



**EWING MARION KAUFFMAN SCHOOL, INC.**  
**BOARD MEETING PACKET**  
**Wednesday, November 13, 2024**

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# EWING MARION KAUFFMAN SCHOOL, INC.

## BOARD - MEETING AGENDA

### Meeting Information

Wednesday, November 13, 2024

8:30 am CT

Kauffman School

Attendees participating virtually can access the meeting through the following Zoom video link or via telephone:

<https://us02web.zoom.us/j/6772799650>

Dial in number: +1 (669) 900-6833

Meeting ID: 677 279 9650

### Agenda

- **CALL TO ORDER**

- Welcome guests
- Review and discuss meeting agenda
- Approve meeting minutes from last meeting
  - *Action: Approve the 10.9.2024 meeting minutes*

- **MCPSC SITE VISIT SUMMARY**

- **LEADERSHIP REPORT**

- **FINANCE ITEMS**

- FY24 Financial Audit
  - *Action: Approve the FY24 Financial Audit*
- November 2024 Treasurer's Report (Financials as of September 30, 2024)
- September 2024 Check Registers
- August – September 2024 Ramp Payment Detail
  - *Action: Approve the November 2024 Treasurer's Report, including the September 2024 Check Registers and the August-September 2024 Ramp Payment Detail*

- **GOVERNANCE ITEMS**

- Personnel Policy Changes
  - *Action: Approve the proposed personnel policy changes*
- MCPSC Enrollment Amendment
  - *Action: Approve the MCPSC Enrollment Amendment*
- Compliance Checklist

- **CLOSED SESSION / EXECUTIVE SESSION**

- Close meeting pursuant to R.S.Mo 610.021(6) - discussion of a student matter, R.S.Mo 610.021(1) - discussion of legal matters and R.S.Mo 610.021(3) - discussion of a personnel matter
  - *Action: Approve the 5.15.2024 closed session minutes*

- **COMMUNITY FORUM**

- The Committee will hear comments from community members regarding items on the agenda or other issues that should be brought to the Committee's attention. Individual comments are limited to three minutes. It is anticipated the time allotted for the community forum will be no longer than fifteen minutes, unless time is extended by the Committee Chair. Individuals who do not have an opportunity to speak during the allotted time will be given first opportunity at the next regularly scheduled Committee meeting.

- **ADJOURN**



E W I N G M A R I O N

KAUFFMAN SCHOOL

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# September 2024 Financials

PREPARED OCT'24 BY



*Ewing Marion Kauffman School  
Finance Monitoring Activities*

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
Condensed Financial Packet <sup>1</sup>				X				X				
Comprehensive Financial Packet <sup>2</sup>		X				X			X		X	
EMKS Budget											X	
Tax Return <sup>3</sup>											X	
Annual External Audit Report				X								
Vendor Check Register		X		X		X		X	X		X	
Retirement Committee Review			X					X				

<sup>1</sup>Condensed financial packet consists of financial highlights, income statement and balance sheet.

<sup>2</sup>Comprehensive financial packet consists of financial highlights, revenue and expense analysis, updated annual forecast as applicable, income statement and balance sheet.

<sup>3</sup>Final extended filing date is May.

*Reporting & Compliance Due Dates (Documents available upon request)*

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
ASBR <sup>4</sup>		X										
End of Year Report and FER <sup>5</sup>			X									
Federal Payment Request				X				X			X	
403b Plan Audit	X											
1099 amd W2 Tax Forms							X					
DESE Budget and Revisions <sup>6</sup>	X									X		

<sup>4</sup>Annual Secretary of the Board Report consists of State reporting on all spending.

<sup>5</sup>End of Year Report is a summary of Title programs; Final Expenditure Report is the final reporting of SWP and SPED.B spending for the prior fiscal year.

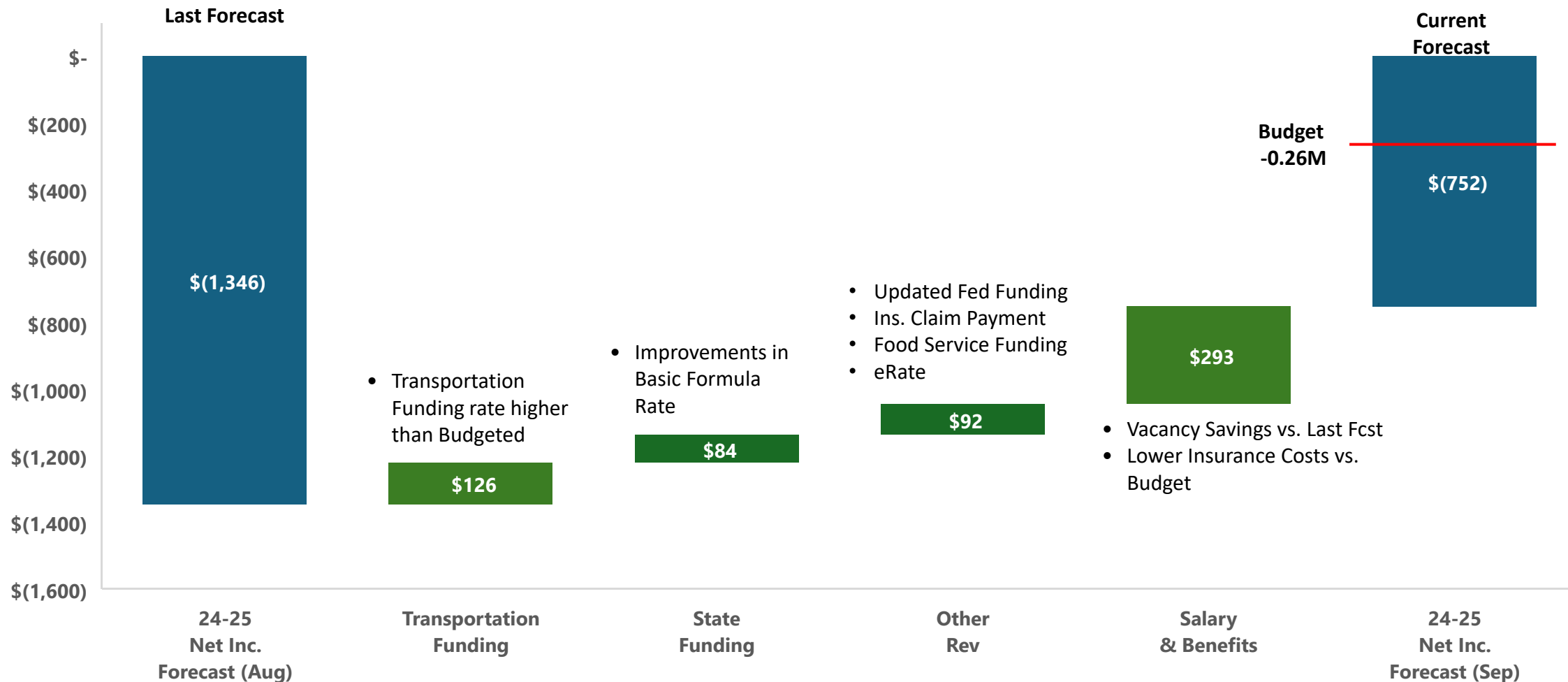
<sup>6</sup>DESE requires the SWP and Sped.B portions of the EMKS Budget to be submitted by July 1 and any revisions by April 30.

