour*** Instead go Left on 177 & Right on CR 657 & Left on CR640**

Right on 635/Stay right on CR635—Levi, Lewis & Rocky—3091, Carter--3203

Continue Right on CR635—Alex 5109, Tomas, Charlotte & Lorelei- Emerald Lake, Keagan & Kaysen--5572

Right on CR634—Rykar & Aubriee, Robert & Dezrae--Kickapoo Lane

Left on 177

Right on CR623—Brooklyn & Layden & Turn around at Sinn's Farm (Red Barns)

Left on 177

Right on CR627—Hunter—595

Left on CR634 & return to 177

Straight across 177 if Gray's riding in AM—Delaney, Shaymus & Maci—Turn around & return to 177

Left on 177 & return to school

PM route: Turn Right onto 177.

Left on CR649—Andie & Jett—1566, Maybe Vivian & Emery, Mark—at Fornkohl Farms Road, Lillian -892

Left on CR651—Autumn & Nattiely— Turn around & return on 651

Continue right on CR651—Isaiah Blissett, Urzi twins, Breanna & Josiah—Hilltop Ridge, Bria-Hilltop Ridge

Left on CR653

Right on Rolling Hills Drive—Hayden, Wyatt & Sawyer, And Isabelle & Evelyn

Left on Valley Park Drive—McKenzie, Stella & Karsun

Left on CR 653

Left on CR651—Abby & Trevor, Scarlett, Laken, Kamryn,

Straight across 177

*****Construction Detour*** Instead go Left on 177 & Right on CR 657 & Left on CR640**

Right on 635/Stay right on CR635—Levi, Lewis & Rocky—3091, Carter--3203

Continue Right on CR635—Alex 5109, Tomas, Charlotte & Lorelei- Emerald Lake, Keagan & Kaysen--5572

(POSSIBLY-Carter to Grandma's—Then LEFT on CR634—Turn around & return on 634)

Right on CR634—Rykar & Aubriee, Robert & Dezrae--Kickapoo Lane

Left on 177

Right on CR623—Brooklyn & Layden & Turn around at Sinn's Farm (Red Barns)

Left on 177

Right on CR627—Hunter—595

Left on CR634 & return to 177

Straight across 177 if Gray's riding in AM—Delaney, Shaymus & Maci—Turn around & return to 177

Left on 177

Possible Left on CR651—Easton & Mia to Miss Kelly's(Babysitter)

Turn around & return to 177 OR DRIVE THROUGH to 177 & return to school

Amy Krieger, Bus #2
29 miles per route/55 minutes per route
58 students

AM Route: 6:45 Leave home

Right on 177—Paisley, Kamdin & Ezekiel--12767 —Turn around at CR602
Left onto 177 & Left again on 177—Paislee, Elizabeth & Gracelyn—Hickory Hills
Turn right into Lindsey Lane—Alton, Ayden, Gracie, Jaselyn & Josie —loop around & return to 177.
Left onto 177
Right onto Hwy V—Sloane--5350, Cooper-5359, Camden & Easton--5089, Bentley & Lynley--5206
—Shelby-4787, Bennett & Laney--4797, Brady & Annabel--4260
Right on CR607—Ethan-455, Kash-545, Hayden, Josie & Jude-Kodiak Ln, Kaitlyn--1614, Clayton-1896
—Turn around at Clayton's or campground & return to Hwy V
Right on Hwy V
Left to Continue on Hwy V. & Right on Oriole Street/CR 606-
Stay Right on CR606—Stay Right on both forks in road-- Aspen-356
—Turn around at 2nd drive on left & return toward V—Stay Right on both forks in road--
Turn Right on Hwy V -Jade-2615
Right on CR612—Avery--255, Tony, Tessa--291, & maybe Heidi & Lexi—Turn around and return to Hwy V
Go Straight across to CR613—Izzy & Rodney—Aztec Lane—Turn around and return to Hwy V
Left on Hwy V— Kylie & Eli--1554, Joshua & Jeremy--1318 & Neveah--930
Continue straight ahead on 177—Ali & Audrey--9652, Ally & McKenzie (Mohave Ln), Greyson 9400
**(Slow between stops—Not much distance between these)
—Otahki hills —Josh, Lucas & Drew & Continue to school

PM Route: Leave school.

