



Hogan Preparatory Academy

Hogan Preparatory Academy

Date and Time

Monday November 25, 2019 at 5:30 PM CST

Location

5809 Michigan Ave, Kansas City, MO 64130

Posted:

Notice is hereby given that the Hogan Preparatory Academy Board will conduct a Board Meeting at 5:30 PM on Monday, November 25, 2019 at Hogan Preparatory Academy District Office, at 5809 Michigan Avenue.

The tentative agenda of this meeting includes:

Agenda

I. Opening Items

Opening Items

- A.** Call the Meeting to Order
- B.** Record Attendance and Guests
Quorum Established
- C.** Adoption of Agenda

- D.** Comments from Public
- E.** Comments from the Superintendent
- F.** Comments from the Board President
Conflict of interest forms.

II. Consent Agenda

- A.** Approval of Minutes October 28, 2019
Approve October 28th minutes.
- B.** Governance: Section 1 Organization, Philosophy and Goals
Approve changes in Board policies.
- C.** Consolidated School District 403B Retirement Supplement
This is a presentation for the CSD Retirement Plan Trust to become a participant in the plan.
- D.** Human Resources Report

III. Finance

Finance

- A.** MCPSA Funding Equity
Randy Steinman will discuss charter school funding equity.
- B.** KCPS Charter Funding FY 20 Agreement
- C.** Update of October 2019 Financials
To provide up to date information about HPA finances.
- D.** Approval of Check Register
This is monthly expense report for October, 2019.

IV. Old Business

- A.** Adoption of Strategic Plan Framework and the new Vision and Mission statements

V. New Business

A. WeMet Consortium

Dual credit/dual enrollment program for high school students via the Western Missouri Educational Technology (WeMet) Consortium.

B. Governance Policies and forecast of policies review

Section 2: General Administration & Section 3: Financial Operations

C. Student Wellness Policy Adoption

To review and approve the Student Wellness policy.

D. Missouri Course Access and Virtual School Program (MOCAP) Policy Adoption

To review and approve the Missouri Course Access and Virtual School Program.

E. Elementary Building purchase or lease

F. School Improvement Grant for Middle School Teacher Incentive

G. Hogan Teacher Signing and Referral Bonus

Hogan Preparatory Academy is committed to hiring the highest quality educators that represent the students and community we serve.

H. Approve Health Insurance

I. Election of Board Officers

VI. Calendar

A. Upcoming Dates

November 27th-29th	Schools and District Offices closed for Thanksgiving
December 4th	Early Release
December 16th	Board Meeting
December 19th	Early Release
December 19th	End of 2nd Quarter
December 23-January 2, 2020	Winter Break-Schools & District Offices Closed
January 3rd	Staff Returns
January 6th	Students Return
January 15th	Early Release
January 20th	MLK Day-Schools & District Offices Closed
January 27th	Board Meeting

VII. Closing Items

- A. Motion/Vote to Close Meeting Pursuant to RSMo Section 610.021 Subsection (3) Personnel
- B. Adjourn Meeting
- C. Motion to go into Closed Session

RSMo § 610.021. Closed meetings and closed records authorized when, exceptions, sunset dates for certain exceptions (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.....(3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded...(9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups...(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment...

Coversheet

Record Attendance and Guests

Section: I. Opening Items
Item: B. Record Attendance and Guests
Purpose: FYI
Submitted by:
Related Material: David Collier 11_25_2019 HPA Board Vote.pdf

David Collier Proxy Votes for 11/25/2019 HPA Board Meeting

Item	Yes	No
Agenda Adoption	x	
Consent:		
October 28th Minutes	x	
Governance: Section 1	x	
Consolidated School District	x	
Human Resources	x	
Finance:		
October Financials	x	
KCPS Charter Funding	x	
October Expenses	x	
New Business:		
WeMet Consortium	x	
Student Wellness Policy	x	
MOCAP	x	
SIG for MS Teacher Incentive	x	
HPA Signing & Referral Bonus	x	
Health Insurance	x	
Board Officer Elections <ul style="list-style-type: none"> ● Vice President--Albert Ray ● Treasurer--David Collier ● Secretary--Robin Carlson 	x	
Closing:		
Close Meeting	x	
Adjourn Meeting	x	
Motion for Closed Session	x	

Coversheet

Approval of Minutes October 28, 2019

Section: II. Consent Agenda
Item: A. Approval of Minutes October 28, 2019
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Hogan Preparatory Academy on October 28, 2019

APPROVED



Hogan Preparatory Academy

Minutes

Hogan Preparatory Academy

Date and Time

Monday October 28, 2019 at 5:30 PM

Location

5809 Michigan Ave, Kansas City, MO 64130

Posted:

Notice is hereby given that the Hogan Preparatory Academy Board will conduct a Board Meeting at 5:30 PM on Monday, October 28 at Hogan Preparatory Academy District Office, at 5809 Michigan Avenue.

The tentative agenda of this meeting includes:

Directors Present

David Collier, Lynne Beaver, Matt Samson, Robin Carlson

Directors Absent

Kirra Jones

Guests Present

Jamie Berry, Janice Thomas, Jayson Strickland, Tamara Burns, Tanya Shippy, Vici Hughes

I. Opening Items

A.

Call the Meeting to Order

Matt Samson called a meeting of the board of directors of Hogan Preparatory Academy to order on Monday Oct 28, 2019 at 5:34 PM.

B. Record Attendance and Guests

C. Adoption of Agenda

D. Comments from Public

There were not any comments from the public.

E. Comments from the Superintendent

Listening tour--2 families--appreciative of cell phone policy

Strategic plan submitted--feedback from employees

Enrollment numbers constant and steady---as of 10/24 at 1055

Attendance rate at 96%

Ironing out inclement weather procedures--follow KCPS and surrounding charter schools policy

Comments to BOD will be in bulletin form

Thank Matt Samson with connecting with future business partners; access to partners

Recognition of Mr. Arthur Seabury for his work for the young people and putting HPA in a positive light

F. Comments from the Board President

Honored to be present at the Listening Tour---all leadership staff present; great idea--different Hogan and the future is extremely bright.

Spoke with Kirra Jones, VP--board member for 2.5 years; has moved to LA. Resigned and resignation was accepted. Governance policy which will guide the Board.

II. Consent Agenda

A. Approval of Minutes September 23, 2019

Robin Carlson made a motion to approve minutes from the Hogan Preparatory Academy Board Meeting on 09-23-19 Hogan Preparatory Academy Board Meeting on 09-23-19.

Lynne Beaver seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Employment of Non-Certified Personnel

Robin Carlson made a motion to Approve employment of non-certified personnel.

Lynne Beaver seconded the motion.

The board **VOTED** unanimously to approve the motion.

C.

Employment of Certified Personnel

Robin Carlson made a motion to Approve employment of certified personnel.

Lynne Beaver seconded the motion.

The motion did not carry.

III. New Business

A. Approval of New Board Members

Lynne Beaver made a motion to Approve the new board members.

David Collier seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Governance Policies and forecast of policies review

Good to condense and update

Makes a lot of sense to include proxy

What is done on a regular basis which requires certain officers on a board? Signal of strength to have the four positions.

Revision to policy to have president and secretary with option to have vp and treasurer.

Revising one section at a time. Plan is to present complete revisions all at one time.

Need for a vice president and secretary.

Collier expressed desire to take on a leadership role. Willing to take what is available.

Encourage the board to fill the position which is required; secretary or Vice President.

Strickland and Samson will touch basis with the members about potential officers.

Training for board members---virtual options and other training. In process of putting catalog together for training.

Resignation from Kirra needs to be in writing w/presentation to Board.

No vote tonight; will be put on consent agenda at next meeting.

C. Consolidated School District 403B Retirement Supplement

Will be on next month's consent agenda.

Richard Counts---CSD retirement plan trust built on a mutual fund platform; similar to a 401K

Formed to help manage compliance issue--whole focus is education--does come with stipulations---makes sure District will stay in compliance----have only one partner

Savings/cost---no cost to the District; funded by participants in the plan.

Monitored and managed on a quarterly basis.
No contract just a participation agreement.
Compliance function comes out of the participant cost.

Benefits: Reduces the risk for the District and the cost of the product to the employees;
education piece for employees.

No obligations to existing vendors; just provide the the service of payroll deduction.

D. Teach for America

David Collier made a motion to Approve Teach for America contract.
Lynne Beaver seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. SchoolMint

Provide assistance for parents to do online
1000 max- going to check if price changes

Matt Samson made a motion to Approve School Mint for 20-21 school year with
understanding change in price to be discussed at next month's meeting.
Robin Carlson seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Superintendent's Report

A. Strategic Plan Update

Another update
Vote at next month's meeting
Ask for feedback
Done with parents and staff in spring of last year.

Draft Vision changes: Intentional not to just say students; meant for whoever is connected
to Hogan.

Competitive advantage= graduate with one market value asset.

Concerns: How does this apply to K-12?
There is not any community experience; vision or mission to incorporate community into
Hogan.
This needs clear articulation in our mission statement. To be successful, it has to start at
Kdg.
Appropriate partnerships

Sports orientation: strong athletic program; build off that interest; teach; broaden approach of instruction Response is very positive.

HPA will be unique; project based learning.

B. School Smart Kansas City Grant Update

Informational item--rec'd grant awarded based on the draft of the strategic plan---\$2.65 million dollar grant

V. Finance

A. Update of September 2019 Financials

Matt Samson presented having the financial report before the consent agenda. The motion to move was made by Robin Carlson and seconded by David Collier; vote to move was unanimous.

Financial report submitted for September and updated the Board regarding funding.

B. Approval of Check Register

David Collier made a motion to Approve the September financials.

Robin Carlson seconded the motion.

The board **VOTED** unanimously to approve the motion.

Matt Samson presented having the financial report before the consent agenda. The motion to move was made by Robin Carlson and seconded by David Collier; vote to move was unanimous.

VI. Closing Items

A. Motion/Vote to Close Meeting Pursuant to RSMo Section 610.021 Subsection (3) Personnel

Matt Samson made a motion to Adjourn the meeting at 7:30pm.

Lynne Beaver seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Lynne Beaver Aye

David Collier Aye

Robin Carlson Aye

Kirra Jones Absent

Matt Samson Aye

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:32 PM.

Respectfully Submitted,
Matt Samson

C. Motion to go into Closed Session

Matt Samson made a motion to approve to go into closed session.

Lynne Beaver seconded the motion.

The board **VOTED** unanimously to approve the motion.

Coversheet

Governance: Section 1 Organization, Philosophy and Goals

Section: II. Consent Agenda
Item: B. Governance: Section 1 Organization, Philosophy and Goals
Purpose: Vote
Submitted by:
Related Material: HPA Board Policy - Organization, Philosophy and Goals - FINAL (1).pdf



HOGAN PREPARATORY ACADEMY

BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

Policy Number	Policy Title	Page Number
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0210	Board Organization: Board Purpose and Roles	3
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0230	Board Organization: Board Officers	6
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HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0100 – LEGAL STATUS: DISTRICT NAME AND IDENTIFICATION CODES

(Last approved: 11/25/2019)

The Charter School is an independent public school. The School is a nonprofit corporation organized under the authority of the State Legislature and exercises power delegated directly and indirectly by the Missouri State Legislature.

The official, corporate name of the Charter School, location and contact information are:

Hogan Preparatory Academy, Inc.
5809 Michigan Avenue
Kansas City MO 64130
816-444-3484

County, District and Federal Identification Codes are:

048-904/County/District Code
43-1817830 Federal Identification Number (FEIN)

POLICY 0110 – LEGAL STATUS: CHARTER

(Last approved: 11/25/2019)

The School operates under a charter from the University of Central Missouri (UCM). The School's charter serves as a contract between the School and its sponsoring institution.

The School's charter includes its mission statement, a description of the school's organizational structure and bylaws, a financial plan, the School's policy for securing personnel services, personnel qualification, professional development plan, description of the grades and ages of its students, calendar of operations and criteria for measurement of the School's effectiveness.

The School's Charter will also provide:

- Educational goals and objectives
- Description of the educational programs and curriculum
- Terms of the Charter
- Student performance standards
- Governance plan
- Policies on student discipline

The Board acknowledges that the School may be placed on probation by UCM at any time if the School fails to meet its statutory requirements or its commitments to the School's assurance. The purpose of the probationary period is to allow the School to change methodology, leadership, or other factors to bring the School in compliance with the law or the requirements of UCM.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0110 – LEGAL STATUS: CHARTER (continued)

(Last approved: 11/25/2019)

The Board further acknowledges that the School Charter may be revoked by UCM if the School commits a serious breach of one or more provisions of its charter for:

- Failure to meet academic standards
- Failure to meet generally accepted standards of fiscal management
- Failure to provide information necessary to confirm compliance with the procedure of this Charter within 45 days of request
- Violation of law

POLICY 0200 – BOARD ORGANIZATION: SCHOOL DISTRICT PHILOSOPHY

(Last approved: 11/25/2019)

In carrying out its responsibilities, the Board is guided by the desire to use the resources of its community, its staff and its students to provide the highest quality education permitted by its financial resources. In reaching decisions, the Board will attempt in every case to act in the best interests of its students.

POLICY 0210 – BOARD ORGANIZATION: BOARD PURPOSE AND ROLES

(Last approved: 11/25/2019)

The Board performs three basic functions in the management of the School:

Legislative

The Board shall exercise full legislative rule and management authority for the School by adopting policy and directing all procedures necessary for the governance of the School's educational and administrative responsibilities.

Executive

The Board shall delegate to the Superintendent the responsibility of implementing all Board policy.

Appraisal

The Board shall determine the effectiveness of policy implementation through evaluation of school operations, practices and program outcomes. The achievement level of students shall be the guiding standard through which all success shall be measured.

Sponsors – The Board will not contract with sponsors other than UCM without UMC's agreement to the division of sponsor responsibilities.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0220 – BOARD ORGANIZATION: STATEMENT OF PRACTICES

(Last approved: 11/25/2019)

Attendance

Members shall attend all regularly scheduled Board meetings insofar as possible. Any member failing to attend the meeting of the Board for three (3) consecutive regular meetings, unless excused by a majority of the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat; and the Secretary of the Board shall certify that fact to the Board. The vacancy shall be filled as other vacancies occurring in the Board. Attendance for purposes of this provision shall be defined as actual, physical attendance at the Board meeting until all of the business of the Board has been completed unless a member is excused by a majority of the Board.

Knowledge

Members bring a variety of experiences to their Board positions. Members shall come to Board meetings informed concerning the issues to be considered.

Abstentions

Members shall avoid abstaining except when required by statute or Board policy. The members of the Board have been selected to make difficult decisions on behalf of the students, parents, patrons and employees of the school. The concept of trusteeship requires each member to review the issues under the Board's consideration and to take a stand regarding those issues. A member who has conformed to the above-described tenets of knowledge, open discussion, independent judgment, and civility should be prepared to cast a vote on each of the issues before that member.

Cooperation/Delegation

Members should work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent. Members shall not attempt to by-pass, undermine, or usurp the Superintendent's authority and responsibility for the daily operation of the schools.

Conflict of Interest

Members shall avoid being placed in a position of conflict of interest, and shall not use the Board position for personal or partisan gain. Members shall conduct themselves in accordance with the conflict of interest policy and disclosure requirements prescribed by statute and Board policy.

Accessibility

Members are accessible to the School and reside within a reasonable distance from the School.

Confidentiality

Members shall not disclose confidential information. Information is confidential if it is:

- (a) Communicated during executive session, or
- (b) Otherwise communicated with a mutual understanding of confidentiality.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0220 – BOARD ORGANIZATION: STATEMENT OF PRACTICES (continued)

(Last approved: 11/25/2019)

Acceptance of Gifts

Members shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts from any person, organization, group, or entity doing business or desiring to do business with the School.

Contact with Vendors

Members, if contacted by a vendor requesting information about the School's bidding procedures, whether of a general nature or with regard to specific goods or services to be bid, shall provide the vendor with the name and business telephone number of the administrator responsible for purchasing such goods or services. The member shall request that the vendor contact the relevant administrator and direct all questions and concerns to the administrator.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ such media as are appropriate to keep the staff fully informed of the Board's concerns and actions.

Visits to Schools

Individual Board members who, in their parental capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit other schools or classrooms as an informal expression of interest in school affairs will inform the Superintendent who will arrange such visit(s) through appropriate principal(s). Official visits by Board members will be conducted only with the full knowledge of the Superintendent and principal(s) involved.

Training

Board members will receive continuous training. First-year board members will receive 8 hours of training per year. Other board members will receive 4 hours of training per year.

Educational Welfare

Members shall remember always that the first and greatest concern must be the educational welfare of the students attending the School.

Background Checks

Members shall obtain a background check prior to beginning service on the School's board. Copies of such background checks will be available to the public at the School's Business Office.

Site Visits

UCM will visit the school annually to observe and assess the educational performance. In addition, UCM will conduct such on-site visits whenever the operation or management of the School is changed. UCM representatives will be placed on the agenda of a Board meeting to review the results of the on-site visit.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0230 – BOARD ORGANIZATION: BOARD OFFICERS

(Last approved: 11/25/2019)

The Board will conduct an annual meeting to elect officers. At a minimum, the Board will elect a president and a secretary. Other officer positions will be filled as needed.

POLICY 0240 – BOARD ORGANIZATION: BOARD MEMBER RESIGNATION

(Last approved: 11/25/2019)

Any Board member who wishes to resign from office shall inform the Board president or secretary in writing. The Board secretary shall certify to the Board that the office is vacant. The Board will then appoint a replacement to serve.

POLICY 0250 – BOARD ORGANIZATION: BOARD CODE OF ETHICS

(Last approved: 11/25/2019)

The purpose of the Board is:

1. To govern and control the affairs of the School as provided by law and Board policy.
2. To discover and interpret the educational needs, attitudes, and interests throughout the School as a guide to developing and setting priorities for an educational program.
3. To exercise judgment in reviewing, considering and voting on school wide policies affecting the operation of the school.
4. To oversee the management and fiscal control of the School as provided by law and to review, evaluate and judge the effectiveness of the educational program.

The roles of members of the Board are:

1. To recognize that it is the responsibility of the Board to see that the school is properly administered, not to administer them.
2. To hold the Superintendent responsible for the implementation of Board policies and the administration of the School.
3. To give the Superintendent authority commensurate with his/her responsibility.
4. To vote on Board matters only after considering the recommendation of the Superintendent and any interested citizens.
5. To maintain a working rapport with other members of the Board and the Superintendent.
6. To respect and encourage the right of others to hold and express opinions.
7. To support the Board once a legal decision has been made by a majority vote.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0250 – BOARD ORGANIZATION: BOARD CODE OF ETHICS (continued)

(Last approved: 11/25/2019)

8. To avoid inappropriate or disparaging remarks, in or out of Board meetings, about other Board members or their opinions.
9. To realize that the responsibilities are district-wide.
10. To recognize that authority rests with the Board in legal session and no individual Board member has legal authority to request action from the staff.
11. To avoid any comments which may be interpreted as undermining the administration of the School.
12. To assure that special committees, when appointed, have a well-defined objective and that there is an understanding that the committee serves in an advisory capacity.

In addition, members of the Board will:

1. Work through the Superintendent and his/her staff.
2. Support the Superintendent's efforts to appoint the most qualified persons as employees of the School.
3. Reinforce the efforts of the Superintendent and the staff so that they may perform their assigned responsibilities in the most effective manner.
4. Provide the Superintendent Counsel as requested or required.
5. Make every effort to keep all citizens informed about the quality and condition of public education in the School.
6. Initiate and implement all efforts to secure adequate financial support for the School.
7. Assure that all transactions of the School are ethical, open and aboveboard.

POLICY 0260 – BOARD ORGANIZATION: NEPOTISM, CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE

(Last approved: 11/25/2019)

Members of the Board will conduct themselves in a manner which complies not only with the letter of conflict of interest laws, but also in the spirit of those provisions. Board members will at all times make good faith efforts to avoid the appearance of a conflict of interest. If a situation arises which involves the potential for a conflict of interest, the individual Board members will declare his/her interest and will refrain from debating or voting upon the question of engaging or using the business entity in question.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0270 – BOARD ORGANIZATION: BOARD COMPENSATION

(Last approved: 11/25/2019)

No member of the Board shall accept a salary from, or be employed by the Board, or profit financially in any manner by reason of any dealings with the Board.

POLICY 0280 – BOARD ORGANIZATION: BOARD TRAVEL

(Last approved: 11/25/2019)

So long as the organization's budget allows, travel and accompanying expenses may be authorized by a majority of the Board of Directors for any of its members to attend conferences, meetings, seminars, conventions, etc., at the state, regional and national levels. Travel expenses may include transportation, lodging, meals and registration fees.

Each Board member who has been approved for travel shall file with the District's Business Office within a reasonable time frame an itemized account of expenses.

POLICY 0290 – BOARD ORGANIZATION: BOARD COMMITTEES

(Last approved: 11/25/2019)

The Board may appoint committees to assist it in carrying out the Board's responsibilities. However, the Board may not delegate those functions which, by law, must be exercised by the Board itself.

Committee Guidelines

1. Committees created by the Board will be assigned specific tasks to be performed and will be assigned a specific time frame within which to accomplish assigned tasks.
2. Upon completion of these tasks or upon expiration of the time allotted, the committee will be dissolved unless extended by the Board.
3. Reports of Board committees may be made in written form or be presented verbally at a Board meeting at the discretion of the Board.

Committee Meetings

Meetings of committees appointed by the Board or at the Board's direction including advisory committees appointed for the specific purpose of recommending policy, policy revisions, expenditures of public funds to the Board or to the Superintendent will comply with the notice and open meeting provision applicable to Board meetings. The School's custodian of records will maintain a current list of such advisory committees.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0300 – BOARD ORGANIZATION: BOARD MEETINGS

(Last approved: 11/25/2019)

Regular

The regular meeting of the Board is typically held on the 4th Monday in each month, at the hour of 5:30 p.m. when public notice is given. Public meetings may be conducted in person or by conference call, video chats, Internet conferences, e-mails and Internet message board.

Special

Special meetings may be held at the time set by the Board or on the call of the Board President or any four members of the Board. (Not less than twenty-four (24) hours written notice, stating the time and place of the meeting and business to be considered, will be given to each member.) Simultaneously with the giving of notice of such meeting to the members of the Board, a written notice of the meeting and matters to be considered will be posted in the same manner as postings for regular Board meetings.

Quorum and Majority Vote

The presence of a majority of the Board constitutes a quorum for the transaction of business. However, the letting of contracts, employment of personnel, approval of bills for payment and the ordering of warrants require an affirmative vote of a majority of the Board. Absent Board members may submit a proxy vote through the Board president.

Closed Meetings

The Board may vote to conduct closed executive sessions as provided for in Policy 0340 – Closed Board Meetings/Executive Sessions. In order to enter executive session, such motion must be approved by a roll call majority vote. The motion to enter executive session must reference the specific statutory matters to be discussed.

Any Board member may object to the closing of a meeting, record or vote if a member believes the motion to close violates the Sunshine Law; such member(s) must object at or before the motion to close is voted upon and must vote against closing. The member(s) shall be allowed to fully participate in any subsequent meeting or vote. The objecting member(s) shall be immune from any liability for improper closure of a meeting.

Recording of Board Meetings

The open sessions of Board meetings may be audio or video taped. The Board has adopted guidelines set forth in Policy 0300 – Board Meetings to minimize the potential disruptive effect of such recordings.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0300 – BOARD ORGANIZATION: BOARD MEETINGS (continued)

(Last approved: 11/25/2019)

Firearms and Weapons

Possession of firearms and weapons are prohibited from all school premises and school activities. This prohibition specifically applies to meetings and activities of the Board and applies to all attendees, including members of the Board. The firearm prohibition includes permitted weapons. (See also Policy 1432 – Prohibition Against Firearms and Weapons.)