- **Executive Summary**
- **Forecast Overview**
- **Key Performance Indicators**
- **Cash Forecast**
- **Appendix**
- **Check Register**

- **Forecasted Net Income improves by \$0.6M to -\$0.75M, or \$0.5M worse than budget driven by:**
  - **Improved funding rates for transportation, state funding, and improved misc. revenue**
  - **Lower expected costs for benefits and wages**
  - **Expect to have actual 24-25 State basic formula funding rate in next forecast**
- **Despite higher losses than planned Cash is forecasted to end the year \$1M higher than budget driven by a higher beginning cash balance from EOY 23-24 favorability**

# 24-25 Financial Forecast Update

EMKS 24-25 forecasted Net Income improves \$0.6M from  $-\$1.3M$  to  $-\$0.75M$ , or  $\$0.5M$  worse than Budget, driven by improvements in revenue and salary related expenses



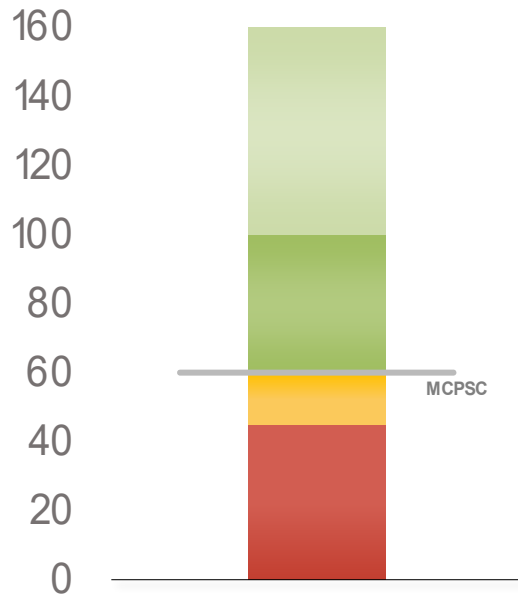
# Annotated Financials

	Year-To-Date			Annual Forecast				
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining	Rem %
<b>Revenue</b>								
Local Revenue	632,547	506,508	126,039	2,230,586	2,026,031	204,555	1,598,039	72%
State Revenue	3,359,140	3,044,381	314,759	13,614,417	13,700,129	(85,712)	10,255,276	75%
Federal Revenue	884,579	228,638	655,941	2,292,333	1,882,955	409,378	1,407,754	61%
Private Grants and Donations	2,333,349	479,300	1,854,049	4,803,396	4,793,000	10,396	2,470,047	51%
Earned Fees	95,031	5,250	89,781	109,192	30,000	79,192	14,160	13%
<b>Total Revenue</b>	<b>7,304,646</b>	<b>4,264,077</b>	<b>3,040,569</b>	<b>23,049,923</b>	<b>22,432,115</b>	<b>617,809</b>	<b>15,745,277</b>	<b>1</b>
								<b>REVENUE: \$618K AHEAD</b>
<b>Expenses</b>								
Salaries	2,490,769	2,612,714	(121,945)	10,469,507	10,450,857	(18,650)	7,978,738	76%
Vacancy Rate	0	(121,945)	(121,945)	0	(313,526)	(313,526)	(313,526)	3%
Benefits and Taxes	937,024	1,029,840	92,816	4,014,153	4,119,358	105,206	3,077,129	77%
Vacancy Rate	0	(92,816)	(92,816)	0	(123,581)	(123,581)	(123,581)	3%
Staff-Related Costs	13,613	34,000	20,387	136,000	136,000	0	122,387	90%
Rent	73,349	73,349	0	293,396	293,396	0	220,047	75%
Occupancy Service	808,282	699,356	(108,926)	2,873,424	2,797,424	(76,000)	2,065,142	72%
Student Expense, Direct	342,396	410,216	67,820	1,910,303	1,640,862	(269,441)	1,567,908	82%
Student Expense, Food	135,663	182,670	47,007	831,463	730,679	(100,784)	695,800	84%
Office & Business Expense	364,335	426,514	62,178	1,451,421	1,706,055	254,634	1,087,086	75%
Transportation	271,842	315,224	43,382	1,822,289	1,260,896	(561,393)	1,550,447	85%
<b>Total Expenses</b>	<b>5,437,272</b>	<b>5,783,882</b>	<b>346,610</b>	<b>23,801,956</b>	<b>22,698,421</b>	<b>(1,103,535)</b>	<b>18,364,684</b>	<b>2</b>
								<b>EXPENSES: \$666K BEHIND</b>
<b>Net Income</b>	<b>1,867,374</b>	<b>(1,519,805)</b>	<b>3,387,179</b>	<b>(752,033)</b>	<b>(266,306)</b>	<b>(485,727)</b>	<b>(2,619,407)</b>	<b>3</b>
								<b>NET INCOME: \$643K behind</b>
<b>Cash Flow Adjustments</b>	<b>(1,010,797)</b>	<b>-</b>	<b>(1,010,797)</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>1,010,797</b>	<b>4</b>
								<b>CASH ADJ: \$0K AHEAD</b>
<b>Change in Cash</b>	<b>856,577</b>	<b>(1,519,805)</b>	<b>2,376,383</b>	<b>(752,033)</b>	<b>(266,306)</b>	<b>(485,727)</b>	<b>(1,608,610)</b>	<b>5</b>
								<b>NET CHANGE IN CASH: \$643K BEHIND</b>