Left on 177—Otahki hills—Josh, Lucas & Drew, -Kade -8612, Kinley & Natalie--9155
—Greyson-9400, Ally & McKenzie- (Mohave Ln), Audrey & Ali--9652
**(Slow between stops—Not much distance between these)
Stay LEFT on Hwy V—Nevaeh-930, Joshua & Jeremy-1318, Kylie & Eli-1554, Whitney & Sophia--1723,
Right on 613—Izzy & Rodney—Aztec Lane—Turn around and return to Hwy V
Go straight across to CR 612— Avery--255, Tony, Tessa--291, & maybe Heidi & Lexi
—Turn around and return to Hwy V
Left to continue on Hwy V toward Oriole--Jade-2615
Left on CR606—Stay Left at both forks in road-- Aspen-356
—Turn around at 2nd drive on left & return toward V —Stay Left at both forks in road--onto Oriole
Left on Hwy V. —Turn Right after bridge to continue on Hwy V—
Left on CR607- Ethan-455, Kash-545, Hayden, Josie & Jude-Kodiak Ln, Kaitlyn--1614, Clayton-1896
—Turn around at Clayton's or campground & return to Hwy V
Left on Hwy V—Brady & Annabel--4260, Shelby-4787, Bennett & Laney--4797
— Camden & Easton--5089, Bentley & Lynley5206, Cooper-5359 & Sloane 5350
Right on 177 & right at factories toward school-
—Paisley,Kamdin & Ezekiel- 12767 Hwy 177, Sydney & Willow at Hobbs Lane
—Turn around at CR602
Left on 177 & left at stop light —Stop atFrolic Lane—Titus
—Stop at Hickory Hills—Paislee, Elizabeth & Gracelyn
—Stop at Lindsey Lane-- Alton, Ayden, Gracie, Jaselyn & Josie
** Pull into Lindsey Lane & drop at road—Too much traffic backing up on road
—Stop at Creekside—Holly **Caution pulling out if Holly is on—Not much distance— End of route.
(OR we make one BIG stop at Lindsey Lane?)

Sandy's High School Route
Sandy Smith, Bus #7
54 miles per route /90 minutes per route
44 students

AM ROUTE:

5:51 Leave home (CR607)

Cr 607-Shayne Buckingham and Kaylee & Lindsey Livingston (545)

Left on V & Left on 177 --Lindsay Lane—Lucas & Alexia, Calob

6:07 Turn Left into Mark Howard's place to turn around

Right on 177

Right on Hwy V

Continue LEFT on V at Oriole toward Trail of Tears.

6:15 Turn Right on CR612--Dylan Davidson --255 CR612

Jonathan & Cady at end--turnaround in Jonathon's driveway

Go straight across to CR613-Eli. Turn around and return to Hwy V

6:20 Turn Left on Hwy V---Taylor-First house on left

Continue Right on 177

Turn Left onto CR 649—August Hanks at Soakie Creek

Turn Right on 651, Park Hill Drive (Kiorean O'Neillsmith--new 9th grader-Cape)

Cross 177 to 657, Right on 640, Left on 635

6:45 Shayne Bucking ham @ stop sign sometimes

Right on WCR, Kandice Bell, Tanner Crossen--925, Dallas Jones & Michaela Brown

Meet Terry @ church parking lot 6:48-6:50

Left on Singing Hills, Right on WCR, Right on 645, Morgan Spencer-2740CR645(not lately)

Left Cypress, Left 621 to Pilot House

Turn Right @ Pilot House on Hwy W

Turn Left on LaSalle--turns into Main St., through 2 roundabouts & Left on S. Hope St

Right on W. Jackson Blvd, Right on S. Missouri St.

7:10 Turn in bus lNe & drop off @ doors

Return to 177 & Cross to 657

Loop through to 177

Turn right in 177- Lauren at Cedar Hills. Turn around & return to 177

Turn left on 177. Turn left on 657 & 640

Turn left on 635.

Turn Right on WCRock—(Shayne--278 WCR) Kandice WCR & Tanner 925 WCR, Nicole Hager--344?

*****Meet Terry at Church-6:45*****

Turn Left on Singing Hills & Right on WCR

Turn Right on CR645--Morgan Spencer--2740 CR645

Left on Cypress to pilot house

Turn Right by Pilot house onto W

Turn Left on LaSalle—Through Roundabout

Left on Missouri

unload at New Building.

*****Afternoon: last in line. (meet by ?? 2:55)*****

*Follow Buses to Shawnee Pkwy, Main St, Rt W, Cyprus & Old Sprigg Street to meet Terry
Reverse Morning Route*

Terry's High School Route

Terry Childers, Bus #5

48 miles per route /85 minutes per route

41 students

AM Route:

5:55 leave home

Right on 627—(Erin P.'s drive)

Right on 634 Turn around at 637—

Right on 635—

Right on 638— & turn around at webers

Right on 635 toward Gibbs, --Left CR646 Turn around Billy Goat Hill.—

Left on CR635-

Left on 643/WCR

Right on 177 to Lexington

Right on OldSprigg—Hidden Valley Apts.