POLICY 0310 – BOARD ORGANIZATION: MEETING AGENDA

(Last approved: 11/25/2019)

A tentative agenda for each regular, special or proposed closed meeting of the Board shall be prepared by the Board President, in consultation with the Superintendent, and shall be included in any public notice of such meetings. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting shall be distributed to each member of the Board at least four days prior to the stated meeting unless a special emergency meeting is called at a time which makes the four-day prior notice impossible.

The agenda for each meeting of the Board shall be adopted or modified by a motion by a majority of those Board members present. Once the agenda is approved, it shall require a vote of a majority of the Board members present to make additional modifications.

The agenda for closed sessions shall be announced in closed session; however, the motion to close a meeting must be voted on during a public meeting and must also include the reasons for closing the meeting with references to the specific topics under the provision of Section 610.021, RSMo as valid grounds for a closed meeting session. (Refer to Policy 0340 – Closed Board Meetings/Executive Sessions.)

POLICY 0320 – BOARD ORGANIZATION: PARTICIPATION BY THE PUBLIC

(Last approved: 11/25/2019)

A designated period of time may be provided for public comments at all regular Board meetings. The Board is very interested in citizen viewpoints and problem; however, citizens are encouraged to work through problems at the school and/or administrative levels before coming to the Board. Remarks may be limited. Questions directed to the Board may not always be answered immediately. All questions will be responded to by an appropriate person as soon as possible. Persons who wish to suggest items for the agenda should contact the Superintendent.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0330 – BOARD ORGANIZATION: MEETING MINUTES

(Last approved: 11/25/2019)

Open Session Minutes

Minutes of Board meetings shall be available to the public for inspection at the Superintendent's office, at reasonable hours. The minutes will include the date, time, place, members present, members absent, and a record of any votes taken.

Closed Session Minutes

A separate minute book used solely for the purpose of executive sessions shall be used to record the minutes. Under such circumstances, the Board members and others in attendance are honor-bound not to disclose the details or discussions or minutes of the closed session. Any vote taken during a closed session will be taken and recorded by a roll call vote.

POLICY 0340 – BOARD ORGANIZATION: CLOSED MEETINGS

(Last approved: 11/25/2019)

The Board reserves the right, as provided by law, to close meetings, records and votes as they relate to matters below. All discussion and action by the Board in executive session must be related to the reasons set forth in motion to enter executive session. The minutes of the executive session shall be recorded and maintained in a separate, confidential minute book. (See Policy 0330 – Board Meeting Minutes)

Legal Matters

Litigation including privileged communications between the Board, its representatives, and its attorneys. Upon completion of the litigation or upon execution of a settlement agreement, the vote, minutes, and settlement agreement will be made public unless subject to a court order closing the record.

Real Estate Matters

The lease, purchase or sale of real estate where public knowledge of the details of the proposed acquisition might adversely affect the School's interests. Any vote or public record approving such contract shall become available to the public upon execution of the contract.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0340 – BOARD ORGANIZATION: CLOSED MEETINGS (continued)

(Last approved: 11/25/2019)

Personnel Matters

Actions related to the hiring, firing, disciplining or promotion of a School employee when the performance or individual merit of this employee is considered. Any vote on a final decision to hire, fire, promote or discipline will be available to the public within seventy-two (72) hours of the close of the meeting, except that good faith efforts will be made to notify the affected employee prior to the information becoming publicly available. Disclosure of Board action on such personnel matters will include notice of how each Board member voted on the proposition.

Student Matters

Scholastic probation, expulsion, discipline, or graduation of identifiable persons, including records of individual test or examination scores subject to the provisions of the Board's student records policy and regulation.

Student Testing Matters

Testing and examination materials before a test or examination is given and until use of the test is discontinued.

Bidding Matters

Competitive bidding specifications, until officially approved or published for bids. Sealed bids, until the earlier of the time all are opened or all are accepted or rejected.

Personnel Records

Individually identifiable personnel records, performance ratings or records related to employees or applicants for employment. However, the public will have access to the names, positions, salaries, and length of service of employees of the school.

Communications with School Auditor

Confidential and privileged communication between the Board and its auditor, including the auditor's work product. However, final audit reports issued by the auditor will be open.

Security Systems

Information provided to the School by outside consultants relating to the security of School facilities. However, expenditures of public funds for the purchase of security systems are considered to be open public records.

Notwithstanding the provisions of this section, consultant reports involving open records matters, which were prepared for the School, are deemed to be open records.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0350 – BOARD ORGANIZATION: NOTIFICATION OF BOARD MEETINGS

(Last approved: 11/25/2019)

Notice of meetings of the Board including committees of the Board will be given in a manner to reasonably inform the public of the matters to be considered by the Board.

Notice of the time, date, and place of the meeting as well as the tentative agenda will be provided at least twenty-four (24) hours, exclusive of holidays and weekends, prior to the meeting unless for good cause it is impossible or impractical to provide such notice. In such instances, the nature of the impossibility or impracticality will be stated in the minutes. In order to minimize public participation, notice of Board meetings will be posted at the School. Upon request, members of the media will be provided with notice of the meeting at the same time notice is provided to members of the Board. Meetings will be scheduled at a location reasonably accessible to the public in a room of sufficient size to accommodate the anticipated attendance by the public.

Where meetings are conducted by telephone or other electronic means, written notice of such meetings will include the specific mode by which meetings will be conducted and the location where the public may attend such electronic meetings. If a meeting is conducted through the Internet or other computer link, notice of such meeting will be posted on an existing school website.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 1: ORGANIZATION, PHILOSOPHY & GOALS

POLICY 0400 – BOARD POLICY: BOARD POLICY DEVELOPMENT, ADOPTION AND REVIEW

(Last approved: 11/25/2019)

The development and adoption of policies to govern operation of the School are the responsibility of the Board. In developing policy, the Board may solicit input from the community, staff and other professionals.

At any meeting of the Board, policies governing the School may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Implementation

The Superintendent is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Board authorizes the Superintendent to develop administrative guidelines in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student/parent handbooks that interpret Board policies and state rules and regulations which affect the population set. The handbooks shall be revised annually and distributed.

Review

The Board shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board.

Posting Board Policies and Student Handbooks

During long periods of time in which the School maintains a website, the Board's policies and regulations along with student handbooks will be posted on the website.

Coversheet

Consolidated School District 403B Retirement Supplement

Section: II. Consent Agenda
Item: C. Consolidated School District 403B Retirement Supplement
Purpose: Vote
Submitted by:
Related Material: CSD.pdf

CSD RETIREMENT PLAN TRUST PARTICIPATION AGREEMENT

This Participation Agreement is made and entered into by and between Hogan Preparatory Academy (EIN: 43-181-7830) (the "Participating Employer") and the Trustees of the CSD Retirement Plan Trust (the "Trustees").

The Trustees have established the CSD Retirement Plan Trust (the "Trust") for the exclusive purpose of receiving, holding and administering the assets of the CSD Retirement Trust Multiple Employer 403(b) Plan for the benefit of eligible Employees of Participating Employer. With the consent of the Trustees, the Participating Employer desires to participate in the Trust and to adopt the Plan with respect to its eligible Employees.

NOW, THEREFORE, the Participating Employer hereby elects to participate in the Trust and to adopt the Plan effective as of January 1, 2020, and the Trustees hereby consent to such adoption and participation upon the following terms:

1. **Adoption of Plan and Trust.** The execution of this Agreement by the Participating Employer shall be construed as the adoption of each Plan and the Trust in every respect as if the Plan and the Trust had this date been executed by the Participating Employer. Each Plan shall be adopted as a restatement and/or merger and continuation of any prior Section 403(b) plan maintained by the Participating Employer (a "Prior Plan").
2. **Rights and Obligations of Participating Employer.**
 - a. The Participating Employer agrees that during the period of its participation in the Plan and the Trust it shall not make or remit contributions on behalf of its Employees to any other Section 403(b) plan or to any annuity contract or custodial account not approved by the Trustees as a permitted investment vehicle for Plan assets.
 - b. The Participating Employer agrees to accept all of the responsibilities of a Participating Employer as described in the Plan and the Trust.
 - c. The Participating Employer agrees to accept all of the responsibilities of an Employer as described in the Plan and the Trust with respect to its Employees and Participants and their Beneficiaries, and to comply with such rules and procedures as may be established by the Trustees and the Contract Administrator from time to time. The participation of the Participating Employer in the Plan and the Trust shall in no way diminish, augment, modify or in any way affect the rights and duties of the Trustees as Trustees and Plan Sponsor under the Plan.
 - d. The Participating Employer shall supply to the Contract Administrator full, accurate and timely information on all matters relating to the Plan, including the eligibility of its Employees to participate in the Plan, their Compensation, dates of

retirement, death, disability, or Severance from Employment, and such other pertinent information as the Contract Administrator may require.

- e. The Participating Employer shall provide the names and contact information for the Vendors of any annuity contracts and/or custodial accounts to which the Employer made contributions under any Prior Plan. Such information for the respective Prior Plans shall be provided on Prior Plan Vendor Schedules substantially in the form attached hereto and incorporated herein by reference. The Participating Employer certifies the accuracy of the information reported on the Prior Plan Vendor Schedules. The Plan Sponsor may rely upon all information supplied by the Participating Employer and shall have no duty or responsibility to verify such information.
 - f. The Participating Employer agrees to make reasonable efforts to require all such Prior Plan Vendors to share information with the Plan and the Contract Administrator in the manner determined by the Trustees from time to time. The Participating Employer further agrees not to permit contract exchanges between the annuity contracts and/or custodial accounts held by such Prior Plan Vendors (other than exchanges into the approved investment vehicles) unless such Vendors cooperate in sharing information in the manner prescribed by the Trustees.
 - g. The Participating Employer shall remit all contributions to the Trust within the time prescribed by the Plan.
 - h. The Participating Employer shall refer claims for Plan benefits and all requests for information concerning the Plan to the Contract Administrator immediately upon receipt of the same by the Participating Employer.
 - i. The Participating Employer shall timely comply with all requests of the Plan Sponsor to distribute to its Participants all Plan disclosures required by applicable law.
3. **Fees and Expenses.** The Participating Employer agrees that fees and expenses of the Plan and the Trust shall be paid from Trust assets. Fees shall be allocated to Participant Accounts on a periodic basis as prescribed in the Plan. All such fees and expenses shall be fully disclosed to the extent required by applicable law.
4. **Designation as Agent.** All actions required or permitted by the Plan or the Trust to be taken by the Trustees, including but not limited to the authority to select and remove Vendors and investment options and to amend the Plan and the Trust, shall be effective with respect to the Participating Employer when taken by the Trustees in the manner prescribed in the Trust Agreement. The Participating Employer hereby irrevocably designates the Trustees as its agent for such purposes. The Trustees shall notify the Participating Employer in the event the Trustees make any changes in Vendors or investment options or any amendments to the Plan or the Trust.

5. **Representation and Warranties.** The Participating Employer represents and warrants that it is a public school employer or educational service agency or community college that qualifies as a political subdivision under Missouri law (or other approved State) or a charter school established pursuant to Missouri law (or other approved State) and meets all the requirements of the Internal Revenue Code necessary for participation in the Plan.
6. **Indemnification.** The Participating Employer agrees to protect, defend, hold harmless and indemnify the CSD Retirement Trust, the Trustees, the Contract Administrator and their agents and employees from and against any and all claims, damages, liabilities, taxes, penalties, losses and expenses and reasonable attorney's fees and costs, arising out of any negligence, misrepresentation, or breach under this Agreement or applicable law by the Participating Employer or its agents or employees.
7. **Termination.** This Agreement shall terminate upon termination of the Trust in accordance with Article VII of the Trust. This Agreement may be terminated by the withdrawal of the Participating Employer upon 30 days advance written notice delivered to the Trustees and the Contract Administrator. The Participating Employer agrees that, in such event, the Employer shall adopt successor plans for the Employer's Employees and shall assume full responsibility for administration and compliance of such successor plans. The withdrawing Employer further agrees that all Plan Accounts of its Participants shall be considered accounts under the Employer's successor plans and the Plan Sponsor and Contract Administrator shall cease to have any responsibility for compliance of such Accounts. However, any amounts held in annuity contracts or custodial accounts through the Trust shall continue to be held in such contracts or accounts, subject to all terms and conditions governing such contracts or accounts, until the Participant requests distribution, transfer or exchange of such contracts or accounts consistent with the requirements of the investment vehicle, the Employer's successor plans and applicable requirements of the Code.
8. **Independent Contractors.** The parties enter into this Agreement as independent contractors and nothing contained in the Trust or the Plan or this Agreement shall be construed to create a partnership, joint venture, or joint-employer relationship between the parties. Nothing contained in the Plan or the Trust or this Agreement shall be construed to make the Employees of the Participating Employer Employees of CSD or the Trust. The Participating Employer shall remain the Employer of its Employees and shall be liable for all wages, salaries, employment taxes and other costs associated with such employment.

IN WITNESS WHEREOF, the Participating Employer and the Trustees have caused this Participation Agreement to be executed in their respective names by their duly authorized representatives, effective as of the date set forth herein.

PARTICIPATING EMPLOYER

By _____

Title _____

**TRUSTEES OF THE
CSD RETIREMENT PLAN TRUST**

By _____
Trustee

**CSD RETIREMENT PLAN TRUST
Adopting Resolution**

Hogan Preparatory Academy (the "Participating Employer"), a public school district, educational service agency, community college or charter school in the State of Missouri, hereby elects to participate in the CSD Retirement Plan Trust ("Trust") and to adopt the CSD Multiple Employer 403(b) Plan for the benefit of its eligible employees, as of the date stated in a resolution substantially in the following form adopted by its Board on November 25, 2019.

"RESOLVED,

That the Participating Employer hereby elects to become a Participating Employer in the CSD Retirement Plan Trust and to adopt the CSD Multiple Employer 403(b) Plan effective as of January 1, 2020.

FURTHER RESOLVED,

That the _____ be and is hereby authorized to execute the Participation Agreement and such other instruments as are necessary to evidence the election of this Organization to become a Participating Employer in the Trust and its adoption of the Plan, and thereby to become subject to the terms of the Trust Agreement, the Plan and the Participation Agreement, until this election is revoked pursuant to Article VI of the Trust.

IN CONSIDERATION OF One Dollar (\$1.00), receipt of which is hereby acknowledged, and the mutual covenants of the other Participating Employers to be bound by the terms of the Trust Agreement, the Plan and the Participation Agreement, the Participating Employer hereby agrees to be bound by the terms of the Trust Agreement, the Plan and the Participation Agreement.

IN WITNESS WHEREOF, the Participating Employer has caused this Adopting Resolution to be executed by its duly authorized official.

Organization Address:

(Name of Organization)

By: _____

Title: _____

"Participating Employer"

Coversheet

Human Resources Report

Section: II. Consent Agenda
Item: D. Human Resources Report
Purpose: Vote
Submitted by:
Related Material: November HR Report.pdf

All employment offers are placed on the Board agenda following confirmation of a satisfactory background check. Offers are contingent upon successful completion of new hire paperwork and are further subjected to DESE licensing requirements, effective on the dates indicated:

First Name	Last Name	Position	Effective Date	Location
Michael	Portley	Building Substitute	10/25/2019	HPA High School
Taliece	Ware	Floating Substitute	10/29/2019	HPA High School
Alexander	Omorodion	Math	1/3/2020	HPA High School

Coversheet

KCPS Charter Funding FY 20 Agreement

Section: III. Finance
Item: B. KCPS Charter Funding FY 20 Agreement
Purpose: Vote
Submitted by:
Related Material: KCPS Charter Funding FY 20 Agreement 11-4-19.pdf

AGREEMENT

This Agreement ("Agreement") is made by **Kansas City Public Schools**, a seven-director school district and political subdivision organized and existing under the laws of the State of Missouri, whose main office address is 2901 Troost Avenue; Kansas City, Missouri 64109 ("KCPS") and _____ ("Charter School"), a Missouri non-profit corporation, whose administrative offices are located at _____, Kansas City, MO 641__.

RECITALS

WHEREAS, KCPS acknowledges that DESE has estimated for school year 2019-20 that the amount of state aid owed to KCMSD is not adequate to cover the payments due to Kansas City local charter schools. KCPS further acknowledges that, as a result, DESE takes the position that it will be unable to pay the full amount of state aid to charter schools on a monthly basis;

WHEREAS, in order to correct the shortfall of state aid to the Kansas City local charter schools, KCPS desires to correct these shortfalls by directly making three (3) incremental payments during the 2020 fiscal year to Charter School based on local aid received by KCPS;

WHEREAS, Charter School desires to receive the shortfall of funds and will report its school's attendance and other Core Data information as correct as possible to ensure the most accurate payment;

WHEREAS, KCPS will only use such information for the purposes of calculating the local aid payment and shall be prohibited from using such information for marketing and advertising purposes and;

WHEREAS, KCPS and Charter School desire to enter into this Agreement for the purposes of establishing a framework for the calculation and payment of the shortfall.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

ARTICLE 1 KCPS OBLIGATIONS

1.1 Payment Overview. Due to DESE's current calculation which creates the shortfall of aid to the charter schools, KCPS will bridge the gap and directly pay Charter School local aid funds to bring the total amount paid to charter schools up to the amount contemplated by the state aid formula. The calculation of the gap and payment shall be based on the formula in section 160.415.4, RSMo and as per the calculation currently followed by DESE. The first payment will be in January based on September membership count data. The second will be in March using the average membership count data for 2019-20 and a final will be in July after final attendance data is filed with DESE. Payments under this agreement shall not be set off by any outstanding payment for separate goods and services Charter School may owe to KCPS.

1.2 Installment Number 1. No later than January 31, 2020, KCPS will remit payment to Charter School for the months of July through December 2019 for the estimated shortfall of aid calculated under the framework of section 1.1. That payment will be calculated using the following factors:

- 1.2.1 Determining the Total WADA.** Determination of Total WADA for KCPS plus individual charter schools will be calculated in a formula by using the 1) September 2019 official membership counts as reported to DESE; 2) Prior year attendance percentage as reported to DESE, 3) Categorical weightings applied using known information as reported and available from DESE; and 4) Prior year, 2019, summer school ADA as reported to DESE
- 1.2.1.1** Categorical weightings applied using the information as reported and available from DESE include: 1) LEP as filed in October in Core Data; 2) IEP as filed in December in Core Data, and 3) FRL as filed in February in Core Data using the February 2019 counts.
- 1.2.2 Determining the Estimated Foundation Formula Total and Shortfall per WADA:** Total estimated WADA, using this calculation, will be applied to the formula calculation to determine the estimated local revenue per WADA shortfall for 2019-20. The annual estimated shortfall will be reimbursed at 50% (for the first six months).
- 1.3 Installment Number 2.** No later than March 31, 2020, KCPS will remit payment to charter schools for the months of January through April 2020 for the estimated shortfall of state aid payments by DESE. That payment will be calculated using the following factors:
- 1.3.1 Determining the Total WADA.** Determination of Total WADA for KCPS plus individual charter schools will be calculated in a formula by using the 1) September 2019 and January official membership counts as reported to DESE and averaged; 2) Prior year attendance percentage as reported to DESE, 3) Categorical weightings applied using known information as reported and available from DESE; and 4) Prior year, 2019, summer school ADA as reported to DESE.
- 1.3.1.1** Categorical weightings applied using the information as reported and available from DESE include: 1) LEP as filed in October in Core Data; 2) IEP as filed in December in Core Data, and 3) FRL as filed in February in Core Data using the February 2020 counts.
- 1.3.2 Determining the Estimated Foundation Formula Total and Shortfall per WADA:** Total estimated WADA, using this calculation, will be applied to the formula calculation to determine the estimated per WADA shortfall for 2019-20. The annual estimated shortfall will be reimbursed at 33% (January through April) with any adjustments for the previously paid 50% based on changes in total and individual school WADA after a second set of membership counts and final FRL counts are added into the calculation.
- 1.4 Installment Number 3.** No later than July 31st, 2020, KCPS will remit payment to charter schools for the months of May and June 2020 for the shortfall of state aid reimbursement by DESE. That payment will be calculated using the following factors:
- 1.4.1 Determining the Total WADA.** Determination of Total WADA for KCPS plus individual charter schools will be calculated in a formula by using the 1) September 2019 and January official membership counts as reported to DESE and averaged as finally adjusted; 2) 2019-20 attendance percentage as reported to DESE, 3) Categorical weightings applied using known information as reported and available from DESE; and 4) Prior year, 2019, summer school ADA as reported to DESE.
- 1.4.1.1** Categorical weightings applied using the information as reported and available from DESE include: 1) LEP as filed in October in Core Data; 2) IEP as filed in December in Core Data, and 3) FRL as filed in February in Core Data using the February 2020 counts.
- 1.4.2 Determining the Estimated Foundation Formula Total and Shortfall per WADA:** Once the Total WADA for Installment Number 3 has been determined as set forth in section 1.3.1 above, the specific Installment Number 3 payment due to Charter School will be calculated based on the adjusted estimated local revenue per WADA for 2019-20 as defined, multiplied by the WADA for Charter School as calculated by the four factors outlined in 1.4.1.

ARTICLE 2 CHARTER SCHOOL OBLIGATIONS

- 2.1 Accurate Data Reporting.** Charter School shall take all measures to ensure all estimated Core Data reporting, including but not limited to student membership count, attendance, and categorical reporting, is as accurate as possible to prevent any overpayment of funds.
- 2.2 Overpayment.** Should Charter School receive an overpayment of funds after Installment Number 3, as referenced in 1.4, Charter School shall repay KCPS for any overpayment made within thirty (30) days of notification of the overpayment by KCPS but repayment shall be no later than December 30, 2020. KCPS reserves the right to review final WADA in November 2020 and make final billings to or payments to charters.

ARTICLE 3 TERM AND TERMINATION

- 3.1 Term.** This Agreement shall be effective as of **December 1, 2019** and shall continue in full force and effect through **December 31, 2020**.
- 3.2 Termination.** Either party may cancel this Agreement with fifteen (15) days' notice to the other party in writing.
- 3.3 Responsibility upon Termination.** No payments scheduled to be paid to Charter School after the termination of this Agreement will be paid. Any overpayment identified after the data reported to DESE has been finally adjusted will be due and payable within thirty (30) days after receipt of an invoice of overpayment.
- 3.4 Survival.** The provisions of Articles 4, 5, 7, 8, and 9 of this Agreement shall survive the termination of this Agreement and remain in full force and effect thereafter.

ARTICLE 4 RIGHT TO INJUNCTIVE RELIEF

Charter School acknowledges that the terms of this Agreement are reasonably necessary to protect the legitimate interests of KCPS, are reasonable in scope and duration, and are not unduly restrictive. Charter School acknowledges that a breach of any of the terms of this Agreement will render irreparable harm to KCPS, and that a remedy at law for breach of the Agreement is inadequate, and that KCPS shall therefore be entitled to seek any and all equitable relief, including, but not limited to, injunctive relief, and to any other remedy that may be available under any applicable law or agreement between the parties. Charter School acknowledges that an award of damages to KCPS does not preclude a court from ordering injunctive relief. Both damages and injunctive relief shall be proper modes of relief and are not to be considered as alternative remedies.

KCPS acknowledges that the terms of this Agreement are reasonably necessary to protect the legitimate interests of the Charter School, are reasonable in scope and duration, and are not unduly restrictive. KCPS acknowledges that a breach of any of the terms of this Agreement will render irreparable harm to the Charter School, and that a remedy at law for breach of the Agreement is inadequate, and that the Charter School shall therefore be entitled to seek any and all equitable relief, including, but not limited to,

injunctive relief, and to any other remedy that may be available under any applicable law or agreement between the parties. KCPS acknowledges that an award of damages to the Charter School does not preclude a court from ordering injunctive relief. Both damages and injunctive relief shall be proper modes of relief and are not to be considered as alternative remedies.