## Days of Cash

Cash balance at year-end divided by average daily expenses

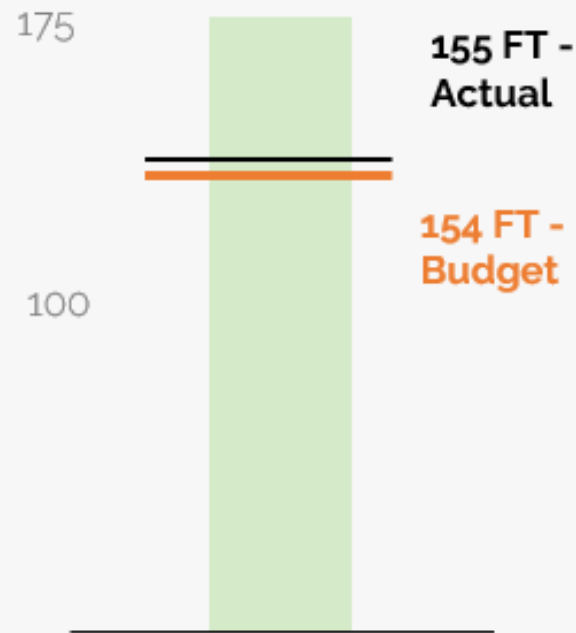


### 245 DAYS OF CASH AT YEAR'S END

The school will end the year with 245 days of cash. This is above the recommended 60 days, and 88 more day(s) than last month