Turn Left on 645, Turnaround at Valley Creek—

Left on Windy Hill

Left on Breezie

Right on Hilltop-Jayden & Ayren

Left on Singing Hills to tanglewood.

Stop at Villa Lane-

Village Lane - Lamiyah & Skylar Mackins

***6:45 wait at church ***

Right on WCRock to Snake Hill—Stop at Collins stop—Gabe S & Collin ??

Straight at 4 way (winks)

Left on Kingshighway

Right on Southern Expressway—stay in Right Lane Left onto Silver Springs

—get over in Left lane at football field

Left into school 7:12 stop at doors-

**let Alt School bus go: --Left out of parking lot (past baseball fields)

Right on Silvers Springs(after tennis courts)

Left on Kingshighway

Right on Bessie Street after Sunny Hill

Right into Alt school

2:15 afternoon at doors—yellow line **1:55 dismissal on Wednesdays***

Leave school—silver springs—stay in right lane

Go to sides recycling

—take broadway,
go by casino—1st stop Lexington-Apts.
Village
**After village meet sandy **

August 15, 2023

School Board Policy and Regulation Updates

2673: Reporting of Violent Behavior

The school will report acts of violence by students to teachers and appropriate staff members

3155: Payments from Federal Awards

The district will make timely payments to vendors when using Federal Funds. If there is a prepayment from the Federal Government, the funds will be placed in an interest bearing account.

3230: Expenditures for Certified Staff

The district will place 75% of Basic Formula in the Fund 2 (Teachers Fund) and 75% of ½ of Prop C into Fund 2 (Teachers Fund) to meet salary compliance requirements put forth from the Missouri Legislature (\$38,500 Minimum)

4130: Certified Contracts

This policy provides flexibility to Districts to hire teachers under provisional certifications. Main changes are Section 2 (Alternative Certification) and Section 3 (Visiting Scholar Certification)

4412: Active Shooter Training

This is something we already do on an annual basis

Regulation 0320: School Board Elections

Explains the dates and procedure for anyone interested in becoming a school board candidate

STUDENTS

Policy 2673
(Regulation 2673)
(Form 2673)

Discipline

Reporting of Violent Behavior

The District requires school administrators to report acts of school violence to all teachers at the attendance area and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties, and who have a need to know. School administrators will also disclose to appropriate staff members portions of any student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition the Superintendent/designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

Behavioral Risk Assessment Team

The Superintendent will establish a Behavioral Risk Assessment Risk Team ("BRAT"). The team will include individuals with expertise/experience in counseling, school administration, learning and law enforcement. The Team will identify, assess and prioritize key risk issues that may exist in District schools and facilities.

The Team will meet on a regular basis and will report on an ongoing basis to the Superintendent concerning the status, needs and recommendations. The Team will report to the Board of Education at its July meeting or at a meeting designated by the Board.

1. Provide District staff with information to assist in the identification of students with significant behavioral concerns, assessing the risk of such students to engage in violence or other harmful activities.
2. Identify District systemic issues, formal or informal, which have the effect of either ameliorating or enhancing the risk for violent acts.
3. Provide District staff with training opportunities including, but not limited to, identifying risks of violence and intervention strategies.
4. Identification of individuals and underlying contact information, to whom threatening behavior should be reported.

5. Identify available social, developmental and law enforcement resources for students whose behavior have been identified as posing a threat to the safety of the school community.
6. Disclose as necessary and with the Superintendent's consent, information to appropriate agencies/individuals concerning a student identified posing a threat to the school community.

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FINANCIAL OPERATION

Policy 3155
(Regulation 3155)

Financial Management

Payments from Federal Awards/Cash Management

Payments from Federal awards will minimize the time elapsing between transfer of funds from the Federal pass-through entity and the disbursement of funds by the District to vendor recipients regardless of whether the payment is made by electronic transfer, or issuance/redemption of checks, warrants or payments. The District will make timely payment to contractors consistent with the terms of each specific contract. If a Federal award allows for advance payment, those Federal funds will be deposited and maintained in insured interest-bearing accounts. Interest amounts of up to \$500.00 per school year will be maintained by the District to be utilized for administrative purposes. The District's cash management of Federal funds will be consistent with requirements §200.305 of the Code of Federal Regulations.