ARTICLE 5 INDEMNIFICATION

KCPS and Charter School hereby agree and consent to engage in good faith discussions and negotiations of any concerns regarding the execution of this Agreement. Charter School shall defend, hold harmless, and indemnify KCPS, its officers, directors, employees, and agents from and against any and every claim, demand, judgments, fines, and expenses, including all attorneys' fees and amounts paid in settlement actually and reasonably incurred by KCPS in connection with any threatened, pending, or completed action, suit, or proceeding, which made by reason or injury reason or injury to a person or property caused by any act, neglect, default, or omission under the performance of this agreement. KCPS shall defend, hold harmless, and indemnify the Charter School, its officers, directors, employees, and agents from and against any and every claim, demand, judgments, fines, and expenses, including all attorneys' fees and amounts paid in settlement actually and reasonably incurred by the Charter School in connection with any threatened, pending, or completed action, suit, or proceeding, which made by reason or injury reason or injury to a person or property caused by any act, neglect, default, or omission under the performance of this agreement. No language in this agreement shall be construed as a waiver of sovereign immunity by either party beyond the legislative expression in Missouri statutes, including but not limited to 537.600, RSMo.

ARTICLE 6 NOTICES

Communications. Communications relating to this Agreement must be communicated by electronic mail, certified mail, return receipt requested, facsimile, or overnight courier to the following addresses or as may be later designated by written notice to the other party:

Kansas City Public Schools:

Attention: Chief Legal Counsel
Address
Kansas City, Missouri
Telephone:
Facsimile:

Charter School:

Attention: Name
Address
Kansas City MO
Telephone:
Facsimile:

**ARTICLE 7
GENERAL PROVISIONS**

- 7.1 Construction of Terms.** If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, that provision shall be severed and shall not affect the validity or enforceability of the remaining provisions.
- 7.2. Governing Law.** This Agreement is governed by and constructed in accordance with the laws of the State of Missouri without regard to any conflict of laws provision. The parties consent to venue and personal and subject matter jurisdiction in Kansas City, Jackson County, Missouri.
- 7.3 Executed Agreement.** This Agreement will not become effective until the Agreement has been fully executed by authorized representatives of each party. Charter School understands that KCPS shall not be obligated to compensate Charter School prior to the execution of this Agreement.
- 7.4 Amendments.** The Agreement may be altered, amended, changed, or modified only by agreement in writing executed by an authorized representative from both parties.
- 7.5 Assignment.** No party may assign this agreement without the prior written consent of the other party.
- 7.6 No Waiver.** Failure by KCPS to enforce any of the provisions of this Agreement or to require compliance with any of its terms shall in no way affect the validity of this Agreement and shall not be deemed a waiver of the right of KCPS thereafter to enforce any such provision.
- 7.7 No Third-Party Beneficiary Rights.** No third party may enforce or rely upon any obligation of, or the exercise of or failure to exercise any right of, the Charter School or KCPS in the Agreement. Nothing in this Agreement, whether express or implied, is intended to create any rights or remedies of any third-party beneficiary.
- 7.8 Entire Agreement.** This Agreement and any exhibits shall constitute the entire understanding and agreement between the parties with respect to the subject matter covered, and shall supersede all prior agreements, understandings, discussions, warranties and representations, oral or written, express or implied, not incorporated in this Agreement.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed and does each warrant that their respective signatory whose signature appears below is fully authorized to execute this Agreement.

[SIGNATURES APPEAR ON THE NEXT PAGE]

KANSAS CITY PUBLIC SCHOOLS

By: _____

Date: _____

Name: Patricia Mansur

Title: President, Board of Directors

CHARTER SCHOOL NAME

By: _____

Date: _____

Name:

Title:

Coversheet

Update of October 2019 Financials

Section: III. Finance
Item: C. Update of October 2019 Financials
Purpose: FYI
Submitted by:
Related Material: HP - Monthly Presentation - October 2019.pdf



October 2019 Financials

PREPARED **NOVEMBER 2019** BY

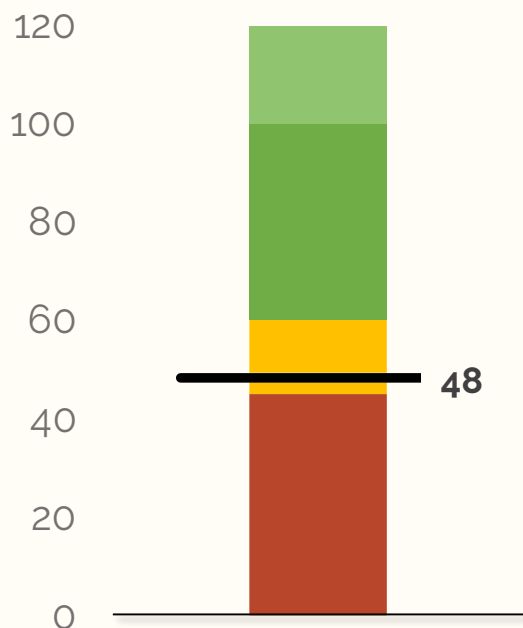


- **Key Performance Indicators**
- **Forecast Overview**
- **Cash Forecast**
- **Forecast History**
- **Key Forecast Changes This Month**
- **Notable Forecast Variances**
- **Appendix: Financials**

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

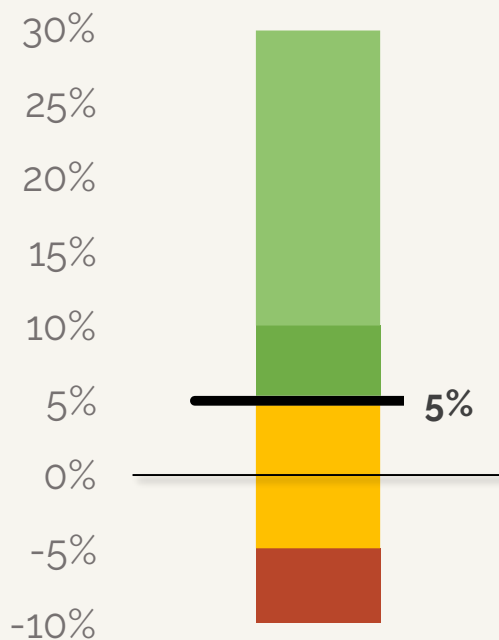


48 DAYS OF CASH AT YEAR'S END

The school will end the year with 48 days of cash. This is below the recommended 60 days, and 1 less day(s) than last month

Gross Margin

Revenue less expenses, divided by revenue



5% GROSS MARGIN

The forecasted net income is \$677k, which is \$484k above the budget. It yields a 5% gross margin.

Forecast Overview

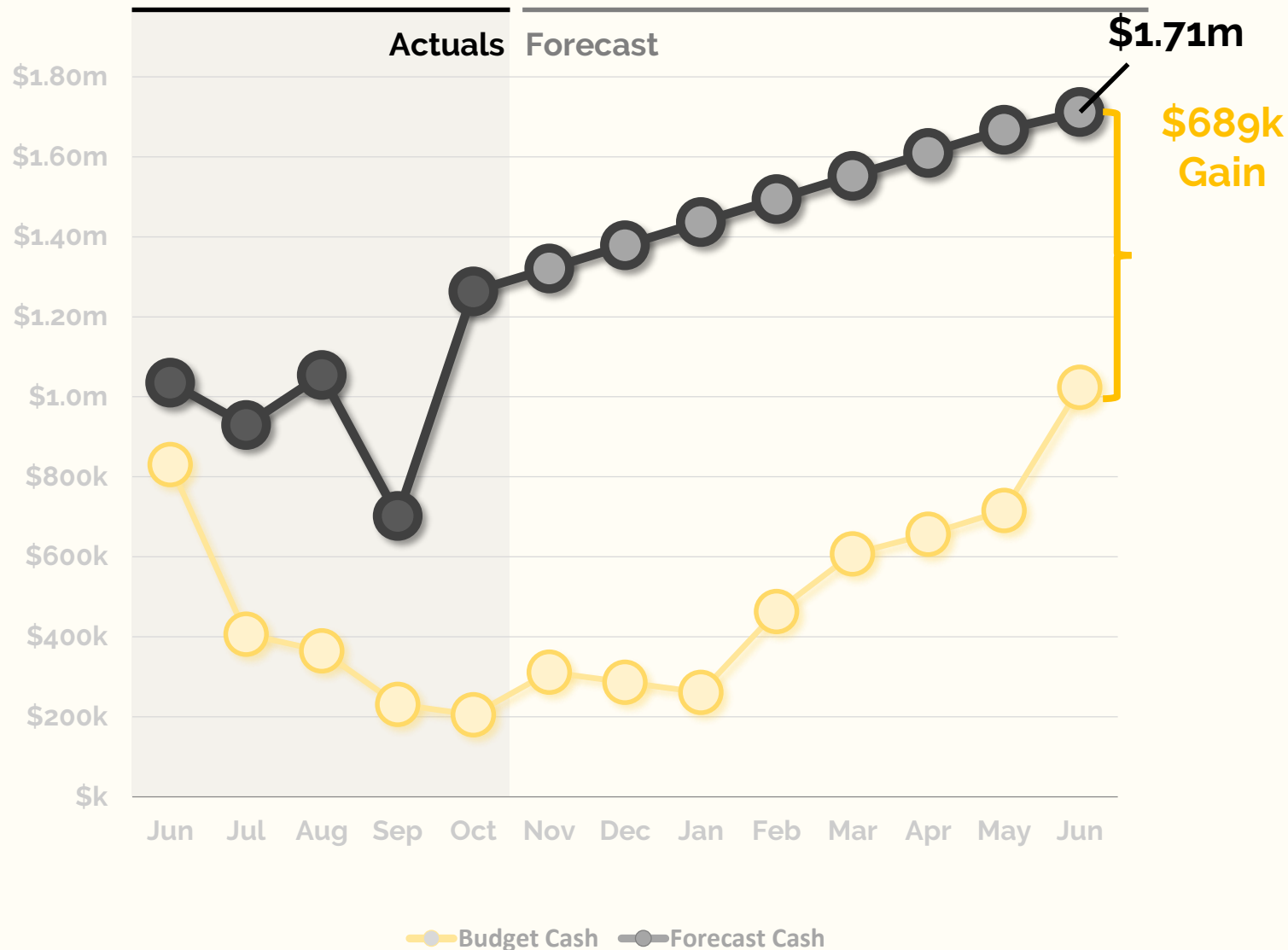
	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$13m	\$13m	\$817k		This is due to the SSKC Grant, Kaufman Grant, and state revenue being higher than budget. Increased state revenue is due to the MOU with KCPS.
Expenses	\$13m	\$12m	-\$333k		Occupancy Services had increases with the new Elementary building. Construction costs for Elementary included.
Net Income	\$677k	\$193k	\$484k		
Cash Flow Adjustments	557.32	0	557.32		
Change in Cash	\$677k	\$193k	\$484k		

Cash Flow Forecast

48 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$1.71m**, **\$689k** above budget.

Although enrollment was brought down closer to actual (1040 from 1060), the state payment has been increased to reflect actual (\$8400 to \$8600). The variance gap will close some once the other half of the SSKC expenses are finalized.



	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Forecast</i>	<i>Budget</i>	<i>Variance</i>	<i>Remaining</i>
Revenue							
Local Revenue	679,382	383,195	296,187	1,682,316	1,405,056	277,261	1,002,934
State Revenue	3,405,949	2,679,669	726,279	9,668,607	9,147,012	521,595	6,262,658
Federal Revenue	497,226	472,020	25,207	2,140,310	2,122,385	17,924	1,643,083
Total Revenue	4,582,557	3,534,884	1,047,673	13,491,233	12,674,453	816,780 ①	8,908,676
Expenses							
Salaries	1,972,211	2,022,088	49,877	6,060,907	6,066,264	5,357	4,088,696
Benefits and Taxes	472,290	489,534	17,244	1,501,145	1,468,601	(32,545)	1,028,856
Staff-Related Costs	25,152	39,016	13,864	134,640	117,048	(17,592)	109,488
Rent	4,000	4,000	-	12,000	12,000	-	8,000
Occupancy Service	369,666	339,234	(30,432)	1,093,962	1,017,703	(76,259)	724,296
Student Expense, Direct	403,741	365,643	(38,098)	1,055,707	1,096,930	41,223	651,966
Student Expense, Indirect	150,580	264,182	113,603	804,356	792,546	(11,810)	653,777
Office & Business Expense	392,204	197,610	(194,594)	685,163	592,829	(92,334)	292,959
Transportation	94,181	293,957	199,777	881,872	881,872	0	787,692
Total Ordinary Expenses	3,884,024	4,015,265	131,241	12,229,754	12,045,794	(183,960)	8,345,730
Net Operating Income	698,533	(480,380)	1,178,914	1,261,480	628,660	632,820	562,946
Extraordinary Expenses							
Interest	470,838	145,238	(325,600)	584,878	435,715	(149,163)	114,039
Total Extraordinary Expenses	470,838	145,238	(325,600)	584,878	435,715	(149,163)	114,039
Total Expenses	4,354,862	4,160,503	(194,359)	12,814,632	12,481,509	(333,123) ②	8,459,769
Net Income	227,695	(625,619)	853,314	676,602	192,944	483,657 ③	448,907
Cash Flow Adjustments	557	-	557	557	-	557	0
Change in Cash	228,252	(625,619)	853,871	677,159	192,944	484,215 ⑤	448,907

① **REVENUE: \$817K AHEAD**
 Kauffman Grant for AAMEP, SSKC Grant, Kauffman Grant, Basic Formula increase, and FER.

② **EXPENSES: \$333K BEHIND**
 Benefits increased by employees taking insurance. Student direct is increased which is to be expected at the beginning of the year. Business expense is due to misc. expenses coming from the building level here.

③ **NET INCOME: \$484K ahead**

⑤ **NET CHANGE IN CASH: \$484K AHEAD**

	<i>Previous Year End</i>	<i>Current</i>
	<i>6/30/2019</i>	<i>10/31/2019</i>
Assets		
Current Assets		
Cash	1,035,178	1,035,178
Intercompany Transfers	0	0
Total Current Assets	1,035,178	1,035,178
Total Assets	1,035,178	1,035,178
Liabilities and Equity		
Liabilities		
Current Liabilities		
Other Current Liabilities	-40,862	-40,199
Accounts Payable	-146	-252
Total Current Liabilities	-41,009	-40,451
Total Long-Term Liabilities	0	0
Total Liabilities	-41,009	-40,451
Equity		
Unrestricted Net Assets	1,069,530	1,069,530
Net Income	0	454,400
Total Equity	1,069,530	1,523,930

Coversheet

Approval of Check Register

Section: III. Finance
Item: D. Approval of Check Register
Purpose: Vote
Submitted by:
Related Material: 2019 10 Hogan Check Register (1).pdf

Hogan Preparatory Academy
11/19/2019 9:09 AM

Check Register by Checking Account
Posted; Journal Code CD; Processing Month 10/2019

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Checking Account ID: 1

Check Type: Automatic Payment

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12211952	10/11/2019	X			HOMEDEPOTC	HOME DEPOT CREDIT SERVICES	1,102.03
12211953	10/17/2019	X			MOBANK	MO BANK	54.23
12211954	10/07/2019	X			CHERRY1	THALIA CHERRY	54,433.13
12211955	10/18/2019	X			KCWATERSER	KANSAS CITY WATER SERVICES	776.82
12211956	10/25/2019	X			AMAZON	AMAZON/SYNCHRONY BANK	2,294.64
12211960	10/02/2019	X			VISACARDSE	VISA CARDSERVICES	4,007.68
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Checking Account ID: 1

Check Type: Check

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31887	10/09/2019	X			DONCHILITO	DON CHILITO'S	358.00
31888	10/09/2019	X			KCPR	KANSAS CITY MISSOURI PARKS & RECREATION	2,070.00
31889	10/07/2019	X			SAMSClub	SAM'S CLUB	98.20
31895	10/24/2019				BONAPPETIT	BON APPETIT MANAGEMENT COMPANY	1,221.75
31896	10/24/2019				CITYTREAS1	CITY TREASURER	350.00
73378310	10/08/2019	X			TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	470.00
73378311	10/08/2019	X			STAPLESADV	STAPLES ADVANTAGE	349.99
73378312	10/08/2019	X			TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	400.00
73378313	10/08/2019	X			STAPLESADV	STAPLES ADVANTAGE	757.76
73378826	10/08/2019	X			PSRS	THE PUBLIC SCHOOL RETIREMENT SYSTEM	282.00
73378827	10/08/2019	X			ELLISON1	KENNETH ELLISON	55.00
73378828	10/08/2019	X			COX1	JAUDON COX	95.00
73378829	10/08/2019	X			MINOR	STACI MINOR	85.00
73378830	10/08/2019	X			STEWAR	RAY STEWART	85.00
73378831	10/08/2019	X			HARTFORD1	THE HARTFORD	30.00
73378832	10/08/2019	X			HARRELL1	DAMON HARRELL	180.00
73378833	10/08/2019	X			BROWNTERR	TERRANCE BROWN	180.00
73378834	10/08/2019	X			BELLMO	MORRIS BELL	210.00
73378835	10/08/2019	X			JONES8	PAUL JONES	60.00
73378836	10/08/2019	X			PARKER2	KELVIN PARKER	60.00
73378837	10/08/2019	X			WHITERS	CURTIS WHITERS	95.00
73378838	10/08/2019	X			LLOYD1	WARREN LLOYD	1,120.00
73378839	10/08/2019	X			SPRESSER	COLTON SPRESSER	41.75
73378840	10/08/2019	X			PEOPLEREAD	PEOPLEREADY INC	175.12
73378841	10/08/2019	X			NCSPEA	NCS PEARSON INC	2,722.46
73378842	10/08/2019	X			JAMES	DARRELL JAMES	280.00
73378843	10/08/2019	X			LLOYD1	WARREN LLOYD	700.00
73378844	10/08/2019	X			WHITERS	CURTIS WHITERS	170.00
73378845	10/08/2019	X			LITERACYLA	THE LITERACY LAB	8,250.00
73378846	10/08/2019	X			GREATMINDS	GREAT MINDS	1,373.36
73378847	10/08/2019	X			COLLINS	ANTONETTE COLLINS	80.81
73378848	10/08/2019	X			SHEA	BONNIE SHEA	44.70
73378849	10/08/2019	X			BENTON1	SHELBY BENTON	16.19
73379336	10/08/2019	X			ALEXANDER	JOE ALEXANDER	180.00
73379337	10/08/2019	X			CENTERPOI3	CENTERPOINT ENERGY SERVICES, INC	519.86
73379338	10/08/2019	X			FORTE1	JERRON FORTE	280.00
73379339	10/08/2019	X			K12ITC	K12ITC, INC.	16,139.28
73379340	10/08/2019	X			KCMEDICAL	KC MEDICAL, INC	200.00
73379341	10/08/2019	X			NEENANCOMP	NEENAN COMPANY, INC	10.22
73379342	10/08/2019	X			OFFICEESSE	OFFICE ESSENTIALS INC	2,141.48
73379343	10/08/2019	X			OLSON1	TIM OLSON	95.00
73379344	10/08/2019	X			RUSCON	JIM RUSCONI	210.00
73379345	10/08/2019	X			VANHORNHI1	VAN HORN HIGH SCHOOL	125.00
73379346	10/08/2019	X			RUNDZEIHER	KATHERINE RUNDZEIHER	100.00
73379347	10/08/2019	X			WILLIAMS7	ANDRE WILLIAMS	175.00
73379348	10/08/2019	X			LASCUOLAP	PHILLIP LASCUOLA	218.22
73379349	10/08/2019	X			KCPRIINTSHO	PEDRO CHUCOY	332.75
73379350	10/08/2019	X			LIDDLE	LIDDLES SPORT SHOP	12,786.50

Hogan Preparatory Academy
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73379694	10/08/2019	X			GALLOVA	DENISA GALLOVA	280.00
73379695	10/08/2019	X			HENRY1	DURIAS HENRY	280.00
73379696	10/08/2019	X			PAYPOOL	PAYPOOL LLC	723.00
73379697	10/08/2019	X			WATSONW	WILLIE WATSON	840.00
73379698	10/08/2019	X			CLARK1	DEBBIE CLARK	1,210.00
73379699	10/08/2019	X			AMERICANDI	AMERICAN DINING CREATION/KC COMMISSARY	6,210.85
73379700	10/08/2019	X			EDOPS	ED OPS	13,000.00
73379701	10/08/2019	X			REDDIROOTE	REDDI SERVICES, INC.	716.23
73379702	10/08/2019	X			AMERICANFO	AMERICAN FOOD & VENDING SERVICE OF MISSOURI, INC	23,677.60
73379703	10/08/2019	X			IRONMO	IRON MOUNTAIN	271.11
73379704	10/08/2019	X			WINPROSOLU	WIN PRO SOLUTIONS	490.41
73379705	10/08/2019	X			WOODSL	LATOSHA WOODS	1,720.00
73454660	10/18/2019	X			LLOYD1	WARREN LLOYD	280.00
73454661	10/18/2019	X			JAMES	DARRELL JAMES	280.00
73454662	10/18/2019	X			CLAY1	MARCY CLAY	380.23
73454663	10/18/2019	X			SIMPSONLAW	SIMPSON LAWN AND LANDSCAPING	3,400.00
73454989	10/18/2019	X			MCCAULEY	KELCEY MCCAULEY	504.75
73454990	10/18/2019	X			WILLIAMS7	ANDRE WILLIAMS	280.00
73454991	10/18/2019	X			SEABURYA	ARTHUR SEABURY	87.69
73454992	10/18/2019	X			UTILIT	UTILITY COST CONTROL	3,380.58
73454993	10/18/2019	X			GRAHAM	ROCHELLE GRAHAM	3,870.00
73455307	10/18/2019	X			WATSONW	WILLIE WATSON	280.00
73455308	10/18/2019	X			WILLIAMSJ	JUDY WILLIAMS	280.00
73455309	10/18/2019	X			4TTOTALLAW	4T TOTAL LAWN, INC.	490.00
73499643	11/01/2019	X			ARROWSTAGE	ARROW STAGE LINES	1,750.00
73499644	11/01/2019	X			OUTDOORRES	OUTDOOR RESTROOMS INC.	170.00
73499645	11/01/2019	X			ATT	AT&T	129.38
73499646	11/01/2019	X			SRINSURAN	SRA INSURANCE AGENCY	50.00
73499647	11/01/2019	X			UNIFIRSTCO	UNIFIRST CORPORATION	40.00
73499648	11/01/2019	X			UNIFIRSTCO	UNIFIRST CORPORATION	40.00
73499649	11/01/2019	X			UNIFIRSTCO	UNIFIRST CORPORATION	40.00
73499650	11/01/2019	X			PORTAP	PORTA PHONE, INC.	2,189.50
73499651	11/01/2019	X			STUMPS	STUMPS/SHINDIGZ.COM	134.93
73499652	11/01/2019	X			KCPL	KANSAS CITY POWER & LIGHT	71.40
73499653	11/01/2019	X			KCPL	KANSAS CITY POWER & LIGHT	3,788.88
73499654	11/01/2019	X			GASTINGERA	GASTINGER AND WALKER ARCHITECTS, INC	1,059.15
73499655	11/01/2019	X			WHCKCT	WHC KCT LLC	7,105.00
73499656	11/01/2019	X			KCPL	KANSAS CITY POWER & LIGHT	3,500.71
73499657	11/01/2019	X			LLOYD1	WARREN LLOYD	280.00
73499658	11/01/2019	X			LLOYD1	WARREN LLOYD	700.00
73499659	11/01/2019	X			UNIFIRSTCO	UNIFIRST CORPORATION	41.81
73499660	11/01/2019	X			DECKERJ	JESSICA DECKER	68.35
73499661	11/01/2019	X			AFLAC	AFLAC	344.19
73499662	11/01/2019	X			CENGAGE	CENGAGE LEARNING	9,240.00
73499663	11/01/2019	X			KCPL	KANSAS CITY POWER & LIGHT	3,392.78
73499664	11/01/2019	X			KCPL	KANSAS CITY POWER & LIGHT	4,807.94
73499665	11/01/2019	X			JANSSENGLA	JANSSEN GLASS & DOOR LLC	375.00
73499666	11/01/2019	X			WHCKCT	WHC KCT LLC	4,541.00
73499667	11/01/2019	X			GRANDMAS	GRANDMA'S	459.55
73499668	11/01/2019	X			UNIFIRSTCO	UNIFIRST CORPORATION	35.00
73499669	11/01/2019	X			BOYKIN1	COURTNEY BOYKIN	85.00
73499670	11/01/2019	X			LOPEZ	MICHAEL LOPEZ	60.00
73499671	11/01/2019	X			CRAYTON	DICARLOS CRAYTON	60.00
73499672	11/01/2019	X			HILLJ	JOHN HILL	60.00
73499673	11/01/2019	X			LUCAS	RAPHAEL LUCAS	60.00