## Staffing

Current vs. Budgeted Staffing

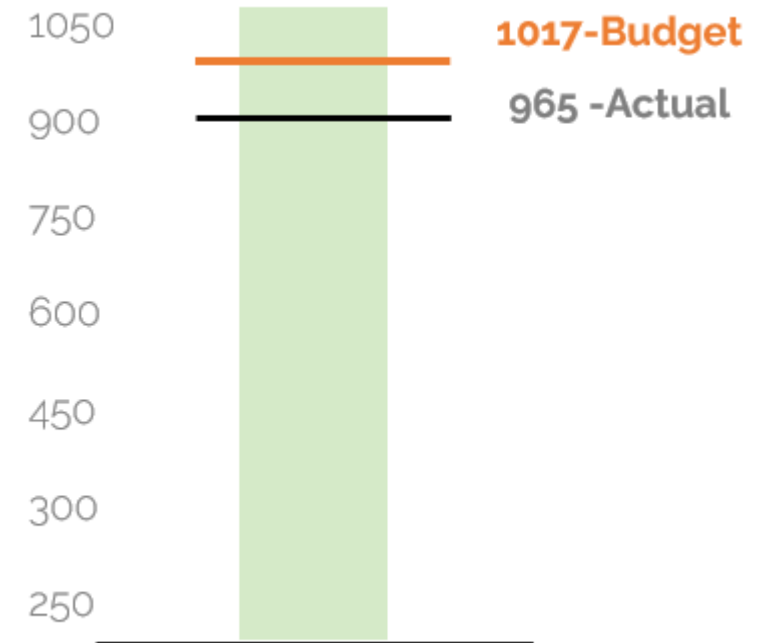


### 101% OF BUDGET

The school is currently carrying 3 more FT staff than budgeted

## Enrollment

Current vs. Budgeted Enrollment



### 94.8% OF BUDGET

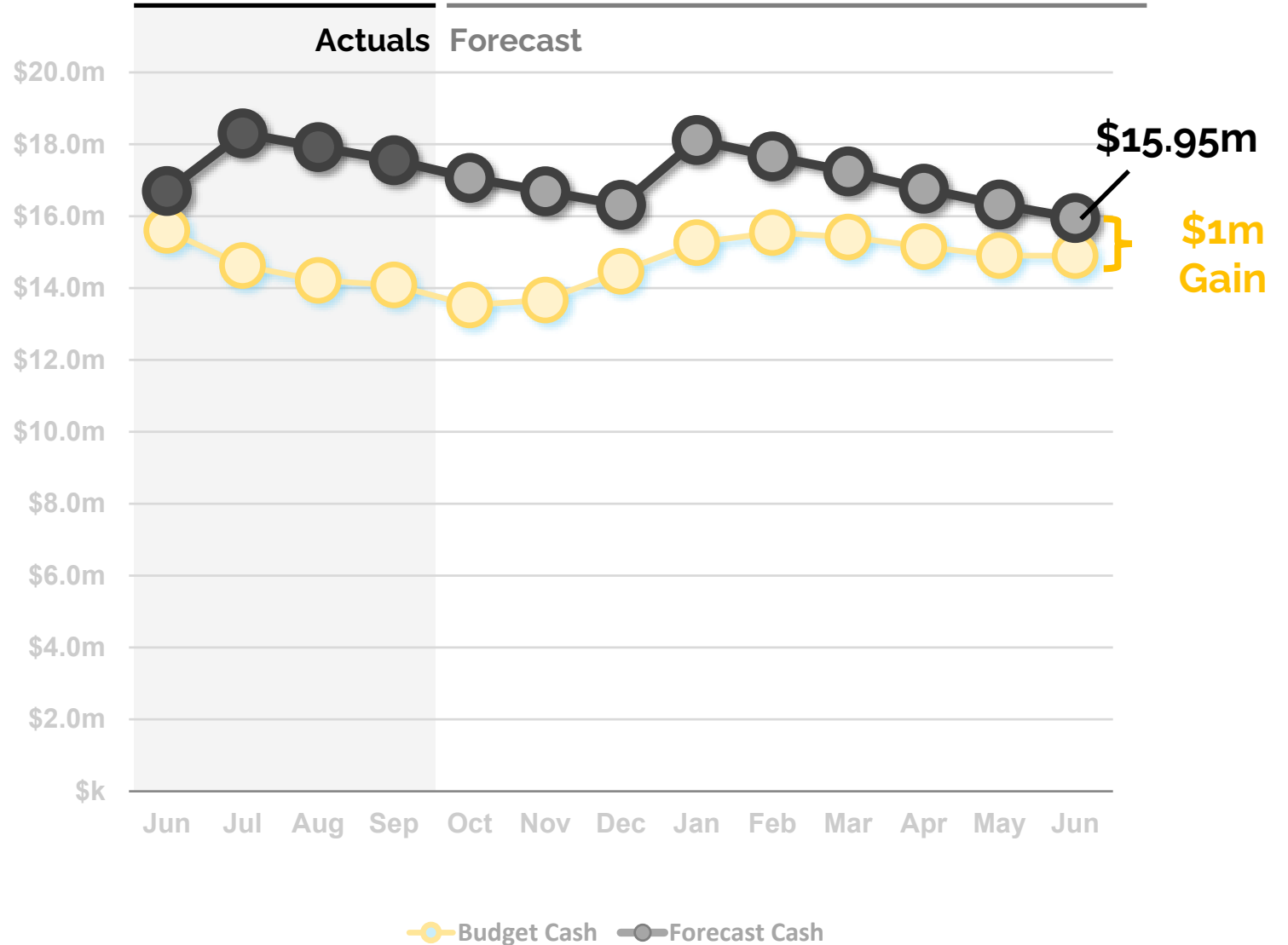
The school is currently short of enrollment by 52 students (5.1%)

## 245 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$16m**, **\$1m** above budget.

This includes Restricted Cash of \$5,047,669

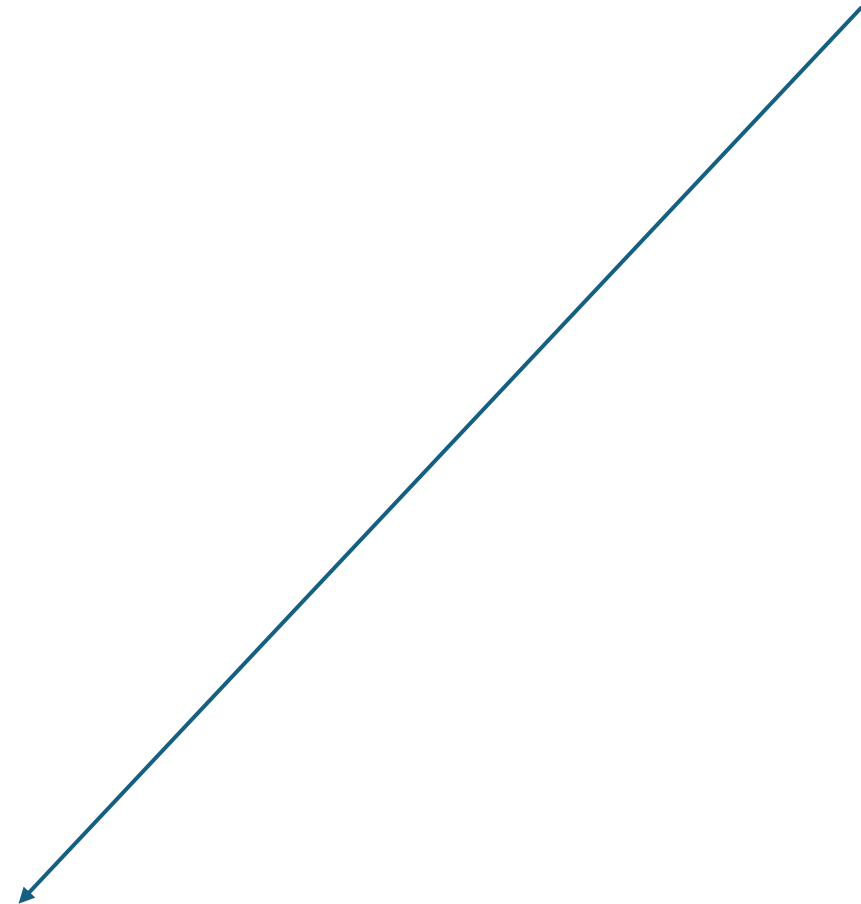
Unrestricted Cash - 168 Days  
 Restricted Cash - 77 Days  
 Total Cash - 245 Days of Cash