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Payroll**Expenditures for Certificated Staff**

In order to meet certificated salary compliance the District will limit the amount of local dollars spent out of the Teachers' Fund. The District will place at least 75% of 5311 – Basic Formula Other State monies into the Teachers' Fund, but can place up to 100% into the Teachers' Fund. The District will place at least 75% of ½ of 5113- Prop C into the Teachers' Fund, but can place up to 100% into the Teachers' Fund. The District will place other state and federal revenue directly into the Teachers' Fund, provided the District receives that revenue for the Teachers' Fund expenditures. This is to minimize the need to transfer using the Teachers' Fund Transfer. The District may also, with Board approval, only set a levy in the General Fund as opposed to separate levies in the General Fund and Teachers' Fund.

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PERSONNEL SERVICES

Policy 4130
(Regulation 4130)
(Form 4130)

Employment

Certificated Staff Contracts

Employment contracts will be in writing and will be signed by the employee, the Board president and the Board secretary. Contracts will include the amount of annual compensation and the days of service.

Certificated staff members under contract include probationary teachers, permanent teachers and administrative staff. The probationary period allows a teacher to demonstrate, and the District to assess the teacher's competence. Beginning after the initial one (1) year contract, teachers who have demonstrated their competence through performance may be offered additional contracts.

The Board may elect to employ certain certificated individuals on a part-time basis, as needed. Part-time certificated employees will be contracted as a percentage of full-time employment. Part-time employees will not be provided the benefits provided to full-time employees. In addition, part-time certificated employees who do not teach at least 17 hours per week will not be eligible for pension benefits.

Alternative Certification

Applicants who have not successfully achieved a qualifying score on the teacher examination are issued two-year nonrenewable provisional certificates.

During the two-year provisional period, the affected teacher may gain full teacher certification by:

1. Achieving a qualifying score on the designated exam; or
2. Successfully achieving an acceptable score on the state-approved evaluation system from seven walk-through evaluations; two formative evaluations; and one summative evaluation for each of the two provisional years and being offered a third contract by the District; and
3. District recommendation to DESE that the teacher be given full teaching certification.

Visiting Scholar Certificate

The District may employ teachers with the Visiting Scholar Certification under the following provisions:

1. Verification from the District that such teacher will be employed as part of a business-education partnership designed to build career-pathways to teach in the ninth grade or higher for which the teacher's academic degree or professional experience qualifies the teacher or employed as part of an initiative designed to fill vacant positions in hard-to-staff public schools or hard-to-fill subject areas for students in a grade or grades not

lower than the ninth grade for which the applicant's academic degree or professional experience qualifies the applicant.

2. Appropriate and relevant bachelor's degree or higher, occupational license or industry-related recognized credential.
3. Completion of the application for a one year visiting scholar certificate.
4. Completion of a background check as required by state law.

Under these circumstances, Department of Elementary and Secondary Education may issue a one year visiting scholar certificate. The visiting scholar may renew their certificate for a maximum of two (2) years based upon completion or completion of the requirements listed above; completion of professional development required by the District and attainment of a satisfactory performance-based teacher evaluation.

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PERSONNEL SERVICES

Policy 4412

Professional Activities, Training and Professional Growth

Active Shooter Training

The District may include in its teacher and school employee training a component on how to respond to students who provided them with information about a threatening situation.

In addition, such training may include how to respond to situations in which there is a potentially dangerous or armed intruder or active shooter in the school.

If such training is utilized, it will be provided annually for a period of approximately four hours.

All school personnel will participate in a simulated active shooter and intruder drill conducted by law enforcement officials.

The District will foster an environment in which students feel comfortable sharing information they have regarding potentially threatening or dangerous situation with a responsible adult.

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ORGANIZATION, PHILOSOPHY AND GOALS

Regulation 0320

School Board Organization

School Board Elections

December _____	Pick up packet Board Office Post Notice of Annual School Election in Schools, Public Library, and City Hall
December _____	First day for filing by candidates Board Office, - 8 a.m. - 5:00 p.m. (seventeenth (17th) week prior to election)
January _____	Last day for filing Board Office, - 8 a.m. - 5:00 p.m. (fourteenth (14th) week prior to election)
February _____	Certification of Candidates for Board of Education to be signed by the Board Secretary and forwarded to Board of Election Commissioners. (Certification forms are to be in election headquarters no later than tenth (10th) week prior to election by 5 p.m.) ¹
March _____	During this week, principals are to make necessary arrangements for polling places and for reserving parking space on streets for voters. They will be contacted by election headquarters in advance.
April _____	Election Day

Poll watchers are not allowed for non-partisan election.

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¹ This date is also the *withdrawal deadline* for election.