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73499674	11/01/2019	X			CHERY	PAUL CHERY	85.00
73499675	11/01/2019	X			BELLMO	MORRIS BELL	155.00
73499676	11/01/2019	X			DAVIS6	CARL DAVIS	60.00
73499677	11/01/2019	X			PARKER2	KELVIN PARKER	60.00
73499678	11/01/2019	X			WELCH	BRANDON WELCH	95.00
73499679	11/01/2019	X			WHITERS	CURTIS WHITERS	95.00
73499680	11/01/2019	X			WENDEL	ROGER WENDEL	95.00
73499681	11/01/2019	X			BROWNTERR	TERRANCE BROWN	140.00
73499682	11/01/2019	X			KCWATERSER	KANSAS CITY WATER SERVICES	6,776.76
73499683	11/01/2019	X			KCWATERSER	KANSAS CITY WATER SERVICES	1,650.00
73499684	11/01/2019	X			LLOYD1	WARREN LLOYD	840.00
73499685	11/01/2019	X			CALLAND1	KRISTIN CALLAND	113.68
73499686	11/01/2019	X			FIRSTSTUDE	FIRST STUDENT INC.	534.00
73499687	11/01/2019	X			SPIRE	SPIRE	167.16
73499688	11/01/2019	X			UNIFIRSTCO	UNIFIRST CORPORATION	35.00
73499689	11/01/2019	X			VANCOUVERL	VANCOUVER LAPTOP INC	49.48
73499690	11/01/2019	X			LONDONA	ANNELISE LONDON	209.00
73499691	11/01/2019	X			STUBBS	ERIC STUBBS	280.00
73499692	11/01/2019	X			VANCOUVERL	VANCOUVER LAPTOP INC	50.48
73499693	11/01/2019	X			PURCHASEPO	PURCHASE POWER	270.01
73500049	11/01/2019	X			DEFFEN	WASTE MANAGEMENT	366.16
73500050	11/01/2019	X			ATT	AT&T	404.93
73500051	11/01/2019	X			ATT	AT&T	211.79
73500052	11/01/2019	X			ATT	AT&T	71.78
73500053	11/01/2019	X			QUESTAR	QUESTAR ASSESSMENT INC	643.31
73500054	11/01/2019	X			QUESTAR	QUESTAR ASSESSMENT INC	16.97
73500055	11/01/2019	X			DEFFEN	WASTE MANAGEMENT	488.21
73500056	11/01/2019	X			DEFFEN	WASTE MANAGEMENT	226.67
73500057	11/01/2019	X			TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	210.00
73500058	11/01/2019	X			TRUGREEN	TRUGREEN	540.68
73500059	11/01/2019	X			SCHOLASTI1	SCHOLASTIC, INC.	280.17
73500060	11/01/2019	X			TRUGREEN	TRUGREEN	463.81
73500061	11/01/2019	X			SHIINTERNA	SHI INTERNATIONAL CORP	2,420.00
73500062	11/01/2019	X			PITNEYBOWE	PITNEY BOWES GLOBAL FINANCIAL SERVICES	258.00
73500063	11/01/2019	X			POWERS	POWERSCHOOL GROUP LLC	1,500.00
73500064	11/01/2019	X			PHILADELPH	PHILADELPHIA INSURANCE COMPANIES	7,052.00
73500065	11/01/2019	X			SCHOLASTI2	SCHOLASTIC BOOK FAIRS - 8	918.52
73500066	11/01/2019	X			GRAING	GRAINGER	1,531.76
73500067	11/01/2019	X			GRAING	GRAINGER	1,422.31
73500068	11/01/2019	X			PITNEYBOWE	PITNEY BOWES GLOBAL FINANCIAL SERVICES	50.89
73500069	11/01/2019	X			HRDIRECT	HR DIRECT	103.95
73500070	11/01/2019	X			HEINEMANNB	HEINEMANN BOOKS	1,051.60
73500071	11/01/2019	X			PITNEYBOWE	PITNEY BOWES GLOBAL FINANCIAL SERVICES	80.88
73500072	11/01/2019	X			ULINE	ULINE	197.39
73500073	11/01/2019	X			MIDAML	MID AMERICA LOCKSMITHS, LLC	108.00
73500074	11/01/2019	X			TOSHIBA	TOSHIBA BUSINESS SOLUTIONS	147.00
73500075	11/01/2019	X			MIDAML	MID AMERICA LOCKSMITHS, LLC	56.00
73500076	11/01/2019	X			SMITHE	SMITHEREEN PEST MANAGEMENT SERVICES	116.00
73500077	11/01/2019	X			SMITHE	SMITHEREEN PEST MANAGEMENT SERVICES	105.00
73500078	11/01/2019	X			SMITHE	SMITHEREEN PEST MANAGEMENT SERVICES	93.00
73500079	11/01/2019	X			SMITHE	SMITHEREEN PEST MANAGEMENT SERVICES	125.00
73500080	11/01/2019	X			STAPLESADV	STAPLES ADVANTAGE	927.46
73500311	11/01/2019	X			ALEXANDER	JOE ALEXANDER	140.00
73500312	11/01/2019	X			CENTERPOI3	CENTERPOINT ENERGY SERVICES, INC	469.74
73500313	11/01/2019	X			CONSOLCOMM	CONSOLIDATED COMMUNICATIONS, INC.	2,891.56
73500314	11/01/2019	X			DELTADENTA	DELTA DENTAL OF MO LOCKBOX	2,230.44

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Check Register by Checking Account
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Checking Account ID: 1

Check Type: Check

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73500317	11/01/2019	X			K12ITC	K12ITC, INC.	2,660.00
73500318	11/01/2019	X			KCAV	KANSAS CITY AUDIO-VISUAL	180.00
73500319	11/01/2019	X			KCMEDICAL	KC MEDICAL, INC	200.00
73500320	11/01/2019	X			KENDALL	STEVE KENDALL	140.00
73500321	11/01/2019	X			KONELEVATO	KONE, INC	606.53
73500322	11/01/2019	X			LASCUOLAP	PHILLIP LASCUOLA	503.92
73500323	11/01/2019	X			LEGALSHIEL	LEGAL SHIELD	33.93
73500324	11/01/2019	X			MCCAULEY	KELCEY MCCAULEY	113.65
73500325	11/01/2019	X			MUTUALOFOM	MUTUAL OF OMAHA	2,348.52
73500326	11/01/2019	X			OLSON1	TIM OLSON	95.00
73500327	11/01/2019	X			PROTEC	PROTECTION ONE ALARM MONITORING, INC	969.39
73500328	11/01/2019	X			PURCHASEPO	PURCHASE POWER	39.75
73500329	11/01/2019	X			PURDIE	MARCUS PURDIE	150.00
73500330	11/01/2019	X			RUSCON	JIM RUSCONI	155.00
73500331	11/01/2019	X			SPECIALIST	SPECIALIST ID, INC.	364.00
73500332	11/01/2019	X			STTHERESEL	ST THERESE LITTLE FLOWER PARISH	1,000.00
73500333	11/01/2019	X			THERAFITLL	THERA FIT, LLC	2,486.25
73500334	11/01/2019	X			TOSHIBAFIN	TOSHIBA FINANCIAL SERVICES	6,076.43
73500335	11/01/2019	X			UTILIT	UTILITY COST CONTROL	1,087.22
73500336	11/01/2019	X			WILLIAMS7	ANDRE WILLIAMS	560.00
73500337	11/01/2019	X			SEABURYA	ARTHUR SEABURY	349.48
73500338	11/01/2019	X			SOLAROCEAN	SOLAR OCEAN 2, LLC	424.48
73500339	11/01/2019	X			LIDDLE	LIDDLES SPORT SHOP	6,515.70
73500340	11/01/2019	X			KCPRINTSHO	PEDRO CHUCOY	297.00
73500341	11/01/2019	X			IPFSCORPOR	IPFS CORPORATION	7,344.97
73500342	11/01/2019	X			P1GROUPINC	P1 GROUP, INC.	3,997.00
73500343	11/01/2019	X			UNIFIRSTCO	UNIFIRST CORPORATION	106.06
73500344	11/01/2019	X			PARALLELEM	PARALLEL EMPLOYMENT GROUP, INC.	23,009.94
73500696	11/01/2019	X			BRADSHAW	ASHLEY BRADSHAW	140.00
73500697	11/01/2019	X			JONESD	DREW JONES	210.95
73500698	11/01/2019	X			JAMES	DARRELL JAMES	280.00
73500699	11/01/2019	X			CLARK1	DEBBIE CLARK	1,622.50
73500700	11/01/2019	X			HAWKINS1	ADDIE HAWKINS	2,800.00
73500701	11/01/2019	X			TVSLLC	TVS, LLC	3,030.00
73500702	11/01/2019	X			AGTACSERVI	AGTAC SERVICES, LLC	8,456.00
73500703	11/01/2019	X			GALLOVA	DENISA GALLOVA	560.00
73500704	11/01/2019	X			WILLIAMSJ	JUDY WILLIAMS	840.00
73500705	11/01/2019	X			REDDIROOTE	REDDI SERVICES, INC.	1,087.45
73500706	11/01/2019	X			WOODSL	LATOSHA WOODS	1,120.00
73500707	11/01/2019	X			WATSONW	WILLIE WATSON	2,310.00
73500708	11/01/2019	X			WINPROSOLU	WIN PRO SOLUTIONS	2,640.07
73500709	11/01/2019	X			AMERICANDI	AMERICAN DINING CREATION/KC COMMISSARY	37,813.10
73502465	11/04/2019	X			TURNERCONS	TURNER CONSTRUCTION	59,280.79
73502466	11/04/2019	X			TURNERCONS	TURNER CONSTRUCTION	29,839.27
73502467	11/04/2019	X			TURNERCONS	TURNER CONSTRUCTION	20,059.12
Check Type Total:		Check			Void Total:	0.00	Total without Voids: 448,820.91
Checking Account Total:		1			Void Total:	0.00	Total without Voids: 511,489.44
Grand Total:					Void Total:	0.00	Total without Voids: 511,489.44

Coversheet

Adoption of Strategic Plan Framework and the new Vision and Mission statements

Section: IV. Old Business
Item: A. Adoption of Strategic Plan Framework and the new Vision and Mission statements
Purpose: Vote
Submitted by: Dr. Tamara Burns
Related Material: November Board Meeting_ Vote.pptx

BACKGROUND:

The Strategic Plan is Hogan Preparatory Academy's proposal for improvement and theory of action to increase student learning and success across the district.

RECOMMENDATION:

HPA Board vote to approve the mission, vision, core values, and improvement pillars of the District Strategic Plan Framework.



DISTRICT

Plan for Improvement

November 25th Board Meeting

Objectives for Today's Presentation

1. Seek approval of strategic plan from the Board of Directors:

- Vision and Mission Statement
- District Values
- Theory of Action for Improvement:
Transformational
Improvement Pillars







DISTRICT

Vision (Draft)

- All are inspired to lead and succeed

Mission (Draft)

- Hogan Preparatory Academy is an exceptional charter school district where students become compassionate leaders who are college and career ready with a competitive advantage.

District's Common Goal: Purpose



Hogan Graduates are Career and College Ready with a Competitive Advantage which means solid academic and social emotional skills and one or more Market Value Assets:

- **Internships**
- **Client Projects**
- **9 college credit hours**
- **Industry Certifications**

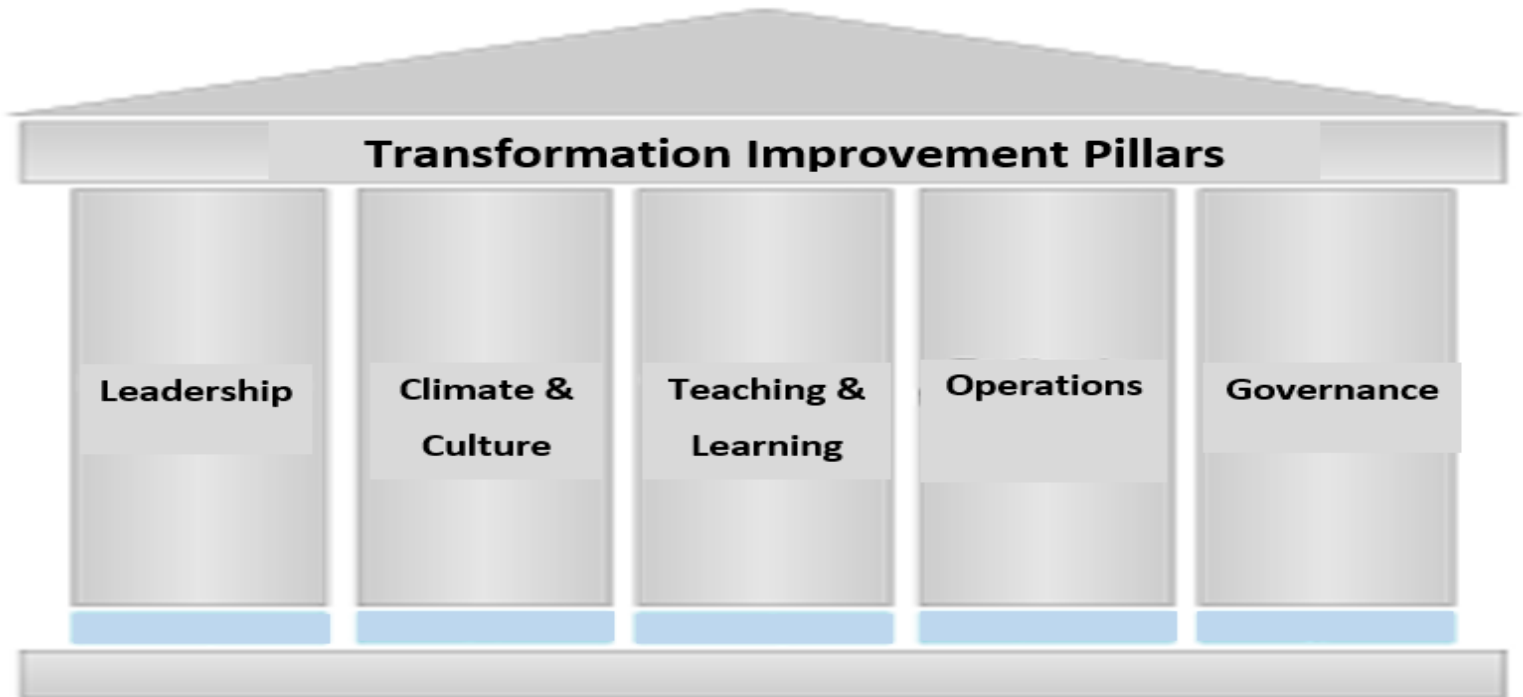
Our Values



- **Student Centered** - Students are the focus of all our work.
- **Sense of Urgency** - The time to act is now.
- **High Expectations** - Excellence is expected from everyone every day.
- **Collective Responsibility** - Together we are better and accountable to each other.
- **Results Driven** - Meaningful results must be achieved.
- **Relationships** - Quality relationships with all stakeholders is a necessity.

Transformation Improvement Pillars

- The Theory of Action to transform the HPA school district will be built on the following pillars.



Improvement Pillars	Desired Outcome
Leadership	All leaders will have clear targets , strategic actions, and progress monitoring mechanisms that work in concert towards the district's common goal and on-track measures.
Climate & Culture	There will be an educational environment where expectations are high and student centered. And relationships between students, staff, families, and the community will promote high levels of engagement and productive interactions.
Teaching and Learning	Rigorous, relevant, and engaging instruction is consistently implemented and success is increased for all students.
Operations	All operational departments work efficiently and effectively to meet identified standards which support the academic achievement of the district.
Governance	The Board collaborative works with administration to create a clear vision and functions as a quality governing body.

Coversheet

WeMet Consortium

Section: V. New Business
Item: A. WeMet Consortium
Purpose: Vote
Submitted by: Dr. Tamara Burns
Related Material: WeMET Course Schedule 2019-2020 (1).pdf
Placement Chart 19-20.pdf
Student Handout.pdf
WeMet Consortium Partnership to Know.pdf

BACKGROUND:

It is a district common goal our Hogan graduates are career and college ready with a competitive advantage which means solid academic and social emotional skills and one or more Market Value Assets: • Internships • Client Projects • 9 college credit hours • Industry Certification The University of Central Missouri offers a dual credit enrollment program where high school students can earn college credit. Dual credit is a program specifically designed for high school students who are ready for the challenge of college academics. The program enables high-performing students to simultaneously earn high school credit and college credit for coursework completed in the high school classroom, online, or virtually. The WeMET Consortium was organized by UCM as an educational and community consortium in 1993 to facilitate member's use of interactive television [I-TV] through video conferencing technology. In this consortium, high school students have priority to enroll in dual credit courses via I-TV, online, or face to face. Also, there are special programming opportunities such as virtual field trips and ACT prep classes for consortium student members. WeMET also offers 23 competitive scholarships per semester.

RECOMMENDATION:

HPA Board vote to form a partnership with University of Central Missouri State for Hogan Prep high school students to earn dual credit.

WeMET 2019-20 Course Schedule



Summer 2019
Fall 2019 to Spring 2020

Rick Schmidli, WeMet Coordinator
UCM, Humphreys Building Room 401G
Warrensburg, MO 64093
rschmidli@ucmo.edu
660-543-8394

WeMET 2019-20 Course Schedule

Attached is the course schedule for the 2019-20 school year. Please note that there are two sections: dual credit ITV and dual credit online. Beneath the class name is a line indicating the originating site, the semester and the time the class is to be offered. Days of the classes are abbreviated with ED standing for every day and EOD meaning every other day, days of the week are abbreviated as MWF for Monday, Wednesday and Friday, etc... The following information may be helpful as you work in enrolling students in classes:

Enrollments:

To enroll a student in a dual credit class you must go through the dual credit office. Enrollment forms and instructions can be found at <http://www.ucmo.edu/wemet/forms.cfm>. If you have any questions, please contact scrutz@ucmo.edu. telephone 660-543-8718 or rschmidli@ucmo.edu. telephone 660-543-8394

To enroll a student in a high school credit *only* class contact the host school. The WeMET office also needs to be notified. 660-543-8394 (rschmidli@ucmo.edu)

Resource Material:

If consumable supplies are required for the class it will be the responsibility of the student and/or home school district to provide these materials. If a student is enrolled in a high school only credit class it will be the school districts responsibility to provide all necessary books and materials.

Attendance:

Students enrolled in classes are expected to follow the calendar/schedule of the site broadcasting the class. Even though the home school district may not be in session on a particular day if the broadcast site is in session students will be expected to attend. Make up sessions will **not** be scheduled unless inclement weather forces the closing of schools.

Connecting for Classes:

Districts are expected to designate a person to connect equipment for classes. It is expected that the connection will occur fifteen minutes prior to the start of class so if any problems occur they can be solved before the beginning of class.

Calendar:

The session dates for UCM are:

Summer 2019: starts May 20 (classes vary according to instructor)

Fall 2019: August 19 – December 13

Spring 2019: January 13 – May 8

WeMET 2019-20 Course Schedule

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WeMET Introduction.....	2.
I-TV Courses	4-5.
BIOL 1004 Intro to the Sciences: Ecology/Lab 4 credits	4.
MATH 1111 College Algebra 3 credits	4.
MATH 1112 College Trigonometry 2 credits.....	4.
MUS 1210 Experiencing Music 3 credits	4.
SAFE 2010 Practical Safety and Security 3 credits	5.
THEA 2400 Discovering Theatre 3 credits	5.
ONLINE Courses	5-10.
CHEM 1103 Intro to the Sciences: Chemistry 3 credits	5.
CJ 1000 Intro to Criminal Justice 3 credits	5.
COMM 1000 Public Speaking 3 credits.....	6.
CTE 1210 Managing Information Using Computer Application 2 credits.....	6.
ENGL 1020 Composition I 3 credits.....	6.
ENGL 1030 Composition II 3 credits.....	6.
FIN 1820 Personal Finance 3 credits	6.
HIST 1350 History of the US to 1877 3 credits	7.
HIST 1351 History of the US from 1877 3 credits.....	7.
LIS 1600 University Library and Research Skills 2 credits.....	7.
MUS 1210 Experiencing Music 3 credits	7.
NUR 2000 e-Health and Cyber Wellness 2 credits	7.
PHYS 1103 Intro to the Sciences: Physics 3 credits	8.
POLS 1500 Introduction to Politics 3 credits.....	8.
POLS 1510 American Government 3 credits	8.
PSY 1100 General Psychology 3 credits.....	8.
SOC 1800 General Sociology 3 credits.....	9.
SPAN 1601 Elementary Spanish I 3 credits.....	9.
SPAN 1602 Elementary Spanish II 3 credits	9.

ITV Courses

WeMET 2019-20 Course Schedule

SAFE 2010 Practical Safety and Security I-TV 3 credit hours

UCM	August 19 - December 13	Fall 2019	1:00 – 1:50 pm	T-Th
	January 13 – May 8	Spring 2020	TBA	

This course provides a critical examination of the role of safety in today's world. Enhances the student's critical thinking processes so the learner can analyze variables influencing risks associated with life's activities. **Prerequisites: None.**

Fulfills Knowledge Area III, Engagement - General Education Competencies 4 & 9.

THEA 2400 Discovering Theater I-TV 3 credit hours

UCM	August 19 - December 13	Fall 2019	10:00 – 11:00 am	MWF
	January 13 – May 8	Spring 2020	8:00 – 9:15 am	T-Th

This course is an introductory examination of the various contemporary theater arts with a survey of the drama and the developments of major theatrical periods in western civilization. **Prerequisites: None.**

Fulfills Knowledge Area I, Fine Arts - General Education Competency 6.