	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
<b>Assets</b>			
Current Assets			
Cash	16,699,462	17,795,846	15,947,430
Accounts Receivable	168,321	737,382	168,321
Other Current Assets	303,478	480,911	303,478
<b>Total Current Assets</b>	<b>17,171,262</b>	<b>19,014,139</b>	<b>16,419,229</b>
<b>Total Assets</b>	<b>17,171,262</b>	<b>19,014,139</b>	<b>16,419,229</b>
<b>Liabilities and Equity</b>			
<b>Liabilities</b>			
Current Liabilities			
Other Current Liabilities	-147,346	16,590	-147,346
Accounts Payable	444,175	253,599	444,175
Accrued Salaries and Benefits	237,665	0	237,665
<b>Total Current Liabilities</b>	<b>534,493</b>	<b>270,189</b>	<b>534,493</b>
Total Long-Term Liabilities	0	0	
<b>Total Liabilities</b>	<b>534,493</b>	<b>270,189</b>	<b>534,493</b>
<b>Equity</b>			
Unrestricted Net Assets	11,589,100	11,903,907	11,589,100
Net Income	0	1,867,374	-752,033
Temporarily Restricted Net Assets*	5,047,669	4,972,669	5,047,668
<b>Total Equity</b>	<b>16,636,769</b>	<b>18,743,949</b>	<b>15,884,736</b>
<b>Total Liabilities and Equity</b>	<b>17,171,262</b>	<b>19,014,139</b>	<b>16,419,229</b>

\*Restricted Cash

- \$ 25,000 restricted for Board PD
- \$ 75,000 for DESE/sponsor required 'closing' fund
- \$2,872,669 restricted for facilities
- \$2,000,000 restricted for strategic planning





# Monthly Financials

Income Statement	Actual			Forecast									TOTAL
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<b>Revenue</b>													
Local Revenue	237,012	216,300	179,235	180,893	180,893	180,893	175,893	175,893	175,893	175,893	175,893	175,893	2,230,586
State Revenue	1,140,992	1,155,556	1,062,592	1,139,475	1,139,475	1,139,475	1,139,475	1,139,475	1,139,475	1,139,475	1,139,475	1,139,475	13,614,417
Federal Revenue	189,142	325,500	369,937	252,473	185,648	181,483	143,854	148,019	131,359	156,349	139,689	68,884	2,292,333
Private Grants and Donations	2,250,000	73,349	10,000	0	73,349	2,250,000	0	73,349	0	0	73,349	0	4,803,396
Earned Fees	9,697	11,061	74,274	1,573	1,573	1,573	1,573	1,573	1,573	1,573	1,573	1,573	109,192
<b>Total Revenue</b>	<b>3,826,843</b>	<b>1,781,766</b>	<b>1,696,037</b>	<b>1,574,414</b>	<b>1,580,938</b>	<b>3,753,424</b>	<b>1,460,795</b>	<b>1,538,309</b>	<b>1,448,300</b>	<b>1,473,290</b>	<b>1,529,979</b>	<b>1,385,825</b>	<b>23,049,923</b>
<b>Expenses</b>													
Salaries	779,765	868,219	842,785	874,441	874,441	874,441	874,441	874,441	874,441	874,441	874,441	983,206	10,469,507
Benefits and Taxes	256,613	341,702	338,708	340,210	340,210	340,210	340,210	340,210	340,210	340,210	340,210	355,452	4,014,153
Staff-Related Costs	4,837	4,046	4,731	13,599	13,599	13,599	13,599	13,599	13,599	13,599	13,599	13,599	136,000
Rent	0	73,349	0	0	73,349	0	0	73,349	0	0	73,349	0	293,396
Occupancy Service	312,626	245,292	250,364	229,460	229,460	229,460	229,460	229,460	229,460	229,460	229,460	229,460	2,873,424
Student Expense, Direct	83,127	157,609	101,660	174,212	174,212	174,212	174,212	174,212	174,212	174,212	174,212	174,212	1,910,303
Student Expense, Food	0	53,469	82,194	102,900	78,400	73,500	88,200	93,100	73,500	102,900	83,300	0	831,463
Office & Business Expense	106,760	129,886	127,689	123,732	119,732	132,732	116,732	116,732	116,732	120,732	120,732	119,232	1,451,421
Transportation	5,348	127,487	139,007	318,909	162,848	152,670	183,204	193,382	152,670	213,738	173,026	0	1,822,289
Total Ordinary Expenses	1,549,076	2,001,057	1,887,138	2,177,463	2,066,251	1,990,824	2,020,058	2,108,485	1,974,824	2,069,292	2,082,329	1,875,160	23,801,956
<b>Total Expenses</b>	<b>1,549,076</b>	<b>2,001,057</b>	<b>1,887,138</b>	<b>2,177,463</b>	<b>2,066,251</b>	<b>1,990,824</b>	<b>2,020,058</b>	<b>2,108,485</b>	<b>1,974,824</b>	<b>2,069,292</b>	<b>2,082,329</b>	<b>1,875,160</b>	<b>23,801,956</b>
<b>Net Income</b>	<b>2,277,767</b>	<b>-219,292</b>	<b>-191,101</b>	<b>-603,048</b>	<b>-485,312</b>	<b>1,762,601</b>	<b>-559,262</b>	<b>-570,175</b>	<b>-526,523</b>	<b>-596,001</b>	<b>-552,349</b>	<b>-489,335</b>	<b>-752,033</b>
Cash Flow Adjustments	-671,691	-164,920	-174,186	112,311	112,311	112,311	112,311	112,311	112,311	112,311	112,311	112,311	0
<b>Change in Cash</b>	<b>1,606,076</b>	<b>-384,212</b>	<b>-365,286</b>	<b>-490,738</b>	<b>-373,002</b>	<b>1,874,911</b>	<b>-446,952</b>	<b>-457,865</b>	<b>-414,213</b>	<b>-483,691</b>	<b>-440,039</b>	<b>-377,024</b>	<b>-752,033</b>
Ending Cash	18,305,538	17,921,326	17,556,040	17,065,302	16,692,301	18,567,212	18,120,260	17,662,396	17,248,183	16,764,492	16,324,454	15,947,430	