ONLINE COURSES

CHEM 1103 Intro to the Sciences: Chemistry ONLINE 3 credit hours

UCM	Fall 2019	August 19 - December 13
UCM	Spring 2020	January 13 - May 8

Introduction to the basic concepts of chemistry and scientific methodology, emphasizing the connections between chemistry, technology, and all things in a modern world. **Prerequisites: None.**

Fulfills Knowledge Area II, Additional Courses: General Education Competency 7

CJ 1000 Intro to Criminal Justice ONLINE 3 credit hours

UCM	Fall 2019	August 19 - December 13
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The course covers the history, nature, and function of the criminal justice system in America. Special attention is given to the philosophical basis underlying this system in and to the problems associated with crime control in a democratic society. At each stage of the process, major issues confronting the system are examined. **Prerequisites: None**

Fulfills Knowledge Area III, Social/Behavioral Sciences: General Education Competency 8

WeMET 2019-20 Course Schedule

COMM 1000 Public Speaking ONLINE 3 credit hours

UCM	May 20 – June 27	Summer 2019
UCM	Fall 2019	August 19 - December 13
UCM	Spring 2020	January 13 - May 8

A study and practice of the basic principles involved in discovering, arranging, delivering, and evaluating ideas in speech situations. **Prerequisites: None.**

Fulfills Foundational Skills Area: Communication: General Education Competency 2

CTE 1210 Managing Information Using Computer Applications ONLINE 2 credit hours

UCM	Fall 2019	August 19 - December 13
UCM	Spring 2020	January 13 - May 8

Application of current and emerging software to gather, evaluate, communicate, and manage information for academic and professional success while adhering to academic guidelines for research and data management. **Prerequisites: None.**

Fulfills Foundational Skills Areas: Managing Information: General Education Competency 5

ENGL 1020 College English ONLINE 3 credit hours

UCM	Fall 2019	August 19 - December 13
UCM	Spring 2020	January 13 - May 8

Composition I is the logic and rhetoric of expository writing. **Prerequisites: ACT score of 18**

Fulfills Foundational Skills Area Writing I: General Education Competency 1

ENGL 1030 College English ONLINE 3 credit hours

UCM	Spring 2020	January 13 - May 8
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Composition II is advanced writing involving research and the construction of academic arguments. **Prerequisites: Eng 1020, ACT score of 18**

Fulfills Foundational Skills Area Writing II: General Education Competency 1

FIN 1820 Personal Finance ONLINE 3 credit hours

UCM	Summer 2019	June 3 – July 1
UCM	Fall 2019	August 19 - December 13
UCM	Spring 2020	January 13 - May 8

For the student who desires information on managing his/her personal income. **Prerequisites: None.**

Fulfills Knowledge Area III, Engagement - General Education Competencies 4 & 9.

WeMET 2019-20 Course Schedule

HIST 1350 History of the US to 1877 ONLINE 3 credit hours

UCM Fall 2019 August 19 - December 13

This course provides students with an overview of the peoples, ideas, values, institutions and historical events that shaped the American nation from the settlement by Native Americans through the era of the civil war and reconstruction. The second half will explore reconstruction through the present day. **Prerequisites: None.**

Fulfills Knowledge Area III, History - General Education Competency 8

HIST 1351 History of the US from 1877 ONLINE 3 credit hours

UCM Spring 2020 January 13 - May 8

This course provides students with an overview of the peoples, ideas, values, institutions and historical events that shaped the American nation from the settlement by Native Americans through the era of the civil war and reconstruction. The second half will explore reconstruction through the present day. **Prerequisites: None.**

Fulfills Knowledge Area III, History - General Education Competency 8.

LIS 1600 University Library and Research Skills ONLINE 2 credit hours

UCM Spring 2020 January 13 - May 8

This is a 2 credit hour freshman-level course that introduces students to traditional and computer based resources and services available in academic libraries and strategies for locating evaluating and using information. **Prerequisites: None**

Fulfills Foundational Skills Area Managing Information: General Education Competency 5.

MUS 1210 Experiencing Music ONLINE 3 credit hours

UCM Fall 2019 August 19 - December 13
UCM Spring 2020 January 13 - May 8

An introduction to important musical masterpieces with emphasis on the knowledge and skills involved in perceptive listening. **Prerequisites: None**

Fulfills Knowledge Area I, Fine Arts - General Education Competency 6.

NUR 2000 e-health and Cyber Wellness ONLINE 2 credit hours

UCM Spring 2020 January 13 – March 6

This course provides an opportunity for students to apply e-health and cyber wellness skills to a self selected wellness project. **Prerequisites: None**

WeMET 2019-20 Course Schedule

PHYS 1103 Intro to the Sciences: Physics ONLINE 3 credit hours

UCM	Fall 2019	August 19 - December 13
UCM(via ITRK)	Spring 2020	January 13 - May 8

An introduction to physics. Topics include mechanics, energy, heat, sound, electricity, magnetism, light, atomic and nuclear physics, relativity, and astrophysics. **Prerequisites: None**

Fulfills Knowledge Area II, Additional Courses: General Education Competency 7

POLS 1500 Introduction to Politics ONLINE 3 credit hours

UCM	Fall 2019	August 19 - December 13
UCM	Spring 2020	January 13 - May 8

A Survey of the determinations defining the relationship of the individual to the political environment and the political system. The primary focus is on the three fundamental levels of politics: the individual, the state and the international community. **Prerequisites: None**

Fulfills Knowledge Area III, Social/Behavioral Sciences: General Education Competency 8

POLS 1510 American Government ONLINE 3 credit hours

UCM	Fall 2019	August 19 - December 13
UCM	Spring 2020	January 13 - May 8

The Nature, philosophical bases, development, functions, structure, and processes of the government and politics of the United States and of Missouri. Emphasis on and analysis of the nature and development of the provisions and principles of the Constitution of the United States and Missouri. **Prerequisites: None**

Fulfills Knowledge Area III, Social/Behavioral Sciences: General Education Competency 8

PSY 1100 Psychology ONLINE 3 credit hours

UCM	Summer 2019	May 20 – June 27
UCM	Fall 2019	August 19 - December 13
UCM	Spring 2020	January 13 - May 8

This beginning psychology course is a general introduction to the science of behavior, surveying the broad field of psychology and the methods of investigation. **Prerequisites: None.**

Fulfills Knowledge Area III, Social/Behavioral Sciences: General Education Competency 8

WeMET 2019-20 Course Schedule

SOC 1800 Sociology ONLINE 3 credit hours

UCM	Fall 2019	August 19 - December 13
UCM	Spring 2020	January 13 - May 8

Explores the relationships of individuals, groups, and society in the context of changing social institutions. Addresses basic concepts and subfields in sociology.

Fulfills Knowledge Area III, Social/Behavioral Sciences: General Education Competency 8

SPAN 1601 Elementary Spanish I ONLINE 3 credit hours

UCM	Fall 2019	August 19 - December 13
UCM (ITRK, unless we have numbers)	Spring 2020	January 13 - May 8

Fundamentals of Spanish pronunciation, the building of basic vocabulary and patterns, oral work, studies in structure, and reading selections. Not open to native speakers or students who have had three years of high school Spanish without the permission of the department chair. **Prerequisites: None**

***Students need access to webcam one and microphone**

Fulfills Knowledge Area I, Languages: General Education Competency 6.

SPAN 1602 Elementary Spanish II ONLINE 3 credit hours

UCM	Spring 2020	January 13 - May 8
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A continuation of Spanish I, with increased attention to grammar. Not open to native speakers or students who have had four years of high school Spanish without the permission of the department chair.

Prerequisites: SPAN 1601

***Students need access to webcam and microphone**

Fulfills Knowledge Area I, Languages: General Education Competency 6.

**University of Central Missouri 2019-2020
English, Math and Chemistry Course Placement Guidelines**

	To enroll in a UCM General Education course listed in this column:	Students must satisfy requirements listed in this column:	OR take the appropriate ACCUPLACER test and obtain the minimum score requirement listed in this column:
ENGLISH	ENGL 1020 Composition I	ACT ENGLISH Score 18 or above	Accuplacer Sentence Skills Score 92 or above OR Accuplacer Next-Gen Writing Score 250-269
MATH Non-Algebra Track	ACST 1300 Basic Statistics MATH 1620 Intro to Geometry & Decision-making for Educators	ACT MATH Score 22 or above AND High School Advanced Algebra	Accuplacer College Level Math Score 50 or above OR Accuplacer Elementary Algebra Score 116 or above OR Accuplacer Next-Gen QAS Score 250 or above AND High School Advanced Algebra
MATH DC Pilot Program Algebra Track	MATH 1111 College Algebra	ACT MATH Score 19-21 AND High School Advanced Algebra, or Algebra 2, with minimum grade of B or 80%	Accuplacer College Level Math Score 50 or above OR Accuplacer Elementary Algebra Score 116 or above OR Accuplacer Next-Gen AAF Score 230-239 AND High School Advanced Algebra, or Algebra 2, with minimum grade of B or 80%
MATH Algebra Track	MATH 1111 College Algebra MATH 1150 Pre-Calculus Mathematics	ACT MATH Score 22 or above AND High School Advanced Algebra	Accuplacer College Level Math Score 50 or above OR Accuplacer Elementary Algebra Score 116 or above OR Accuplacer Next-Gen AAF Score 240-262 AND High School Advanced Algebra
	MATH 1112* Trigonometry <i>* Please note MATH 1112 does not satisfy UCM's general education math requirement</i>	ACT MATH Score 22 or above AND High School Advanced Algebra and one unit of Geometry OR MATH 1111 College Algebra OR concurrent enrollment in MATH 1112 with ACT score of 22 or above	Accuplacer College Level Math Score 50 or above OR Accuplacer Elementary Algebra Score 116 or above OR Accuplacer Next-Gen AAF Score 240-262 AND High School Advanced Algebra and one unit of Geometry OR MATH 1111 College Algebra

MATH Algebra Track (cont.)	MATH 1151 Calculus I	ACT MATH Score 26 or above AND High School Advanced Algebra AND One unit Geometry AND One-half unit Trigonometry	Accuplacer College Level Math Score 90 or above OR Accuplacer Next-Gen AAF Score 276 or above AND High School Advanced Algebra AND One unit Geometry AND One-half unit Trigonometry
CHEMISTRY	CHEM 1131 General Chemistry I	ACT MATH Score 24 or above AND High School Advanced Algebra AND One unit Geometry OR MATH 1111 College Algebra with C or better	Accuplacer College Level Math Score 75 or above OR Accuplacer Next-Gen AAF Score 263-275 AND High School Advanced Algebra AND One unit Geometry OR MATH 1111 College Algebra with C or better

The specific Accuplacer tests given at UCM are “*Writing*” for English, “*QAS*” and/or “*AAF*” for Mathematics course placement.

UCM also accepts the Accuplacer “*Elementary Algebra*” test for course placement as specified above, but UCM does not accept the Accuplacer “*Arithmetic*” test.

Test scores AND pre- or co-requisite courses are required for course placement. Altering course sequence (e.g. receiving placement and grade in MATH 1010 but wanting to skip MATH 1101) requires a qualifying placement score. Check program and degree requirements prior to enrolling.

SAT and ACT-Compass scores may also be used in course placement. Score requirements may change based on state guidelines and/or institutional policy.

DC Updated 1/30/19

UCM Dual Credit Qualification Criteria

If you're in 11th or 12th grade with a cumulative GPA of 3.0 or higher	⇒	You are automatically eligible for dual credit courses.
If you're in 11th or 12th grade with a cumulative GPA between 2.55-2.99	⇒	You will need a signed letter of recommendation from your principal OR counselor.
If you're in 10th grade with a cumulative GPA of 3.0 or higher	⇒	You will need a signed letter of recommendation from your principal AND counselor.
If you're in 9th grade with a cumulative GPA of 3.0 or higher	⇒	You will need to have an ACT or SAT score at, or above, the 90th percentile (28). You will also need a letter of recommendation from your principal AND counselor.

Steps to Sign Up for Dual Credit

- 1) Student applies for admission to UCM online at ucmo.edu/apply.
- 2) Student completes a course enrollment form. You may get this form from your HS teacher, counselor, or from an automated email from UCM 24 hrs after completing step #1. To complete the form:
 - i) Add your personal information
 - ii) If you don't know your UCM Student ID or don't have one, leave field blank.
 - iii) Initial the FERPA release section if you want to authorize your parent, or legal guardian, to access information regarding your dual credit registration at UCM.
 - iv) Read the small print! It will help you understand what's involved in dual credit at UCM before registering in the course. If you agree, sign the form.
 - v) Parental or legal guarding signature required for any students under 18 years old.
 - vi) Turn your form in to your teacher, or counselor, by the deadline.

Both steps are necessary to complete your registration in dual credit and must be completed by the registration deadline.



DISTRICT

WeMET Consortium Partnership with UCM

IMPORTANT INFORMATION TO KNOW:

- There is a \$1,000 membership fee per semester. This fee includes the I-TV equipment and technical support with the I-TV and online courses.
- Goal: Enroll identified high school students into dual credit courses by second semester of the 2019 – 2020 school year.
- To officially join the consortium, Hogan Prep will need the following;
 - Board Approval: Send UCM the minutes of the board meeting noting board approval.
 - Letter of Request: A letter officially requesting to join the WeMET consortium
 - Hogan Prep will be invoice \$1,000 at the end of each semester
- Student Eligibility for Enrollment
 - An ACT score is required for English and Math courses. This could be replaced by the Accuplacer.
 - For other classes, there are no ACT requirements for enrollment (psychology, sociology, sciences, etc.)
 - There is a GPA requirement. This will vary by department, but the overall range is from 2.5 - 3.0. Students must have earned this GPA at the time of enrollment.
- Cost per credit hour: \$87.50. We plan to allocate grant funds, so the college credit is free to families. It is also our plan to be able to sustain the costs for dual credits through other grants and Hogan's operational budget.
- If the board would like more information, I provided the specific criteria for students to enroll in the dual credit courses, a list of classes students can take in the WeMET consortium, and a placement chart.

Coversheet

Governance Policies and forecast of policies review

Section: V. New Business
Item: B. Governance Policies and forecast of policies review
Purpose: Discuss
Submitted by: Jamie Berry
Related Material:

BOD Summary Financial and General - Board Policy Review_11.25.19.pdf
HPA Board Policy - General Administration DRAFT.pdf
HPA Board Policy - Financial Operation - DRAFT (1).pdf

BACKGROUND:

As a quick reminder, the current Hogan Preparatory Academy Board policies have not undergone a formal review for more than 10 years. We have policies which are outdated, have fallen out of line with best practices, or simply do not exist. For the balance of this fiscal year, the Board will be reviewing revised policies with the objective of bringing us into compliance and up to date. These new policies will follow best practices as outlined by Missouri Consultants for Education (MCE) or the Missouri Charter Public School Association (MCPSA).

RECOMMENDATION:

For November, we are asking the Board to discuss, review and make any suggested changes. These will be incorporated for final review/vote at our December meeting • Section 2: General Administration, and • Section 3: Financial Operation



BOARD POLICY REVIEW

As a quick reminder, the current Hogan Preparatory Academy Board policies have not undergone a formal review for more than 10 years. We have policies which are outdated, have fallen out of line with best practices, or simply do not exist. For the balance of this fiscal year, the Board will be reviewing revised policies with the objective of bringing us into compliance and up to date. These new policies will follow best practices as outlined by Missouri Consultants for Education (MCE) or the Missouri Charter Public School Association (MCPSA).

For November, we are asking the Board to review:

- Section 2: General Administration, and
- Section 3: Financial Operation

Section Review:

1. Most policies in these sections were last reviewed/approved between July, 2009 and October, 2010, with a few reviewed in October, 2018.
2. In both sections, everything that is new and/or revised has been highlighted. And, in most cases, the reason for the change provided.
3. You will note that we are adding a number of new policies. This is for one of two reasons.
 - a. It was required by the Department of Elementary and Secondary Education
 - b. It was recommended by MCE or MCPSA as a 'best practice'

New Policies on Student Wellness and MOCAP:

Recent reviews/audits have found HPA out of compliance regarding these two issues because we do not have Board adopted policies in place. We are asking for your review/approval on 11/25/19 in order to bring us into compliance.

Action Requested:

- Section 2: General Administration and Section 3: Financial Operation – discuss, review and make any suggested changes. These will be incorporated for final review/vote at our December meeting



**HOGAN PREPARATORY ACADEMY
BOARD POLICIES
SECTION 2: GENERAL ADMINISTRATION**

Policy Number	Policy Title	Page Number
1110	Religious Expression	3
1210	Calendar Requirements: School Year and School Day	3
1300	Prohibition Against Harassment, Discrimination, and Retaliation	4
1405	School/Community Relations: Parent/Family Involvement in Education	4
1410	School/Community Relations: Relations with Law Enforcement Authorities	5
1420	School/Community Relations: Community Use of School Facilities	5
1425	School/Community Relations: School Volunteers	5-6
1430	School/Community Relations: Visitors to Schools	6-7
1431	School/Community Relations: Code of Conduct – Adults	7-8
1432	School/Community Relations: Prohibition Against Firearms and Weapons	8
1440	School/Community Relations: Research Requests	9
1450	School/Community Relations: Public Access to School Documents	9
1460	School/Community Relations: Community Involvement in Decision Making	10
1470	School/Community Relations: Public Gifts to Schools	10
1480	School/Community Relations: Public Complaints	10
1510	Office Methods and Data Management: Records	11
1520	Office Methods and Data Management: School District Annual Report	11
1600	Private, State and Federal Programs Administration	11
1610	Private, State and Federal Programs Administration: Protection of Student Rights	11-12



**HOGAN PREPARATORY ACADEMY
BOARD POLICIES
SECTION 2: GENERAL ADMINISTRATION**

Policy Number	Policy Title	Page Number
1620	Private, State and Federal Programs Administration: Private, State and Federal Funding	12-13
1621	Private, State and Federal Programs Administration: Title I	13
1710	Administrative Organization and Roles: Administrative Reports	13
1720	Administrative Organization and Roles: Superintendent of Schools	14
1730	Administrative Organization and Roles: Building Administration	15

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1110 – RELIGIOUS EXPRESSION

(Last approved: 2/02/2009)

The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. (For Board policy regarding instruction and religious or controversial issues, refer to Policy 6242 – Religious or Controversial Issues.)

POLICY 1210 – CALENDAR REQUIREMENTS: SCHOOL YEAR AND SCHOOL DAY

(Last approved: 11/XX/2008)

Beginning with the 2019-20 school year, the Board will annually adopt a school calendar that will provide for 1,044 hours of pupil attendance with no minimum number of school days. The beginning of the school year will not generally be set more than fourteen (14) calendar days prior to Labor Day. Should the Board decide to set an earlier start date, the Board will:

- Give public notice of the meeting to discuss an earlier start date
- Conduct a public meeting
- Vote at that meeting to allow an earlier start date

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Superintendent and approved by the Board. The planned calendar adopted prior to the beginning of the school year must be reported to DESE on Core Data Screen 10 by August 15 of each year, and cannot be changed after that date.

The District will only be required to make up the first thirty-six (36) hours of school lost or canceled due to inclement weather and half the number of hours lost or canceled in excess of thirty-six (36) hours up to twenty-four (24) hours of additional lost or canceled hours. Thus, the maximum number of hours that must be made up is sixty (60) hours. For purposes of this Policy, “inclement weather” shall mean ice, snow, extreme cold, flooding or a tornado, but not excessive heat. With the start of the 2020-21 school year, “excessive heat” will be added to the definition of “inclement weather.”

However, beginning in the school year 2020-21, the District will not be required to make up any hours of school lost or cancelled due to exceptional or emergency circumstances during a school year, if DESE has approved an alternative method of instruction plan submitted by the District.

(Completely updated to reflect MCE and DESE standards)

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1300 – PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION

(Last approved: 11/XX/2008)

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District’s Compliance Officer to handle inquiries or complaints regarding the District’s non-discrimination policies:

CO Name	Jamie Berry
CO Title	Chief Finance and Accountability Officer
CO Address	5809 Michigan Avenue, Kansas City, MO 64130
CO Number	816-444-3484

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

(Completely replaced using MCE updates as of January, 2018)

POLICY 1405 – SCHOOL/COMMUNITY RELATIONS: PARENT/FAMILY INVOLVEMENT IN EDUCATION

(Last approved: 11/XX/2008)

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's **Parent Involvement Committee**. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1. *(changes PTSA to Parent Involvement Committee)*

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1410 – SCHOOL/COMMUNITY RELATIONS: RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

(Last approved: 11/XX/2008)

It is the District policy to cooperate fully with law enforcement agencies in promoting the welfare of District's students, staff and the community. As provided in Policy and Regulation 2673, District officials will satisfy the reporting requirements of the Safe Schools Act. (See also Policy 2150 - Searches by School Personnel, and Policy 2160 - Interviews, Interrogations and Removal from School.)

POLICY 1420 – SCHOOL/COMMUNITY RELATIONS: COMMUNITY USE OF SCHOOL FACILITIES

(Last approved: 11/XX/2008)

School District facilities are available for community use when facilities are not required for instructional or administration purposes. Use of District facilities is subject to approval of the community group's application and is subject to conditions established by the Board of Education as set forth in administrative regulations.

To the extent that school facilities are available for community use, such facilities will be open, under the same terms and conditions, to youth groups including but not limited to Boy Scouts, Girl Scouts, Big Brothers-Big Sisters of America, Boys and Girls Clubs of America, Little League Baseball and similar groups. When outside groups are permitted to use school facilities under this policy, the District will not unlawfully discriminate against groups based upon a group's religious, political or philosophical content of the speech at such meetings.

POLICY 1425 – SCHOOL/COMMUNITY RELATIONS: SCHOOL VOLUNTEERS

(Last approved: 11/XX/2008)

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students.

Screened Volunteers

Individuals who assist our schools on an uncompensated basis and who may periodically be left alone with students are considered "screened volunteers" under state statute. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; or chaperone students on overnight trips. Prior to being left alone with students at school or school activities, screened volunteers must have a clear criminal records check from the State Highway Patrol and Federal Bureau of Investigation. The District will pay for the cost of obtaining such criminal records checks. Screened volunteers may have access to students' educational records where necessary and when supervised by a staff member.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1425 – SCHOOL/COMMUNITY RELATIONS: SCHOOL VOLUNTEERS (continued)

(Last approved: 11/XX/2008)

Non-Screened Volunteers

Non-screened volunteers are those individuals who are not left alone with students at school or school activities. For these volunteers, the District will, with the volunteer's consent, obtain a criminal records check from local law enforcement prior to beginning volunteer service. The District will assume any costs in obtaining such records checks.

Application for Volunteer Service

All volunteers must complete an application for volunteer service and may be interviewed prior to beginning volunteer service. (Form 1425). The District serves the right to deny individual applicants where the best interests of the educational program are served.

(Complete policy replacement per MCE updates as of August 2019)

POLICY 1430 – SCHOOL/COMMUNITY RELATIONS: VISITORS TO SCHOOLS

(Last approved: 11/XX/2008)

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present. Sex offenders cannot reside within 1,000 feet of a school or victim unless the individual is receiving treatment in a treatment facility or nursing home for purposes of getting treatment.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1430 – SCHOOL/COMMUNITY RELATIONS: VISITORS TO SCHOOLS (continued)

(Last approved: 11/25/2008)

Observations by Parents, Advocates, or Others

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

(Complete policy replacement per MCE updates as of August 2019)

POLICY 1431 – SCHOOL/COMMUNITY RELATIONS – CODE OF CONDUCT - ADULTS

(Last approved: 09/24/2018)

The Board of Directors is committed to providing a safe, harassment-free environment for students and employees, which promotes mutual respect, civility and orderly conduct among Hogan Preparatory Academy employees, parents and the public. The district discourages uncivil behavior. This policy is not intended to deprive any person of his or her freedom of expression, but rather to maintain a safe, orderly educational environment for our students.

Therefore, the Board has established a code of conduct for parents, patrons, and visitors during communications as well as while on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Uncivil behavior shall be defined as any behavior that is (1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is aggressive, hostile, volatile, coercive, intimidating, violent, harassing or bullying, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district.

Examples of uncivil behavior include, but are not limited to, the use of profanity, disrupting or threatening to disrupt school or office operations, threatening the health or safety of others, willfully causing property damage, loud or offensive language that might provoke a violent reaction, personally insulting remarks, attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1431 – SCHOOL/COMMUNITY RELATIONS – CODE OF CONDUCT - ADULTS (continued)

(Last approved: 09/24/2018)

characteristic, or behavior that is out of control. Uncivil behavior may be verbal or nonverbal and can occur during face-to-face or written communications, telephone conversations, voice mail messages, and any other electronic means or medium of communication.

Any individual who engages in uncivil behavior will be advised by the employee to whom the remarks are directed to communicate in a civil manner. If the individual does not stop the uncivil behavior, the district employee will notify the individual that the meeting and/or communication is terminated, and the district employee shall notify his/her supervisor of such incident immediately. If the uncivil behavior occurs on school district property or during a school district activity, the individual will be directed to leave promptly. The supervisor shall make a determination on the method of any future communication which may include advising the individual that they are not allowed on school district property or at school district activities until further notice and that any future communication be directed only to the supervisor.

Physical or violent behavior will result in a ban by the Board from school premises and activities and will be referred to law enforcement and any other relevant agency. The Board will determine the length of the ban. Failure to comply with the restricted access provided in this policy will result in the filing of civil and/or criminal charges.

(This policy is significantly more expansive than MCE policy. However, it appears this policy was written to address specific activity and circumstances. As such, it has been left as written.)

POLICY 1432 – SCHOOL/COMMUNITY RELATIONS: PROHIBITION AGAINST FIREARMS AND WEAPONS

(Last approved: 11/xx/2008)

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials and as otherwise provided in this policy. As used in this policy, the phrase *school premises* includes all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities. *(Complete policy replacement per MCE updates as of July, 2014)*

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1440 – SCHOOL/COMMUNITY RELATIONS: RESEARCH REQUESTS

(Last approved: 11/XX/2008)

Requests for research studies involving students and/or staff of the School must be submitted to the Superintendent for approval. Any research utilizing human subjects must be authenticated by the sponsoring university. Written permission from parents of the students to be involved must also be obtained as well as approval of the Superintendent.

The district will provide UCM with the necessary information and data to conduct research and make decisions to support an improve Charter Schools. Student privacy will be respected in all such matters.

POLICY 1450 – SCHOOL/COMMUNITY RELATIONS: ACCESS TO SCHOOL DOCUMENTS

(Last approved: 11/XX/2008)

The District provides public access for the inspection and copying of the District's public records. As a general practice, the District requires advance payment of a copy fee which does not exceed ten (10) cents per page for pages not larger than nine by fourteen inches and a search and duplication fee that does not exceed the average hourly rate of pay for District clerical staff. However, copies of the District's public records may be provided without a fee or at a reduced fee when the Board determines that a reduction is in the public interest. In assessing fee reductions, the Board will consider the potential that the reduction will significantly contribute to public understanding of the District's operations and will consider the degree of commercial value to be gained by the person requesting a fee reduction. In accordance with state law, search time that would require more than clerical duplication of documents may be charged at the actual cost of research time.

Similarly, the District will provide public access for inspection and duplication of the District's public records maintained on audio, video, or similar media. Public access includes but is not limited to computer facilities, recording tapes, disks, video tapes, films, pictures, slides, graphics, and illustrations. The District requires advance payment not to exceed the cost of copies, staff time (not to exceed the average hourly rate of pay for clerical staff), and the cost of the disk or tape used for duplication.

In order to facilitate public access to the District's public records, the Board will appoint a custodian of records. The custodian will be responsible for maintaining the District's public records as well as for assuring access to the District's public records. The identity, business address, and office telephone number of the custodian of records will be published annually and will be available at the District's administrative office. The procedures for implementing public access provided in this policy are set forth in Regulation 1450.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1460 – SCHOOL/COMMUNITY RELATIONS: COMMUNITY INVOLVEMENT IN DECISION MAKING

(New policy addition)

The Board of Education recognizes that many residents of the District may be especially qualified to take an active part in school affairs because of their training, experience, or personal characteristics and encourages them to take an active part in school affairs.

The Board shall give substantial weight to the advice it receives from individuals and community groups interested in the District's schools, but shall use its own judgment in arriving at decisions.

(New policy addition per MCE best practices)

POLICY 1470 – SCHOOL/COMMUNITY RELATIONS: PUBLIC GIFTS TO SCHOOLS

(Last approved: 11/XX/2008)

The Board of Education recognizes the educational value of appropriate gifts to schools from Parent Teacher Organizations (PTO), other civic groups, corporations, or individuals, and encourages their use to enrich the instructional program. Therefore, gifts which may serve to enhance and extend the work of the schools may be received by the District as approved by the Board.

POLICY 1480 – SCHOOL/COMMUNITY RELATIONS: PUBLIC COMPLAINTS

(Last approved: 11/XX/2008)

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

(expansion of complaint ladder to include principal and central office administrator)

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1510 – OFFICE METHODS AND DATA MANAGEMENT: RECORDS

(Last approved: 11/XX/2008)

Custodian of District Records

The Board of Education will designate the custodian of District records who shall maintain, protect, and make such records accessible to authorized persons.

POLICY 1520 – OFFICE METHODS AND DATA MANAGEMENT: SCHOOL DISTRICT ANNUAL REPORT

(Last approved: 11/XX/2008)

School District officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be distributed to all media outlets serving the District, and will be made available to all District patrons, and to each member of the General Assembly representing a legislative District that contains a portion of the School District.

POLICY 1600 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION

(Last approved: 11/XX/2008)

Where appropriate the District will seek to participate in private, state and federal grant programs as recommended by the Administration and approved by the Board of Education. Procedures for development of grant proposals are set forth in Regulation 1620 - Private, State and Federal Funding.

POLICY 1610 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PROTECTION OF STUDENT RIGHTS

(Last approved: 11/XX/2008)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1610 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PROTECTION OF STUDENT RIGHTS (continued)

(Last approved: 11/XX/2008)

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

POLICY 1620 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PRIVATE, STATE AND FEDERAL FUNDING

(Last approved: 11/XX/2008)

Grants from outside agencies are to be related to the needs and priorities of the District in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, inservice education, or capital improvement. Grants may lead to research and development that will be of value to the District. All such funds will be deposited, accounted, and reported through the District's accounting office. The Board directs that the Administration keep financial and program records to document the compliance with all state and federal requirements and to corroborate program success.

All employees of the School District who plan to apply to an outside agency (private, corporate, or governmental) for grants or other types of funds for District use must clear the request with the Superintendent of Schools or designee before preparing an application. The application must then be approved by the Board of Education before submission to the source of funding.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1620 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: PRIVATE, STATE AND FEDERAL FUNDING (continued)

(Last approved: 11/XX/2008)

Grants cannot be requested that would require District expenditures not budgeted in the current fiscal year. District funds may not be obligated in advance for future years by the terms of a grant without prior Board approval.

If a grant requires participation by children in experimental types of instruction, written permission of parents must be secured.

POLICY 1621 – PRIVATE, STATE AND FEDERAL PROGRAMS ADMINISTRATION: TITLE I

(Last approved: 11/XX/2008)

Parent Involvement

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

Staff Qualifications

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

Reporting Requirements

Pursuant to the provisions of the Every Student Succeeds Act, the District will submit its Federal Title I LEA Plan, describing the District's Title I services.

(Changes to language per MCE updates as of Jan 2018)

POLICY 1710 – ADMINISTRATIVE ORGANIZATION AND ROLES: ADMINISTRATIVE REPORTS

(Last approved: 11/XX/2008)

The Board of Education may require reports from the Superintendent and other administrative officials concerning the status of District programs, educational needs and long-term District planning. The Board will take steps to monitor the success of District schools in achieving their educational objectives.

The District will provide UCM with all information necessary to confirm compliance with all provisions of the District's Charter and relevant state statutes in a timely manner as requested by UCM. Specifically, the District will provide UCM a copy of all Core Data Screens submitted to DESE.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1720 – ADMINISTRATIVE ORGANIZATION AND ROLES: SUPERINTENDENT OF SCHOOLS

(Last approved: 11/XX/2008)

The Superintendent is the chief administrative officer of the School District. The Superintendent, under the direction of the Board, is responsible for the general supervision of the schools and all School District personnel. The Superintendent is the chief executive officer of the Board and shall be responsible to the Board for the execution of the policies, rules and regulations and directives given by the Board, and for the functions listed in Regulation 1720.

The Superintendent is the authorized representative and signatory for all official matters pertaining to the School District.

Qualifications of the Superintendent of Schools

The Superintendent shall hold Missouri Teacher's and Superintendent's Certificates and have prior teaching experience. Prior experience as a school administrator is desirable.

Terms of Employment

The Superintendent's contract will be based on a twelve-month year, with salary and work year to be established by the Board.

Contract

The Superintendent of Schools may be employed by the Board of Education for a term of from one (1) to three (3) years. The terms of the Superintendent's employment will be contained in a written contract signed by the Superintendent, the Board President and the Board Secretary. During the term of the Superintendent's contract, the amount of compensation and benefits provided in the contract may not be changed.

Evaluation of the Superintendent

The Board of Education will evaluate the performance of the Superintendent in or by February in each contract year. The Superintendent's evaluation will be based, in part, upon the Superintendent's annual goals provided to the Board of Education.

Termination

The employment of the Superintendent terminates upon expiration of the Superintendent's contract. The decision to extend the Superintendent's contract or to deny such extension lies in the total discretion of the Board.

In addition, and as provided in the Superintendent's employment contract, the Superintendent's contract may be terminated by mutual consent, termination for cause, or death or incapacity.

(Combines 3 individual policies into this single policy; per MCE standards as of May 2011)

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 2: GENERAL ADMINISTRATION

POLICY 1730 – ADMINISTRATIVE ORGANIZATION AND ROLES: BUILDING ADMINISTRATION

(New policy addition)

Under the supervision of the Superintendent or the Superintendent's designee, the building principals serve as the instructional leaders of their assigned buildings. In that capacity, building administrators are responsible for the implementation of Board policies and regulations. Each building administrator will be evaluated on his/her instructional leadership and the success of his/her students.



**HOGAN PREPARATORY ACADEMY
BOARD POLICIES
SECTION 4: FINANCIAL OPERATION**

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**HOGAN PREPARATORY ACADEMY
BOARD POLICIES
SECTION 4: FINANCIAL OPERATION**

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HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3100 – FINANCIAL MANAGEMENT

(Last approved: 06/08/2009)

The Board will adopt a series of policies to provide direction regarding the School District's budget and financial affairs which reflect the educational philosophy of the District and provide a framework in which the District's administration can effectively operate.

The budget and finance processes will conform to all state and local requirements as set forth by the State constitution, State statutes, Department of Elementary and Secondary Education rules, and Board policies. Good business necessitates keeping accurate, legal and understandable records of receipts and expenditures. It is also essential that procedures be followed which will help to insure that the budget adopted by the Board is effective in providing parameters for the fiscal affairs of the District.

The purpose of the District budget and financial policies will be to provide direction for a systematized procedure that maintains continuity from year to year and informs the public regarding the education and financial operations of the District.

POLICY 3101 – FINANCIAL MANAGEMENT: FEDERAL FISCAL COMPLIANCE POLICY

(New Policy Addition - Required)

Fiscal Requirements under Title I, Title II, and Title IV of ESSA

The District shall ensure that federal funds will be used to supplement, not supplant regular non-federal funds.

Documentation shall be maintained, or caused to be maintained, by the Chief Finance and Accountability Officer. The documentation must clearly demonstrate the supplementary nature of federal funds.

Prior to expending funds, the Chief Finance and Accountability Officer shall consult the appropriate OMB circular (OMNI Circular) or other federal guidance to determine what costs are allowable under the grant awarded. The Chief Finance and Accountability Officer shall ensure that all grant funds are expended in accordance with the requirements in Allowability and the Circular or other applicable federal law or rule.

Allowability

To be allowable under a federal award, costs must meet the following general criteria and be documented that such criteria are met:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to the types or amount of cost items;
- Be consistent with the policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity;

HOGAN PREPARATORY ACADEMY BOARD POLICIES**SECTION 4: FINANCIAL OPERATION****POLICY 3101 – FINANCIAL MANAGEMENT: FEDERAL FISCAL COMPLIANCE POLICY (continued)***(New Policy Addition - Required)*

- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period;
- Be adequately documented; and
- Be net of all applicable credits.

Standards for Documentation of Personnel Expenses (2 C.F.R. §200.430, OMNI DESE Memo FAS-15-003 Time and Effort under the OMNI Circular, April 2, 2015)

Time and Effort: Records are required for all employees, including teachers, paraprofessionals, administrators, and other staff that are paid with federal funds to document the time and effort they spend within the program. The portion of the federally paid salary should be reflective of the actual activity, not budgeted, the individual has put forth for that federal program. Time and effort reporting is required when any part of an individual's salary is charged to a federal program or used as a match for a federal program.

Semi-Annual Certification: Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications are required to be prepared at least semi-annually.

Monthly Personnel Activity Report (PAR): Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports (PARs). Salaries or wages of employees used in meeting cost sharing or matching requirements of Federal awards must be supported in the same manner as those claimed as allowable under Federal awards. Charges for salaries must be based on records that accurately reflect the work performed. These records must be:

- Supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Incorporated into the official records;
- Reflecting the total activity for which the employee is compensated, not to exceed 100%;
- Encompassing all activities (federal and non-federal);
- Compliant with established accounting policies and practices; and
- Distributed among specific activities or cost objectives.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3101 – FINANCIAL MANAGEMENT: FEDERAL FISCAL COMPLIANCE POLICY (continued)

(New Policy Addition - Required)

Charter Schools Program (CSP), ESSA Title IV, Part C

If Hogan Preparatory Academy receives CSP grants, the Chief Finance and Accountability Officer shall ensure that HPA shall comply and use the federal funds in accordance with all statutes, regulations, and approved applications.

The Chief Finance and Accountability Officer shall directly administer or supervise the administration of any projects funding through CSP funds, and shall use fiscal control and fund accounting procedures that ensure proper disbursement of, and accounting for, federal funds.

When using CSP funds to enter into a contract for equipment or services the Chief Finance and Accountability Officer shall comply with the applicable federal procurement standards.

Use of Federal Grant Funds for Procurement

The Chief Finance and Accountability Officer shall ensure that all procurement transactions are conducted in a manner that provides open and free competition. Awards must be made to the bidder/offeree whose bid/offer is responsive to the solicitation and is most advantageous to Hogan Preparatory Academy considering price, quality, and other relevant factors deemed appropriate by the District.

Pursuant to the Conflict of Interest Board Policy, no employee, officer, or agent of, who has a real or apparent conflict of interest, will participate in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

- a. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards and specific features of brand name or equal descriptions that bidders are required to meet;
- b. Positive efforts shall be made to utilize small businesses, minority-owned firms, and women's business enterprises whenever possible;
- c. The type of procurement instruments used (eg. Purchase orders) must be appropriate for the particular procurement;
- d. Contracts are made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement;
- e. Procurement documents shall be made available, upon request, to appropriate government officials.

The Chief Finance and Accountability Officer shall ensure there is a cost or price analysis made and documented with every procurement action as well as appropriate documentation for the basis of contractor selection. The Chief Finance and Accountability Officer shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3101 – FINANCIAL MANAGEMENT: FEDERAL FISCAL COMPLIANCE POLICY (continued)

(New Policy Addition - Required)

All prequalified lists of persons, firms, or products which are used in acquiring goods and services must be reviewed and kept current and shall include enough qualified sources to ensure maximum open and free competition.

The District shall utilize the most appropriate procurement method based on the particular procurement. The District will utilize one of the following methods or any more restrictive method:

- Micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services which are up to \$10,000. This purchase may be awarded without soliciting competitive quotations.
- Small purchase procedures. Small purchase procedures are those simple and informal procurements for securing services, supplies or other property that cost between \$10,001 and \$249,999. Price and rate quotations must be obtained from at least two qualified sources.
- Sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract is awarded. This method is preferred for procuring construction.
- Competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer and either a fixed price or cost reimbursement type of contract is awarded.
- Noncompetitive proposals. This is the solicitation of a proposal from only one source and may be used only when one or more of the following applies:
 - The item is available only from a single source;
 - The public emergency for the requirement will not permit a delay;
 - The pass-through entity authorizes noncompetitive proposals in response to a written request; and/or
 - After solicitation of a number of sources, competition is determined inadequate.

Travel Costs

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. These costs are reimbursable with appropriate approval and documentation of expenses. Travel costs charged to Federal awards/funds must meet the requirements of 2 C.F.R. § 200.474.

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days if the trip and results in charges consistent with those normally allowed in like circumstances in the District's non-federally-funded activities and in accordance with the District's written travel reimbursement policies.

Cost incurred by employees for travel, including costs of lodging, other subsistent, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed changes normally allowed by the school as a result of the District's written travel policy.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3101 – FINANCIAL MANAGEMENT: FEDERAL FISCAL COMPLIANCE POLICY (continued)

(New Policy Addition - Required)

If these costs are charged to the Federal award, documentation must justify that (1) the participation of the individual is necessary to the Federal award, and (2) the costs are reasonable and consistent with the District's travel policy. Documentation may include any of the following: an agenda; prior written approval; and/or written justification statement.

The District shall not use its grant funds for temporary dependent care costs unless specifically permitted by the authorizing statute, regulation, and Department.

Compliance with Cash Management Improvement Act

In order to comply with the Cash Management Improvement Act (CMIA) the Department of Elementary and Secondary Education will only make payments to the District for reimbursements. Reimbursements are only for funds "spent" – transactions that are recorded on the District's books and the funds delivered to the recipients.

The District may only make requests for payment once an initial budget application for the grants has been approved and must only include actual cumulative expenditures up to the payment request submission date.

The District must at least annually submit an accounting of any interest earned on any Federal funds to the federal Department of Health and Human Services through the Department of Elementary and Secondary Education. The school may retain up to \$500 of earned interest annually on all combined Federal programs for administrative expenses. The school must document all administrative expenses in order to claim the interest offset. Under this section, the interest calculation is the amount of reimbursement times the annualized Federal interest rate for the fiscal year times the number of business days the funds were held until delivery. The federal interest rates may be found at <http://www.fms.treas.gov/cmia/index.html>.

POLICY 3106 – FINANCIAL MANAGEMENT: FRAUD PREVENTION

(New Policy Addition per MCE best practices)

The District is committed to protecting the public funds with which it has been entrusted. Minimizing the losses to fraud and corruption is an essential part of ensuring that all of the District's resources are used for the purpose for which they are intended.

The public is entitled to expect the District to conduct its affairs with integrity, honesty and openness, and demand the highest standards of conduct from those working for it and with it.

Definition of Fraud and Corruption

Although there is no precise legal definition of fraud, the term is used to describe a multitude of offences, including deception, forgery, theft, misappropriation, collusion and false representation of material facts. Corruption arises when a person receives any benefit which influences them and causes them to act differently when conducting District business.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3106 – FINANCIAL MANAGEMENT: FRAUD PREVENTION (continued)

(New Policy Addition per MCE best practices)

The District's Response

Board policy requires that matters involving any financial irregularities are referred to the Superintendent for investigation. These matters are taken seriously and additional action, such as disciplinary proceedings and/or prosecution, will be taken where evidence of offences is found.

The Superintendent/designee will:

- Compile a report of findings for submission to the Board with a recommendation as to whether disciplinary action is appropriate.
- Where appropriate, coordinate with the police in order for them to consider taking criminal action.
- Advise departments on how to address procedural weaknesses identified during investigation.

The Investigation Process

The purpose of any investigation is to establish the facts in an equitable and objective manner.

The process will involve the use of authority or delegated powers to:

- screen allegations or information to gauge their credibility;
- secure all evidence;
- interview suspects;
- interview witnesses;
- take statements; and
- coordinate with departments or other agencies (including the police).

The Superintendent/designee will establish and record the basis of the concerns raised and establish what further actions are required. The Board will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, the Chief Financial Officer will inform the District's external auditors.

Whenever possible, the individual raising the concern will be advised of the outcome of the investigation. If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the Superintendent who will arrange any further investigation as he/she deems appropriate. The Superintendent will send a written response to the individual concerned.

Reporting Suspicions

If fraud or corruption is suspected, then the matter should be reported without delay. Employees should report suspicions to a supervisor at the outset and retain all evidence. However, if it is thought the supervisor might be involved or there may be a conflict of interest, the matter should be reported directly to a more senior administrator.

It is recognized that for some individuals, raising a concern under this procedure may be a difficult experience.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3106 – FINANCIAL MANAGEMENT: FRAUD PREVENTION (continued)

(New Policy Addition per MCE best practices)

All reported incidents will be investigated.

All reports will be dealt with in confidence, with staff being informed on a need to know basis only.

To ensure that this policy is adhered to, and to assure staff that the concern will be taken seriously, the District will:

- not allow the person raising the concern to be retaliated against for doing so;
- treat retaliation against whistle blowers as a serious matter leading to disciplinary action that may include dismissal;
- not attempt to conceal evidence of poor or unacceptable practice;
- take disciplinary action if an employee destroys or conceals evidence of poor or unacceptable practice or misconduct; and
- ensure confidentiality clauses in employment contracts do not restrict, forbid or penalize whistle blowing.

Overall Objectives

The District's overall objective is to identify and maintain good practices, address weaknesses in current processes and introduce improved systems for the management of those processes. The end result is that of minimizing the amount of fraud and corruption which may occur within the system and significantly reduce the opportunity for fraud or corruption to occur in the future.

POLICY 3110 – FINANCIAL MANAGEMENT: PREPARATION OF BUDGET

(New Policy Addition per MCE best practices)

Each year the Superintendent of Schools is required to submit to the Board of Education for their consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year. The Board may accept, reject, modify or request revisions of the budget, but will adopt a budget by June 30, according to statutory provisions.

By law the approved estimated expenditures for each fund cannot exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund. After the beginning of the fiscal year, the Superintendent shall review with the Board the adopted budget in relationship to the beginning cash balances for each fund.

POLICY 3111 – FINANCIAL MANAGEMENT

(Last approved: 06/08/2009)

The fiscal year begins annually on the first day of July and ends on the thirtieth day of the following June.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3112 – FINANCIAL MANAGEMENT: BUDGET IMPLEMENTATION AND TRANSFER

(Last approved: 06/08/2009)

The annual budget governs the expenditures and obligation of all funds for the District. The Superintendent/designee will establish procedures for funds management and reporting.

No funds may be spent which are not authorized by the annual budget. If an unanticipated need arises, the Board may approve the Superintendent's recommendation to (1) appropriate an amount to cover a needed expenditure from unencumbered budget surplus from the proper fund, or (2) revise the budget to transfer funds from one account to another as permitted by state statutes and DESE regulations.

The Superintendent or Finance Administrator will prepare or oversee the preparation of a monthly statement to account for each month's expenditures and the total spent to date for the fiscal year. The monthly statement will include all receipts and remaining balances for each fund account.

(added language to provide for oversight of EdOps budget preparation)

POLICY 3120 – FINANCIAL MANAGEMENT: CASH MANAGEMENT

(Last approved: 10/8/2018)

The District has occasion to receive cash during its normal operations. The following shall govern all cash transactions:

Documentation

All cash transactions shall be recorded in writing, such as by handwritten receipt detailing from whom the money and in what amount, which shall be signed and dated by the principal or his or her designee who has the authority to receive cash on behalf of Hogan Preparatory Academy.

Depositing Cash

The District's Chief Finance and Accountability Officer or their designee shall be responsible for collecting cash from the schools and depositing that cash in the bank account. Cash will be collected and deposits will be made monthly at a minimum. All undeposited cash shall be kept in a secured location on school premises with limited access.