## September 2024

- Various Individual Names – Refs and KCPD for Fall Sports
  - \$45- \$870 per person
- Hyundai Capital America – First two months of van lease payments
  - \$4k
- Jeff and Jeff Promotions – Uniform Vendor
  - \$26k
- Lexington Diesel Services – Bussing Vendor with 6 routes and afterschool bussing
  - Spend: \$48k
- TechConnect – Interim Director of IT
  - Spend: \$12k



# QUESTIONS?

Please contact your EdOps Finance Team:

Jamie Berry

[anichols@ed-ops.com](mailto:anichols@ed-ops.com)

816.444.1530

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Payee Type:	Vendor	Check Type: Automatic Payment			Checking Account ID:	1	Check Amount
Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
113020604	09/09/2024	X			AMERFOOD	American Food and Vending Corp.	407.06
113020607	09/09/2024	X			AMERFOOD	American Food and Vending Corp.	36.50
113020600	09/10/2024	X			AMERFOOD	American Food and Vending Corp.	21,406.25
113020601	09/10/2024	X			AMERFOOD	American Food and Vending Corp.	19,272.03
113020608	09/12/2024	X			AMERFOOD	American Food and Vending Corp.	23.15
113020603	09/13/2024	X			AMERFOOD	American Food and Vending Corp.	13,724.75
113020606	09/13/2024	X			AMERFOOD	American Food and Vending Corp.	109.50
113020602	09/19/2024	X			AMERFOOD	American Food and Vending Corp.	18,248.90
113020605	09/27/2024	X			AMERFOOD	American Food and Vending Corp.	113.00
113020599	09/30/2024	X			AMERFOOD	American Food and Vending Corp.	24,487.87
113020609	09/25/2024	X			ARRAYEDUC	Array Education, Inc.	500.00
113020610	09/09/2024	X			BELTON	Belton School District #124	350.00
113020611	09/09/2024	X			BELTON	Belton School District #124	175.00
152	09/30/2024				SUBERBEN	Benjamin Suber	870.00
6422	09/12/2024	X			BELOITCOL	Board of Trustees of Beloit College	3,200.00
153	09/30/2024				COLEBRIANN	Brianna Cole	330.00
113020613	09/27/2024	X			BSNSPORTS	BSN Sports LLC	4,018.52
113020615	09/27/2024	X			BSNSPORTS	BSN Sports LLC	53.00
113020614	09/30/2024	X			BSNSPORTS	BSN Sports LLC	574.56
113020616	09/24/2024	X			CASTATED	California State Disbursement Unit	392.00
154	09/30/2024				CROCKETTC	Candace Crockett	450.00
113020660	09/24/2024	X			QUINNCAR	Carlin Quinn	935.00
113020670	09/09/2024	X			TSCHANGCHI	CHI-YOUNG TSCHANG	5,700.00
155	09/30/2024				AUGECHR	Chris Auger	148.00
113020617	09/10/2024	X			COBBAWAY	Cobbaway LLC	21,606.75
156	09/30/2024				BOYKINCOU	Courtney Boykin	220.00
113020618	09/09/2024	X			CRAINTERNT	CRA International, Inc.	5,494.00
113020619	09/09/2024	X			CUMULUSME	Cumulus Media	3,840.00
113020620	09/23/2024	X			CURALINC	CuraLinc LLC	1,091.73
113020621	09/12/2024	X			CUSHMAN	Cushman & Wakefield U.S., Inc	250,970.01
113020622	09/13/2024	X			CUSHMAN	Cushman & Wakefield U.S., Inc	2,750.00
157	09/30/2024				RIPLEYDALT	Dalton Ripley	148.00
158	09/30/2024				RHYNESDEL	Delbert Rhynes	330.00
159	09/30/2024				REINEKEDE	Dennis Reineke	148.00
151	09/30/2024				FISHEDEY	Deyonica Fisher	45.00
160	09/30/2024				BIRNEYDON	Donald Birney	148.00
113020623	09/30/2024	X			EDOPS	Education Business Solutions Inc	18,833.33
113020624	09/30/2024	X			EDOPS	Education Business Solutions Inc	18,833.33
113020625	09/30/2024	X			EDOPS	Education Business Solutions Inc	18,833.33
113020626	09/17/2024	X			EPIQ	Epiq eDiscovery Solutions Inc	802.42
113020628	09/03/2024	X			FIDWORKPL	Fidelity Workplace Investing LLC	25,273.42
113020629	09/12/2024	X			FIDWORKPL	Fidelity Workplace Investing LLC	5,269.49
113020627	09/13/2024	X			FIDWORKPL	Fidelity Workplace Investing LLC	25,339.81
113020630	09/27/2024	X			FIDWORKPL	Fidelity Workplace Investing LLC	5,185.33
161	09/30/2024				ATSAGEO	Geoffrey Astali	148.00
113020633	09/27/2024	X			HEARSTTELE	Hearst Stations Inc	2,359.62
113020634	09/27/2024	X			HUSCHBLA	Husch Blackwell LLP	1,449.00
113020647	09/13/2024	X			KIAFINANCE	Hyundai Capital America	1,357.02
113020648	09/13/2024	X			KIAFINANCE	Hyundai Capital America	1,371.96
113020649	09/13/2024	X			KIAFINANCE	Hyundai Capital America	1,389.34
113020635	09/06/2024	X			IMAGINE	Imagine Learning LLC	5,002.40
113020636	09/18/2024	X			INTSTSTUD	Inter-State Studio & Publishing	426.00