Expenditures

Under no circumstances will cash be used to make purchases.

Segregation of Duties

The Superintendent of the District or their designee shall ensure that appropriate segregation of duties exists with regards to the handling of all money transactions including reconciliation.

(Rewritten to reflect current cash management practices.)

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3130 – FINANCIAL MANAGEMENT: STATE AND FEDERAL PROJECTS

(New Policy Addition per MCE best practices)

With Board of Education approval, the School District may operate various specially funded programs that must be administered in accordance with particular federal and/or state laws, regulations and other conditions for use of such funds.

The Superintendent shall be the designated District official responsible for coordinating funded projects, administering programs and ensuring that the various departments operating these programs do so within the guidelines of the particular program. The administration shall keep accurate and separate records, as required by state and federal programs, to enable the District to verify program compliance and success. The Superintendent shall keep the Board fully informed.

Staff involvement will be solicited by the administration in the planning, implementation and evaluation of programs authorized and approved within the guidelines of Title I of the Improving American Schools Act of 1994 and/or other significant legislative enactments. The vehicle for such involvement shall be determined by the administration, with the approval of the Board of Education.

POLICY 3140 – FINANCIAL MANAGEMENT: BANKING SERVICES

(Last approved: 10/8/2018)

Bank Accounts

The Board President and Superintendent of the District have the authority to open a business checking account, a business operating account, and a business line of credit on behalf of Hogan Preparatory Academy to be used to hold the school's assets.

The Board President and Superintendent have the authority to enter into an agreement with a bank or other Federally insured financial institution once the Board has adopted a formal resolution at a board meeting held in accordance with its bylaws designating the bank for the District to use for its financial transactions. Once the resolution has been adopted, the Board President and Superintendent have the authority to enter into an agreement with the selected financial institution. The agreement should be signed by the Board President and Superintendent.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3140 – FINANCIAL MANAGEMENT: BANKING SERVICES (continued)

(Last approved: 10/8/2018)

Checks

Any authorized check drafted on the District's designated bank account over \$5000 shall require two signers from the Board. Each check must be completed in its entirety before it is signed by either party. The following officers and staff are authorized to sign checks from the bank account on behalf of the school:

- Board President
- Superintendent
- Chief Operating Officer
- Chief Finance and Accountability Officer
- Chief Academic Officer

Checks received shall be endorsed "for deposit only" and deposits should be made daily by someone other than the person who prepared the deposit.

Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. An expense reimbursement form containing the name of the payee and the details of the reimbursement must be completed by the requestor and approved with a signature by his/her manager. The expense reimbursement form will then be submitted to the District's business office for processing.

Checks payable to cash for any reason are prohibited.

Mail Procedures

A non-accounting staff person should receive the mail, open it and immediately turn over all received checks to the Chief Finance and Accountability Officer for deposit.

Bank Reconciliations

There will be a segregation of duties between individuals responsible for cash receipts and cash disbursement and the individual(s) responsible for bank reconciliations.

The Chief Finance and Accountability Officer or their designee is responsible for bank reconciliations a minimum of once monthly. Each bank statement, assets, and liabilities shall be reconciled to both the checkbook and general ledger.

Credit Card Procedures

Credit card use shall be limited and only the following employees are currently authorized to use credit cards:

- Superintendent
- Chief Operations Officer
- Chief Finance and Accountability Officer
- Chief Academic Officer
- Building Principals

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3140 – FINANCIAL MANAGEMENT: BANKING SERVICES (continued)

(Last approved: 10/8/2018)

Credit cards are to be used for school expenditures only. They may not be used for personal purchases and/or cash transactions and shall be maintained using the highest level of security.

The District shall maintain a credit card limit of no more than \$15,000, to be split among the approved card holders.

Credit card transactions over \$3,000 must receive prior board approval. Credit card transactions exceeding \$10,000 are prohibited.

All credit card transactions must be accompanied by the original receipts documenting each transaction or a missing receipt form signed by the employee's manager.

(Rewritten to reflect current banking and cash management practices.)

POLICY 3150 – FINANCIAL MANAGEMENT: PAYMENT PROCEDURES

(Last approved: 06/08/2009)

All money received by the District shall be disbursed only for the purposes for which they are collected or received.

The Superintendent will give final authorization for all bills paid. Payment of bills shall be approved by the Chief Finance and Accountability Officer after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made without an itemized invoice showing the name of the person or firm to whom payment is due and presented. Furthermore, the invoice must have been issued in response to an approved purchase order.

(Rewritten to reflect current cash management practices.)

POLICY 3160 – FINANCIAL MANAGEMENT: INVESTMENT OF DISTRICT FUNDS

(Last approved: 06/08/2009)

The Board has an obligation to the citizens of the District to direct the management of District funds. The primary objective of the District's investment plan will be legality, safety, liquidity, yield and the provision of a capital base for future needs. In the management of such funds, the District adheres to the "prudent investor" rule. Investments will be made with judgment and care, under the circumstances, which persons of prudence, discretion and intelligence exercise in the management of their own investments. Funds will be managed for investment, not for speculation considering the safety of the funds invested and the probable income to be derived.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3160 – FINANCIAL MANAGEMENT: INVESTMENT OF DISTRICT FUNDS(continued)

(Last approved: 06/08/2009)

District personnel, including Board members, who are involved in the investment of District funds, will not engage in any personal business activity which could:

1. Impair their ability to make impartial decisions concerning investment of District funds;
2. Conflict with proper execution of the District's investment program; or
3. Create an appearance of impropriety.

District employees and directors involved in investment of District funds will disclose any material interests in financial institutions in which they conduct business. Such disclosure will include, but not be limited to any personal financial/investment positions that could be related to the performance of the District's investment portfolio. Similarly, District employees and directors involved in investment of District funds will not engage in personal investment transactions with the same individual with whom business is conducted on behalf of the District.

Investments will be made through banks or securities dealers who have been approved by the Investment Committee of the State Treasurer's Office. Such banks and securities dealers will have been subjected to an appropriate investigation by the staff of the State Treasurer's Office. This investigation will include, among other things, a written review of the firm's financial statements and the background of the sales representatives. All approved dealers must be fully licensed and registered FINERA Brokers/Dealers or exempt banks. Criteria used to select securities dealers include:

1. Financial strength and capital adequacy of firm;
2. Services provided by firm;
3. Research service available;
4. Resume, reputation, and qualifications of sales representatives.
5. Due diligence and firm references; and
6. State government expertise.

The performance goals of the District's active investment management program, over time, should produce book yields which are greater than yields from low risk passive investments. In analyzing the results of the District's investment program, the District will calculate the book yield and total rate of return on District funds compared to the appropriate security market indexes.

The Superintendent/designee will direct the preparation of quarterly investment reports providing a summary of the District's current investment portfolio and all transactions executed since the last report.

Such investment reports will be prepared by the appropriate bank(s) or security dealers for review by the Board and the Superintendent. Investment reports are considered to be public records and will be made accessible to the public.

Criteria and procedures implementing the District's investment policy have been approved by the Board and are contained in Regulation 3160.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3170 – FINANCIAL MANAGEMENT: PURCHASES BY AND/OR SOLICITATION OF SCHOOL STAFF

(Last approved: 07/13/2009)

Conflict of Interest

The School District will not purchase supplies or materials from a staff member of the School District, nor from a member of the household of the staff member, except in emergency situations as determined by the Superintendent of Schools. Neither will the District purchase supplies, materials or services from a member of the Board of Education or from a member of his/her household, or from a firm in which he/she holds a major interest.

Endorsements

Employees of the District will not endorse products or services in such a manner that will identify the employee as an employee of the School District.

Procurement Activities

In any purchasing activities all employees shall refrain from soliciting, discourage the offer of, and decline gifts if offered by any vendor wishing to do business with, or who is doing business with the School District. Instead of making an offer of gifts, the vendor should be encouraged to discount the price of the goods to the school.

Solicitation/Distribution

The advertising of sale or distribution of any goods or service on school property, for any school activity, shall have prior approval from the building principal or Superintendent. This includes but is not limited to: school personnel, students, parents/guardians, relatives, general public and commercial businesses.

Solicitations of School Staff

Agents, solicitors, and salespersons will be denied the privilege of seeing the school staff during the school day except with permission of the administration.

POLICY 3180 – FINANCIAL MANAGEMENT: PROCUREMENT OF PROFESSIONAL SERVICES

(New policy addition per MCE best practices)

The Board of Education and the Administrators recognize that some professional services are necessary on certain occasions to assist in the governance of the District. These services include attorneys to provide legal counsel with specific expertise regarding education policy matters, architects, certified public accountants to annually audit the financial statements of the District and to provide answers to questions that arise during the course of the fiscal year. Similarly, it may be necessary to obtain financial advisory services to monitor the long range debt objectives of the District, as well as, bond counsel to address questions that arise with existing debt and various reports occasionally sought by the Missouri State Auditor and the United States Treasury branch of Internal Revenue Service and others.

HOGAN PREPARATORY ACADEMY BOARD POLICIES**SECTION 4: FINANCIAL OPERATION****POLICY 3170 – FINANCIAL MANAGEMENT: PROCUREMENT OF PROFESSIONAL SERVICES (continued)***(New policy addition per MCE best practices)*

While in some instances it may be possible to seek bids for the financial services and bond counsel each time a need arises, there are also numerous benefits to maintaining longer term relationships with specific professionals. Having a satisfactory relationship with a professional service provider includes fair pricing, timely delivery, dependable and sound advice concerning areas of expertise, a personality match with administrators and board members and numerous other factors. As long as the board members and administrators are comfortable with the quality of services provided, it is not essential that annual bidding occur merely to drive prices to their lowest level. By losing historical memory of any professional service provider, the District may in the long run incur more expense for the new firm to educate their representatives. On other occasions if the administrator expresses belief that service quality is slipping, expenses and fees are escalating at unacceptable levels, or any other non-favorable working situation is developing, nothing in this policy is intended to preclude seeking proposals from other vendors offering similar services. The Board of Education and Administration believes that the collective expertise within the District is sufficient to judge if and when seeking alternative providers is prudent.

POLICY 3230 – PAYROLL: EXPENDITURES FOR CERTIFICATED STAFF*(Last approved: 6/08/2009)*

The Board shall expend for tuition, teacher retirement, and compensation for certificated staff an amount that reflects the requirements as outlined in state statute and Department of Elementary and Secondary Education regulations.

POLICY 3310 – REVENUE: REVENUE FROM TAX SOURCES*(Last approved: 6/01/2009)***State Tax Sources**

All state funds will be accepted for the operation of the District as provided by entitlement by law and through regulations of the Missouri State Board of Education or Missouri Department of Elementary and Secondary Education.

The Superintendent or their designee is responsible for filing all required reports and forms to obtain state funds to which the District is entitled to receive according to developed rules and regulations.

POLICY 3330 – REVENUE: BONDED INDEBTEDNESS*(Last approved: 10/4/2010)*

The School Board may issue bonds for any District expenditures as prescribed in state law. Funds raised through the sale of bonds may be expended only for the purpose set forth in the election which authorized the sale.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3331 – REVENUE: BORROWED FUNDS

(Last approved: 10/8/2018)

State law authorizes the Board to borrow funds in anticipation of the collection of revenue in order to insure the continuity in the operations of the District. The Board must approve in advance all applications for loan indebtedness. The amount borrowed and the repayment of notes payable shall be within the guidelines established by state law and rules and regulations of the Missouri Department of Elementary and Secondary Education.

POLICY 3340 – REVENUE: BUILDING USE

(Last approved: 6/1/2008)

All receipts from fees for the use of school property by individuals or community groups shall be deposited in the General Fund.

POLICY 3350 – REVENUE: STUDENT FEES AND FINES

(Last approved: 4/23/2018)

Fees

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study which are offered for credit. Students shall be required to pay for materials which are used in constructing projects or other items which are to be removed from the school and are thereby the property of the student. All projects constructed at school with materials provided by the school are property of the School and therefore shall not be removed from school unless approved by the appropriate administrator.

Students may be charged fees or admission for participation in activities which are voluntary, such as attendance at school athletic or other co-curricular events.

Fines

Every effort shall be made to protect the financial resources of the School by collecting all payment for student fines, lost or damaged textbooks, damage or vandalism to school property. Collected fines shall be deposited in the appropriate account in order to charge replacement costs for books, materials, equipment or repaired property to the appropriate budget item.

POLICY 3370 – REVENUE: FUND-RAISING

(Last approved: 6/01/2009)

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the Superintendent or their designee.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3370 – REVENUE: FUND-RAISING (continued)

(Last approved: 6/01/2009)

Any fund-raising activity which involves students or employees shall require the approval of the Superintendent or their designee. Involvement is defined as: any activity which advertises the school, students, or school organization.

POLICY 3380 – REVENUE: SALE/LEASE OF REAL PROPERTY

(Last approved: 6/01/2009)

The Board may vote to sell or lease real property, land and/or buildings which are no longer needed by the District.

POLICY 3390 – REVENUE: SALE/LEASE OF PERSONAL PROPERTY

(Last approved: 6/01/2009)

Whenever the District has personal property (ie., desks, file cabinets, materials, equipment) which it no longer needs, a majority of the Board may vote to sell or lease such surplus property. The proceeds from the sale or lease of surplus personal property will be placed in the appropriate fund.

POLICY 3410 – ACCOUNTING AND REPORTING: ACCOUNTING SYSTEM

(Last approved: 10/8/2018)

The District adopts a fiscal year that begins on the first day of July and ends on the thirtieth day of the following June.

The Hogan Preparatory Academy will adhere to the accounting guidelines of the Missouri Department of Elementary and Secondary Education.

Accounting Records

The District shall maintain records that adequately identify the source and application of funds. These records must contain information pertaining to grant or sub-grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

Internal Controls

The District shall maintain effective control and accountability of all state and local funds, federal grant and sub-grant cash, real and personal property, and other assets obtained with local, state or federal funds. The District shall adequately safeguard all such property and assure that it is used solely for authorized purposes.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3410 – ACCOUNTING AND REPORTING: ACCOUNTING SYSTEM (continued)

(Last approved: 10/8/2018)

Source Documentation

Accounting records must be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contract and sub-grant award documents, etc.

Budget Control

The District shall compare actual expenditures or outlays of state or federal funds with budget amounts for each fund, grant or sub-grant. Financial information must be related to performance or productivity data, including the grant or sub-grant agreement. Applicable federal cost principles, agency program regulations, and the terms of grant and sub-grant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.

Account Code Structure

The District shall use the account code structure as described in the Missouri Department of Education's Chart of Accounts.

POLICY 3425 – ACCOUNTING AND REPORTING: ACCOUNTABILITY PORTAL

(New policy addition - required)

By September 1, 2019, the District will develop, maintain and make publically available, on its website, a researchable accountability portal containing an expenditure and revenue document. The document will detail actual income, expenditures and disbursements for the current calendar or fiscal year. The District's financial accounting software will detail actual year-to-date income; actual year-to-date and expenditures; and detail the year-to-date check register. The data may be in the form of a searchable Word, Excel or PDF document or provide a link to a database the District may have. Alternatively, the District may provide on its website a direct link to the Department of Elementary and Secondary Education's (DESE) website which has detailed financial and budgetary information about the District.

The District's accountability portal will contain only information that is a public record and not confidential or otherwise protected by state or federal law. The District will not post online any personal information relating to payroll including but not limited to payroll deductions, payroll contributions, or any other information that is confidential or statutorily protected. As provided elsewhere, employee contracts are public documents and are subject to Sunshine Law requests.

The financial data contained in the District's accountability portal will be updated at least quarterly. The District will archive the financial data for a minimum of ten (10) years. The archived financial data will remain accessible and searchable during this period.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3430 – ACCOUNTING AND REPORTING: AUTHORIZED SIGNATURE

(Last approved: 6/1/2009)

The Board of Hogan Preparatory Academy shall designate at least one current board members to be included as an authorized signature on all financial accounts of the District.

The Board shall notify all financial institutions that serve the District of the board member who is to be included as an authorized signature on financial accounts.

The Board shall annual certify to the Missouri Charter Public School Commission that the financial institutions that serve the District have on file the authorization form for the board member who is to be the signature on all financial accounts.

POLICY 3440 – ACCOUNTING AND REPORTING: TRAVEL AND REIMBURSEMENT

(Last approved: 6/1/2009)

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 from the Superintendent or their designee. These expenses may include registration, transportation, meals, lodging, tolls and parking charges. Expense are reimbursed only when properly accounted for by an individual and approve by the Superintendent or their designee.

Reimbursements to Board members must be approved by the Board.

POLICY 3450 – ACCOUNTING AND REPORTING: SALES TAX

(Last approved: 6/1/2009)

Pursuant to Chapter 144, R.S.Mo., school districts are exempt from Missouri sales and use tax on purchases. All sellers or vendors shall be furnished a copy of the official State of Missouri Tax Exemption Letter by the Finance Office at the time a purchase order is delivered.

Administrators, teachers, or other school staff who have been authorized to make purchases for the District from local retail dealers will provide a copy of the tax-exempt letter to such dealer at time of purchase.

District representatives are prohibited from using the District tax-exempt letter for purchase of articles for personal use.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3510 – ACCOUNTING AND REPORTING: ANNUAL AUDIT AND FINANCIAL REPORT

(Last approved: 10/8/2018)

Annual Audit

Annually, the books and accounts of the District will be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The Chief Finance and Accountability Officer shall place before the Board the matter of the retaining of a certified public accountant. The auditor shall be selected by the Board. The audit shall be presented to the Board for examination and approval.

Once the Board receives the final report, it must vote to accept the contents of the audit at either its next regularly called meeting or at a special meeting called in accordance with the Board's bylaws.

The Superintendent shall ensure that a copy of the annual audit report is filed in a timely manner with the Sponsor. The audit report should include a certificate signed by the Chair of the Board that the Board voted to accept the contents of the audit. If the Board did not accept the contents of the audit report, that should be noted with the submission.

Annual Financial Statement

The Chief Finance and Accountability Officer shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

- a. the total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general source from which funds are derived;
- b. the total disbursements of the fund, itemized by the nature of the expenditure; and
- c. the balance in the fund at the close of the fiscal year.

The Superintendent shall ensure that the annual financial statement is submitted to the Sponsor in a timely manner pursuant to deadlines.

POLICY 3610 – SCHOOL ACTIVITIES FUND: MANAGEMENT

(Last approved: 6/1/2009)

School activity funds are used to finance a program of student activities which supplement but do not take the place of the instructional programs provided by the Board of Education. Whether funds are collected from student contributions, club dues, special activities, or result from admissions to events or from other fund-raising activities, all funds will be under the jurisdiction of the Superintendent and building principals. The funds will be expended to benefit students currently enrolled in school. The management of the funds will be in accordance with good business practices, including sound budgetary and accounting procedures, and will be audited in the same manner as District funds. There shall be full disclosure of the sources and expenditures of all funds.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3710 – INSURANCE: INSURANCE PROGRAMS

(Last approved: 6/8/2009)

The Board of Education shall maintain adequate insurance programs to cover property, liability and personnel, within the requirements of good risk management and state law. The administration will recommend to the Board the kind and amount of property, casualty and/or liability insurance needed for the protection of the District property, employees, and Board of Education, and will administer insurance authorized by the Board, unless otherwise directed.

Every effort shall be made to obtain insurance at the most economical cost consistent with required service by obtaining quotations or by negotiations, whichever method is advantageous to the District.

The District will maintain coverage on all buildings and capital outlay contents. Coverage should be 100% without coinsurance if available.

Liability coverage should include comprehensive general liability, employee benefits liability, vehicular liability and school board legal liability. (See also Policy 3730 - Liability Insurance.)

POLICY 3730 – INSURANCE: LIABILITY INSURANCE

(Last approved: 6/8/2009)

The Board recognizes that legal actions may be initiated from time to time against the School District as a corporate entity, against the Board as a whole, against Board members as individuals, or against District officers, employees or other agents. The Board also recognizes the contribution that is rendered to the students of the District by volunteers and is mindful that legal actions may be initiated against these individuals as well.

To protect members of the Board, District officers, employees, other agents and volunteers in the performance of their duties and responsibilities, the Board will defend its Board members, officers, employees, other agents and volunteers against claims for suits arising out of the performance of their duties and responsibilities. The Board shall indemnify its Board members, officers, employees, other agents and volunteers against all financial liability or loss resulting from such claims or suits including judgments for damages, attorney's fees, fines, court costs and amounts paid in settlement of such matters and reasonable and customary ancillary costs. Ancillary costs may include, for example, travel expenses incurred by Board members or others if they must appear for a case that is being tried outside the area.

The protection provided by this policy shall apply on an occurrence basis, which means that an individual will be indemnified even though he/she is no longer a member of the Board of Education or employed by or otherwise associated with the District when the lawsuit is filed.

HOGAN PREPARATORY ACADEMY BOARD POLICIES

SECTION 4: FINANCIAL OPERATION

POLICY 3730 – INSURANCE: LIABILITY INSURANCE (continued)

(Last approved: 6/8/2009)

The Board reserves the right, however, to deny representation and indemnification to any person covered by their Board policy in any instance in which there would be no coverage under the District applicable liability insurance program in which the claim "results in civil judgment or criminal conviction for" an intentional tort, immoral conduct, violation of any criminal or civil statute or violation of Board policy or regulations or administrative order or directive, whether verbal or written.

As a prerequisite to the right of legal representation and indemnification, any person who is served with legal notice commencing any action or proceeding against him/her for which indemnification is sought is required to immediately notify the Superintendent of the legal action after receipt of such legal notice.

The District shall maintain a program of self-insurance and/or insurance coverage sufficient to provide the legal defense and indemnification described in this policy. However, the District's purchase of liability insurance does not waive the District's entitlement to sovereign immunity.

POLICY 3740 – INSURANCE: BOND FOR EMPLOYEES

(Last approved: 10/4/2010)

All employees who are authorized HPA check signers shall be covered by a Surety/Fidelity bond in an amount to be determined by the Board of Education with premiums to be paid by the District.

Coversheet

Student Wellness Policy Adoption

Section: V. New Business
Item: C. Student Wellness Policy Adoption
Purpose: Vote
Submitted by: Jamie Berry
Related Material: Policy 2750 - Student Wellness.pdf

BACKGROUND:

As a quick reminder, the current Hogan Preparatory Academy Board policies have not undergone a formal review for more than 10 years. We have policies which are outdated, have fallen out of line with best practices, or simply do not exist. For the balance of this fiscal year, the Board will be reviewing revised policies with the objective of bringing us into compliance and up to date. These new policies will follow best practices as outlined by Missouri Consultants for Education (MCE) or the Missouri Charter Public School Association (MCPSA).

RECOMMENDATION:

Recent reviews/audits have found HPA out of compliance regarding these two issues because we do not have Board adopted policies in place. We are asking for your review/approval on 11/25/19 in order to bring us into compliance.



Policy 2750: Student Wellness

(NEW: Required Policy to Be Reviewed/Approved by the District Board 11/25/19)

Hogan Preparatory Academy is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, there needs to exist a positive, safe and health-promoting learning environment at every level, in every setting, throughout the school year.

Hogan Preparatory Academy promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential.

The District does not allow food and beverage marketing and/or advertising for any foods and beverages that do not meet the Smart Snacks in School nutrition standards. *(Grandfathered scoreboards, coolers, vending machines, etc., must have been purchased prior to June 20, 2017)*

Coversheet

Missouri Course Access and Virtual School Program (MOCAP) Policy Adoption

Section: V. New Business
Item: D. Missouri Course Access and Virtual School Program (MOCAP) Policy Adoption
Purpose: Vote
Submitted by: Jamie Berry
Related Material: Policy 6190 - MOCAP.pdf

BACKGROUND:

As a quick reminder, the current Hogan Preparatory Academy Board policies have not undergone a formal review for more than 10 years. We have policies which are outdated, have fallen out of line with best practices, or simply do not exist. For the balance of this fiscal year, the Board will be reviewing revised policies with the objective of bringing us into compliance and up to date. These new policies will follow best practices as outlined by Missouri Consultants for Education (MCE) or the Missouri Charter Public School Association (MCPSA).