113020637	09/10/2024	X	IXLLEARN	IXL Learning Inc	32,625.00
6428	09/26/2024		JUSTACHIEV	James Harris	425.00
113020612	09/09/2024	X	BERSERKAT	James Hutson	225.00
113020663	09/24/2024	X	SOURCEPO	Jeff and Jeff Promotions, LLC	19,759.91
113020664	09/24/2024	X	SOURCEPO	Jeff and Jeff Promotions, LLC	3,400.00
113020665	09/24/2024	X	SOURCEPO	Jeff and Jeff Promotions, LLC	2,656.00
113020653	09/25/2024	X	LAXTONJOH	Johanna Laxton	170.00
113020639	09/18/2024	X	KCFIRSTAID	Kansas City First Aid LLC	605.00
113020652	09/18/2024	X	KROLL	Kroll Information Assurance LLC	44.81
163	09/30/2024		BERRYLAND	Landon Berry	148.00
164	09/30/2024		BLOUNTTL	Leo Blountt	770.00
113020654	09/09/2024	X	LEXINGTOND	Lexington Diesel Services LLC	48,825.35
165	09/30/2024		NELSONMARC	Marcus Nelson	300.00
166	09/30/2024		KINCMAR	Mark Kinch	148.00
113020666	09/13/2024	X	SPEECHLANG	Matthew Braun	3,206.25
167	09/30/2024		LOPEZMICH	Michael Lopez	110.00
172	09/30/2024		WARRENMIG	Miguel Warren	100.00
6423	09/12/2024	X	MOSTATEU	Missouri State University	750.00
113020657	09/24/2024	X	MORGHUNT	Morgan Hunter Education, LLC	107.20
113020655	09/27/2024	X	MORGHUNT	Morgan Hunter Education, LLC	321.60
113020656	09/27/2024	X	MORGHUNT	Morgan Hunter Education, LLC	142.93
169	09/30/2024		BANKSMOVON	MoVonn Banks	150.00
170	09/30/2024		SCHRNIC	Nick Schrivener	148.00
171	09/30/2024		STEVENOMAR	Omar Stevenson	110.00
6424	09/12/2024	X	HARVARDUNI	President and Fellows of Harvard College	1,750.00
113020659	09/13/2024	X	PROIQ	ProIQ, LLC	3,583.80
113020597	09/30/2024	X	RAMPCC	RAMP - CC	70,481.35
113020598	09/30/2024	X	RAMPOOP	RAMP - OOP	118.00
6429	09/26/2024	X	REDAPPLEST	Red Apple Strategy Partners LLC	100.00
113020631	09/06/2024	X	FINKTRUSTE	Richard V. Fink	320.00
173	09/30/2024		DAVISROMAN	Roman Davis	220.00
113020674	09/27/2024	X	KCPUBSCH	School District of Kansas City Missouri	200.00
113020650	09/18/2024	X	KOPALDSE	Seth Kopald	150.00
113020651	09/24/2024	X	KOPALDSE	Seth Kopald	150.00
113020658	09/20/2024	X	POWERSCHOO	Severin Intermediate Holdings, LLC	2,817.00
113020661	09/27/2024	X	SEYFERTH	Seyferth Blumenthal & Harris, LLC	409.50
113020638	09/24/2024	X	JONESCARPS	Shavanna Jones-Carpenter	40.00
113020662	09/18/2024	X	SHOWMEKC	Show Me KC Schools	125.00
6425	09/12/2024	X	UNIVKS	State of Kansas	3,500.00
6426	09/12/2024	X	MORGANSTAT	State of Maryland	750.00
174	09/30/2024		BARTELST	Steve Bartel	148.00
175	09/30/2024		MATTSONSTE	Steve Mattson	148.00
113020667	09/17/2024	X	TALKSPACE	Talkspace Network LLC	3,750.00
113020669	09/13/2024	X	TECHCONNEC	TechConnect KC, LLC	12,000.00
113020668	09/12/2024	X	TAS	Textbook Acquisition Services Inc.	3,624.81
113020632	09/23/2024	X	GUARDIAN	The Guardian Life Insurance Co	15,592.80
162	09/30/2024		GOLDTITUS	Titus Golden	150.00
168	09/30/2024		PAIGETREVI	Trevis Paige	220.00
113020671	09/10/2024	X	UNITEDHEA	United Healthcare Insurance Company	148,079.62
6427	09/12/2024	X	UMKCAR	University of Missouri-Kansas City AR	3,900.00
113020640	09/17/2024	X	KCNIGHT	Walden Limousine Service LLC	775.00
113020641	09/18/2024	X	KCNIGHT	Walden Limousine Service LLC	775.00
113020642	09/18/2024	X	KCNIGHT	Walden Limousine Service LLC	775.00
113020645	09/24/2024	X	KCNIGHT	Walden Limousine Service LLC	871.88
113020646	09/24/2024	X	KCNIGHT	Walden Limousine Service LLC	871.88
113020643	09/27/2024	X	KCNIGHT	Walden Limousine Service LLC	775.00