RECOMMENDATION:

Recent reviews/audits have found HPA out of compliance regarding these two issues because we do not have Board adopted policies in place. We are asking for your review/approval on 11/25/19 in order to bring us into compliance.



Policy 6190: Instructional Services: Missouri Course Access and Virtual School Program
(NEW: Policy to Be Reviewed/Approved by the District Board 11/25/19)

As required by Missouri statute, any student under the age of twenty-one in grades kindergarten through twelve shall be allowed to enroll in Missouri course access and virtual school program courses of his or her choice as part of the student's annual course load each year or a full-time virtual school option.

The school shall pay the costs associated with the course or courses if:

The student is enrolled full-time in and has attended, for at least one semester immediately prior to enrolling in the Missouri course access and virtual school program, a public school except if the student has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the community the previous semester; and

The school approves the student's enrollment in a Missouri course access and virtual school program course or courses. If the school disapproves the student's enrollment, the school shall provide the reason in writing and it shall be for "good cause." The student's family shall be notified they have a right to appeal to the charter school governing body during a governing body meeting. The family of the student shall be given an opportunity to present their reasons for their child or children to enroll in the Missouri course access and virtual school program and the charter school shall provide its "good cause" justification for denial. The family and the charter school shall also provide their reasons in writing and these documents shall be entered into the official minutes of the meeting of the governing body. The charter school governing body shall issue their decision in writing within thirty calendar days and then an appeal may be made to the department of elementary and secondary education. The department of elementary and secondary education shall provide a final enrollment decision within seven calendar days. Good cause shall be defined as "a determination that doing so is not in the best educational interest of the student."

The school shall inform parents of their child's right to participate in the Missouri course access and virtual school program. There shall be information available in the parent handbook, registration documents and on the school's website.

The school shall pay the content provider directly on a pro rata monthly basis based on the student's completion of assignments and assessments. The school shall not pay more than the market necessary costs but in no case shall pay more than fourteen percent of the state

adequacy target as defined in RSMo 163.011, as calculated at the end of the most recent school year for any single, year-long course and nor more than seven percent of the state adequacy target for any single semester equivalent course.

If a student is a candidate for A+ tuition reimbursement, the school shall attribute no less than ninety-five percent attendance to any such student has who completed a virtual course.

Pursuant to rules to be promulgated by the department of elementary and secondary education, the school shall allow the following:

- If a student transfers into the school while enrolled in a Missouri course access and virtual school program course or full time virtual school, the student shall continue to be enrolled in such course or school.
- When a student transfers into the school, credits previously gained through successful passage of approved courses under the Missouri course access and virtual school program shall be accepted by the school.

The school shall monitor student progress and success, and take into account the department of elementary and secondary education's and provider's recommendations regarding a student's enrollment in the program. The school may terminate or alter the course offering if it is found the course or full-time virtual school is not meeting the educational needs of the students enrolled in the course.

The school shall monitor student progress and success, and course or full-time virtual school quality, and annually provide feedback to the department of elementary and secondary education regarding course quality.

Coversheet

Elementary Building purchase or lease

Section: V. New Business
Item: E. Elementary Building purchase or lease
Purpose: Discuss
Submitted by: Jamie Berry
Related Material: BOD Summary - ES Building Purchase (1).pdf

BACKGROUND:

HPA Elementary School is currently owned by Swope Corridor Renaissance/Upper Room, Inc. HPA is leasing the building for one year. The lease agreement required HPA to make significant capital improvements to the building. In exchange for HPA funding the improvements, we did not pay rent during year one of the lease.

RECOMMENDATION:

The recommendation is to exercise the option to purchase the building prior to the end of the year one lease term.



ELEMENTARY SCHOOL LEASE/PURCHASE

Hogan Prep's Elementary School is located at 2803 E. 51st Street, KCMO 64130. The building is owned by Swope Corridor Renaissance/Upper Room, Inc. HPA is leasing the building for 1 year with the option to renew for a second year. As part of the lease agreement, HPA completed a significant number of capital improvements on the building in order to make it suitable for occupation by our elementary school. As a result, HPA is paying no rent during year 1 of the lease. HPA also has an option to purchase the building at any time during the initial term or the renewal term. Here are some key elements of the lease:

- The lease term for year 1 runs from 5/1/19 – 4/03/20.
- A 3-month notice for renewal is required for year 2. This would be no later than 2/1/20.
- Rent for year 2 is \$12,500 per month, or \$150,000 for the year.
- The purchase price of the building is \$1,000,000.
- Exercising of the purchase option requires the following notice requirements
 - A sixty (60) day notice prior to the expiration of the year 1 lease, or
 - A ninety (90) day notice prior to the expiration of the year 2 lease.
- The Kansas City Public School District has the "Right of First Refusal" regarding the purchase option on the building.

It has been HPA's intent all along to purchase the building. We would like to exercise the option to purchase the building prior to the end of the year 1 lease term. In doing so, we 'save' the \$150,000 in rent we would have been charged in year 2 of the lease. It also allows us to include the purchase of the building with other capital improvement projects planned for all three of the HPA school buildings. We would like to complete these capital improvement projects over the summer, before the start of the 20-21 academic year.

The timeline for all of this is very tight, which is why we are bringing this discussion to the Board at this time.

Here's a quick run-down of the key action items:

- November – Dr. Strickland met with Dr. Bedell (KCPS) to discuss HPA's interest in purchasing the elementary school
- November 25 Board Meeting – Discussion of elementary school building purchase
- November/December – Dr. Strickland and Jamie to meet with funders regarding HPA's financing needs for this project
- December 16 Board Meeting – Board approval to purchase the elementary school building and discussion of capital improvement project
- January 2020
 - Secure funding to purchase the building
 - Provide notice to Landlord regarding intent to purchase
 - Landlord to provide KCPS with notice of "Right of First Refusal"; secures waiver
- Feb/Mar/April 2020
 - Finalize project scope
 - Finalize funding
 - Obtain Board approval
 - Execute contracts

Coversheet

School Improvement Grant for Middle School Teacher Incentive

Section: V. New Business
Item: F. School Improvement Grant for Middle School Teacher Incentive
Purpose: Vote
Submitted by: Dr. Tanya Shippy
Related Material:
HOGAN PREPARATORY ACADEMY MIDDLE SCHOOL TEACHER INCENTIVE PLAN.docx

BACKGROUND:

Hogan Middle School is the benefactor of a School Improvement Grant. A requirement of the SIG grant is to provide teachers an incentive to teach in a low performing school and to retain those teachers by offering them an extra incentive. The previous teacher incentive was complicated and difficult to compute and explain. The proposed teacher incentive is straight forward and rewards teachers for performance on the teacher evaluation as well as those that demonstrate increased student achievement.

RECOMMENDATION:

The administration recommends the Board approve the proposed SIG Teacher Incentive Program for 2019-2020.

HOGAN PREPARATORY ACADEMY MIDDLE SCHOOL TEACHER INCENTIVE PLAN

2019-2020

The Hogan Preparatory Academy Middle School Teacher Incentive includes two components: Teacher evaluation using Network for Educator Effectiveness (NEE) scores AND student growth between pre and post tests. Two of the indicators selected for NEE evaluations include Indicator 1.2 which focuses on student cognitive engagement, and Indicator 7.4 which addresses how a teacher monitors the effect of instruction. NEE has identified these indicators as having the greatest impact on student achievement.

Average of NEE Scores	Incentive Payment
0-2.9	\$0
3.0-3.9	\$300
4.0-4.9	\$600
5.0-5.9	\$900
6.0-6.9	\$1300
7.0-7.9	\$1800

NEE Payment Schedule:

Because a level 3 is the minimum score that demonstrates effectiveness, scores below 3 will not be incentivized.

For the student growth portion of the incentive, all students will take a pretest in the fall and a post test in the spring. In ELA and Math classrooms, students will be assessed using STAR. In Science and Social Studies classrooms, students will be assessed using USA Test Prep. Elective teachers will create pre and post tests, which will be approved by the building administrator. Student test results will be reported in terms of their level – Below Basic, Basic, Proficient, or Advanced. Teachers will receive a financial incentive for each student who increases by at least one level. The incentive for increasing two levels is greater because there is an urgent need to close the achievement gap. Additionally, there is an incentive for students who achieve Proficient or Advanced on a pretest and do not decrease to a lower level, as recent data shows that students have not been making a year of growth on average.

Student Growth Payment Schedule:

Student Results	Incentive Payment
Each student who moves up one level	\$200
Each student who moves up two levels	\$500
Each student who starts at Proficient or Advanced and does not move down or up	\$50

The teacher incentive plan is available to teachers at the middle school. Teachers can receive an incentive based on the average of their NEE evaluations. Teachers can also receive an incentive based on student growth as measured by growth on STAR, USA Test Prep or teacher made/administrator approved tests (for elective classes) . Teachers may earn NEE **and/or** student growth incentives, however, **the maximum total incentive payment for each teacher is \$4,000.**

Employees with part-time teaching assignments will be eligible to earn the same proportion of their incentive as the proportion of teaching assignments to overall assignments.

Example of Teacher Incentive Payment for both NEE and Student Growth Incentives:

Student Growth - # of Students Increased One Level	8 = \$1600
Student Growth - # of Students Increased Two Levels	0
Student Growth - # of Students Who Remained Proficient or Advanced	3 = \$150
NEE Score Average	4.3 = \$600
Incentive Pay Based On NEE Incentive AND Student Growth Incentive	1600+150+\$600= \$2350

Approving Authority: _____

Title: _____

Effective Date: _____

Coversheet

Hogan Teacher Signing and Referral Bonus

Section: V. New Business
Item: G. Hogan Teacher Signing and Referral Bonus
Purpose: Vote
Submitted by: Dr. Tanya Shippy
Related Material:
PROPOSAL FOR HOGAN TEACHER SIGNING AND REFERRAL BONUS (1).pdf

BACKGROUND:

As Hogan makes progress as a turnaround school district, we recognize the value of acquiring and retaining the highest quality staff. Hiring the best teachers we can find and securing them early will help Hogan improve at the accelerated pace needed to impact student learning significantly. The Signing Bonus for certain hard to fill positions will encourage applicants to choose Hogan. The Referral Bonus will be offered to Hogan staff and will engage them as our best recruiters as we look for the great teachers our students deserve.

RECOMMENDATION:

The budget to fund these bonuses will be provided through SSKC grant dollars. The bonuses will be awarded first come, first serve until the budget is exhausted, as an extra incentive to secure and recruit teachers early for the 2020-2021 school year. We recommend the Board of Directors approve this proposed recruitment bonus program.

PROPOSAL FOR HOGAN TEACHER SIGNING AND REFERRAL BONUS

REFERRAL BONUS FOR CURRENT HOGAN EMPLOYEES

Hogan Preparatory Academy is committed to hiring the highest quality educators that represent the students and community we serve. Did you know we find some of our top talent through referrals by the staff that already work at Hogan? We want to make it easy for you to share opportunities and information with your networks – and to reward you for doing so! We will also reward the teacher you referred with a signing bonus*. Earn a bonus for referring any of the following Missouri certified teachers:

- Special Education Teacher
- Middle or High School Math Teacher
- Middle or High School Science Teacher
- High School Spanish

(A link will be placed on the district website Human Resources page to the Teacher Referral Form. There will also be an Applicant Referral Form for an applicant to fill out if they have been recruited to apply by a Hogan staff member. The applicant must list the staff member's name on the Applicant Referral Form to qualify the staff member for payment, and the staff member must have included the applicant's name on the Teacher Referral Form.)

Who is eligible for the referral bonus?

Any Hogan employee! Don't forget to fill out the Teacher Referral Form, found on the district website, and have the candidate you referred list you on the Applicant Referral Form

How much will I get paid?

\$1,000 per candidate hired.

When will I get paid?

The referred candidate must be hired and start with Hogan Prep by the first day of school and stay in their position for the entire school year. If a candidate is hired mid-year, they must stay in the role until the end of the school year, and payment is pro-rated. Payments will be made, half at the end of December and the other half at the end of June.

Guidelines for Referral

- You must be employed with Hogan Preparatory Academy at the time the bonus is to be paid out.
- All referrals submitted will be considered eligible for the Teacher Referral Bonus for up to one year after the referral is submitted.
- If Hogan has already made contact with a teacher who is referred, that referral will not be eligible for a bonus.
- Bonuses are awarded for full-time staff only.
- If more than one person refers a teacher candidate, the bonus will be awarded to the person who made the referral first.

- Referred teachers cannot be current or prior Hogan employees.
- Hogan reserves the right to modify, change or end this program.

SIGNING BONUS FOR NEW HIRES (TEACHERS ONLY)

*SIGNING BONUS IS \$2,000 FOR THE FOLLOWING POSITIONS. MUST BE MISSOURI CERTIFIED TO QUALIFY:

- Special Education Teacher
- Middle or High School Math Teacher
- Middle or High School Science Teacher
- High School Spanish

*\$1,000 paid Aug. 15th first year of employment. \$1,000 paid Aug. 15 second year of employment

***AN AMOUNT OF \$25,000.00 HAS BEEN BUDGETED FOR THIS REFERRAL AND SIGNING PROGRAM. AWARDS WILL BE MADE, FIRST COME, FIRST SERVE UNTIL THIS AMOUNT HAS BEEN EXHAUSTED.**

Coversheet

Approve Health Insurance

Section: V. New Business
Item: H. Approve Health Insurance
Purpose: Vote
Submitted by: Tanya Shippy
Related Material: Large group Wellness Incentive Program.pdf
 Humana Medical 2020 3 (1).xls
 Hogan BCBS Renewal (1).xls
 Hogan BCBS Current (3).xls
 Executive Summary Hogan 2020.doc

BACKGROUND:

Blue Cross/Blue Shield of Kansas City has been the health care provider for Hogan for the past several years. Last year Hogan actually experienced a decrease in premium. We do take our benefits out to bid each year, and this year we received disappointing news that BCBS was suggesting a 23.9% increase. Although we could probably negotiate that down, our increase for health insurance would still be in the double digits. The district pays \$400 per eligible employee per month towards health benefits and an additional \$25/month as part of a wellness incentive if employees participate in a biometric screening and health risk assessment. Since Hogan contributes a set dollar amount, any increase in premium would be passed on to the employee. We recognize that staff are reluctant to change health care carriers, but given the significant increase, we feel a change is unavoidable. Humana has offered health benefit plans that are comparable and will avoid increases for the district and the employee, depending on the plan they choose.

RECOMMENDATION:

Our Bukaty broker representative, Scott Hefner, is recommending we change to Humana health insurance. This will provide an annual savings to the district of approximately \$10,396, based on current participation. It will also eliminate an increase for participating staff. The Humana Wellness plan is recognized as a good program and we hope staff will participate. We recommend that the board continue paying the additional \$25/month in premium to those achieving silver status, and consider paying \$50/month additional premium for those achieving gold status. It is believed that the additional \$25/month paid to those achieving gold status can be made up on the back end with a discount from Humana. Delta Dental Insurance will increase by 6%, but staff seem to be well satisfied with Delta. Vision insurance will experience no increase.

Wellness pays

Save on medical insurance premiums when your employees achieve Silver Status in Go365™



How does the Humana Wellness Premium Discount work?

- Available to fully insured businesses with 100 or more employees
- Discount achieved when 10 percent of employees reach Silver Status or higher
- The more employees participate, the higher your discount — up to 8 percent in a single plan year

+ For example: If you have...



35% Silver + 10% Gold + 5% Platinum = **50% total**

10% Gold + 5% Platinum = **15% total**

Total % of Silver or higher	Discount for Silver or higher
10 – 19.9%	1%
20 – 39.9%	2%
40%+	4%

Total % of Gold or higher	BONUS Discount for Gold or higher
10 – 19.9%	1%
20 – 39.9%	2%
40%+	4%



Your total wellness discount

5%*

How can I get a discount? It's easy. It's already part of your plan. All you have to do is encourage employees to take advantage of Go365 and increase their wellness participation. Your discount will automatically be applied upon renewal.

What next? Reach out to your Humana representative to learn more about building a culture of health. You can also visit Engagement.Humana.com to learn ways to encourage Go365 employee participation.



Maximum cumulative discount is 10 percent over a lifetime of continuous Humana group medical coverage.

*A review will be conducted on the first day of the ninth month of insurance coverage to determine discount for the following year. In Louisiana, a review will be conducted on the first day of the eighth month of insurance coverage to determine discount for the following year.

Terms and Conditions:

Humana offers annual premium discounts to fully insured (FI) medical groups with 100 or more eligible employees. The Wellness Premium Discount is based upon engaged status, as determined by the wellness rewards program offered in conjunction with the group's Humana medical coverage ("Wellness Rewards Program").

To be eligible for the Wellness Premium Discount, the group must renew its Humana medical coverage and have 100 or more eligible employees at all times during the year that is immediately prior to renewal.

The Wellness Premium Discount will be included in Humana's standard actuarial formula, which is used to develop the group's renewal premium.

The Wellness Premium Discount may not be combined with any discount program, such as Humana Total Health. Wellness engagement percentages achieved under a Total Health Participation Agreement are ineligible for use in calculating the Wellness Premium Discount.

A minimum of 10 percent of the active covered employees and active covered retirees (excluding those employees covered under COBRA) must attain a Wellness Rewards Program engaged status by the first day of the ninth month* of the year immediately prior to renewal in order for the group to earn a premium discount.

The Wellness Premium Discount applies at the group level so that the same discount will apply to all medical coverages offered by the group.

The cumulative premium discount for any group can grow to a maximum of 10 percent over the lifetime of maintaining active, uninterrupted Humana group medical coverage, and progress toward the maximum will be determined at time of renewal by Humana.

The Wellness Premium Discount will be applied based on the number of active covered employees and active covered retirees (excluding those employees covered under COBRA) who reach a Wellness Rewards Program engaged status on the first day of the ninth month* of the year immediately prior to renewal.

The Wellness Premium Discount is only available while the Wellness Rewards Program is offered and both are subject to modification, replacement or termination at any time.

For groups that request a renewal prior to the first day of the ninth month, the Wellness Premium Discount will be applied based on Engaged Subscribers as of the date the renewal is issued by Humana and no additional Wellness Premium Discount will be provided in the group's renewal premium.

Go365 is not an insurance product.

Humana group medical plans are offered by Humana Medical Plan, Inc., Humana Employers Health Plan of Georgia, Inc., Humana Health Plan, Inc., Humana Health Benefit Plan of Louisiana, Inc., Humana Health Plan of Ohio, Inc., Humana Health Plans of Puerto Rico, Inc. License #00235-0008, Humana Wisconsin Health Organization Insurance Corporation, or Humana Health Plan of Texas, Inc., or insured by Humana Health Insurance Company of Florida, Inc., Humana Health Plan, Inc., Humana Health Benefit Plan of Louisiana, Inc., Humana Insurance Company, Humana Insurance Company of Kentucky, Humana Insurance of Puerto Rico, Inc. License #00187-0009, or administered by Humana Insurance Company or Humana Health Plan, Inc.

Statements in languages other than English contained in the advertisement do not necessarily reflect the exact contents of the policy written in English, because of possible linguistic differences. In the event of a dispute, the policy as written in English is considered the controlling authority.

For Arizona Residents: Offered by Humana Health Plan, Inc. or insured by Humana Insurance Company. Administered by Humana Insurance Company.

Please refer to your Benefit Plan Document (Certificate of Coverage/Insurance or Summary Plan Description) for more information on the company providing your benefits.

Our health benefit plans have exclusions and limitations and terms under which the coverage may be continued in force or discontinued. For costs and complete details of the coverage, call or write your Humana insurance agent or broker.

*In Louisiana, the eighth month.



Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Humana Medical 2020 3 (1).xls

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Hogan BCBS Renewal (1).xls

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Hogan BCBS Current (3).xls



Executive Summary-Recommendations

1) Health Insurance

- a. BCBS offered a renewal at 23.9% and was unwilling to reduce this increase based off high claimants. We shop the health insurance every year with the major carriers.
- b. We have a great offer from Humana that is an overall decrease based off estimated enrollment please see spreadsheets. In past we offered multiple plans and we have recommended to narrow that to three plans with a \$4000, \$5000, \$6500 out of pocket. This will give the employees choice to choose the plan that works best for them. We would eliminate the narrow networks that BCBS provided and only offer Humana's **large** Choice Care network.
- c. Currently your employer contributes \$400 monthly of the employee premium. The lowest cost plan with Hogan Prep last year was \$94.72 out of pocket per pay period. The lowest cost plan with Humana would be \$86.72 out of pocket. The major difference in low plans is Humana will be a larger network of providers but will have a higher out of pocket. We would recommend not increasing the employer contribution this year.
 - i. Hogan Prep current Monthly cost \$43,883.18
 - ii. Hogan Prep renewal Monthly cost \$54,405.24
 - iii. Hogan Prep under Humana \$43,016.85
 - iv. Hogan Prep savings from renewal \$11,388.39

This is based off 65 Employee only, 1 Employee w/spouse, 7 Employee w/children, 1 Family.

If there is more than a 10% change in enrollment Humana reserves the right to reevaluate the offer. This is standard with all carriers when changing.

There are always differences within plan options when changing carriers. Overall we feel these are strong plans with similar benefits. Humana is a great carrier and has one of the best Wellness programs that gives the group a discount based on how many employees participate. We are currently doing a \$25 a month Wellness credit for employees that participated in the BCBS program. I would recommend that we continue and give employees that attain silver status the \$25 a month and if they attain gold Hogan Prep could provide \$50 as we would get a discount on the back end possibly. I would recommend they have until 6/1/20 to attain the status. We could grandfather the current wellness participates until that date.

2) Dental Insurance

- a. We are recommending that Hogan Preparatory renew with Delta Dental at a 6.0% increase in rates. We have had feedback that there is high employee satisfaction with Delta Dental.



3) Vision Insurance

- a. We are also recommending that we renew with Delta Vision as there is a 0% increase.

4) Cancer, Accident, and Critical Illness

- a. We recommend continuing with Guardian as we have a large group offering that has a high level of benefit but low cost as these plans are designed for groups over 500. There was no increase.

5) Group Voluntary Short-Term, Long-Term Disability and Life Insurance

- a. We recommend staying with Mutual of Omaha as there was not an increase in premiums.

6) COBRA Compliance

- a. COBRA is a federal mandate for employee to continue their benefits when they terminate coverage. Currently Bukaty pays for this service as a donation to Hogan Prep.

7) Wellness

Humana offers Go365 one of the best programs in the market. See attachment.

8) Implement a strategic comprehensive employee communication program

Communication is essential in a time of change. Hogan Preparatory benefit communication strategy must be multi-dimensional. There will be an immediate need to anticipate and address employee concerns related to proposed or supposed benefit changes. Bukaty Companies would suggest a one-hour meeting to allow employees to be educated on the new benefits being offered and allow them to voice any issues or concerns that should be addressed. Also, Bukaty would provide a recorded education meeting to be accessed through the employee's online enrollment portal that Bukaty offers as no cost as a donation.

Additionally, year-round communication messages must be developed to increase employee understanding of the value of their benefit program. These messages can be incorporated into existing communication channels used by Hogan Preparatory.

Bukaty Companies is equipped to assist with all aspects of communication planning, message development, delivery and measurement. We look forward to our new relationship.

Best Regards,

Scott Hefner
EVP/Principal

Ben Fromme
Benefits Consultant