113020644	09/27/2024	X	KCNIGHT	Walden Limousine Service LLC		1,462.50
113020672	09/27/2024	X	YELLOWDOG	Yellow Dog Networks, Inc.		5,710.00
113020673	09/09/2024	X	YOUSCIENCE	YouScience		<u>3,450.00</u>
Grand Total:			Void Total:	0.00	Total without Voids:	<u>937,232.57</u>

<b>Payee Type: Vendor</b>		<b>Check Type: Automatic Payment</b>			<b>Checking Account ID: 1</b>		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
113020628	09/03/2024	X			FIDWORKPL	Fidelity Workplace Investing LLC	25,273.42
113020631	09/06/2024	X			FINKTRUSTE	Richard V. Fink	320.00
113020635	09/06/2024	X			IMAGINE	Imagine Learning LLC	5,002.40
113020604	09/09/2024	X			AMERFOOD	American Food and Vending Corp.	407.06
113020607	09/09/2024	X			AMERFOOD	American Food and Vending Corp.	36.50
113020610	09/09/2024	X			BELTON	Belton School District #124	350.00
113020611	09/09/2024	X			BELTON	Belton School District #124	175.00
113020612	09/09/2024	X			BERSERKAT	James Hutson	225.00
113020618	09/09/2024	X			CRAINTERNT	CRA International, Inc.	5,494.00
113020619	09/09/2024	X			CUMULUSME	Cumulus Media	3,840.00
113020654	09/09/2024	X			LEXINGTOND	Lexington Diesel Services LLC	48,825.35
113020670	09/09/2024	X			TSCHANGCHI	CHI-YOUNG TSCHANG	5,700.00
113020673	09/09/2024	X			YOUSCIENCE	YouScience	3,450.00
113020600	09/10/2024	X			AMERFOOD	American Food and Vending Corp.	21,406.25
113020601	09/10/2024	X			AMERFOOD	American Food and Vending Corp.	19,272.03
113020617	09/10/2024	X			COBBAWAY	Cobbaway LLC	21,606.75
113020637	09/10/2024	X			IXLLEARN	IXL Learning Inc	32,625.00
113020671	09/10/2024	X			UNITEDHEA	United Healthcare Insurance Company	148,079.62
113020608	09/12/2024	X			AMERFOOD	American Food and Vending Corp.	23.15
113020621	09/12/2024	X			CUSHMAN	Cushman & Wakefield U.S., Inc	250,970.01
113020629	09/12/2024	X			FIDWORKPL	Fidelity Workplace Investing LLC	5,269.49
113020668	09/12/2024	X			TAS	Textbook Acquisition Services Inc.	3,624.81
6422	09/12/2024	X			BELOITCOL	Board of Trustees of Beloit College	3,200.00
6423	09/12/2024	X			MOSTATEU	Missouri State University	750.00
6424	09/12/2024	X			HARVARDUNI	President and Fellows of Harvard College	1,750.00
6425	09/12/2024	X			UNIVKS	State of Kansas	3,500.00
6426	09/12/2024	X			MORGANSTAT	State of Maryland	750.00
6427	09/12/2024	X			UMKCAR	University of Missouri-Kansas City AR	3,900.00
113020603	09/13/2024	X			AMERFOOD	American Food and Vending Corp.	13,724.75
113020606	09/13/2024	X			AMERFOOD	American Food and Vending Corp.	109.50
113020622	09/13/2024	X			CUSHMAN	Cushman & Wakefield U.S., Inc	2,750.00
113020627	09/13/2024	X			FIDWORKPL	Fidelity Workplace Investing LLC	25,339.81
113020647	09/13/2024	X			KIAFINANCE	Hyundai Capital America	1,357.02
113020648	09/13/2024	X			KIAFINANCE	Hyundai Capital America	1,371.96
113020649	09/13/2024	X			KIAFINANCE	Hyundai Capital America	1,389.34
113020659	09/13/2024	X			PROIQ	ProIQ, LLC	3,583.80
113020666	09/13/2024	X			SPEECHLANG	Matthew Braun	3,206.25
113020669	09/13/2024	X			TECHCONNEX	TechConnect KC, LLC	12,000.00
113020626	09/17/2024	X			EPIQ	Epiq eDiscovery Solutions Inc	802.42
113020640	09/17/2024	X			KCNIGHT	Walden Limousine Service LLC	775.00
113020667	09/17/2024	X			TALKSPACE	Talkspace Network LLC	3,750.00
113020636	09/18/2024	X			INTSTSTUD	Inter-State Studio & Publishing	426.00
113020639	09/18/2024	X			KCFIRSTAID	Kansas City First Aid LLC	605.00
113020641	09/18/2024	X			KCNIGHT	Walden Limousine Service LLC	775.00
113020642	09/18/2024	X			KCNIGHT	Walden Limousine Service LLC	775.00
113020650	09/18/2024	X			KOPALDSE	Seth Kopald	150.00
113020652	09/18/2024	X			KROLL	Kroll Information Assurance LLC	44.81
113020662	09/18/2024	X			SHOWMEKC	Show Me KC Schools	125.00
113020602	09/19/2024	X			AMERFOOD	American Food and Vending Corp.	18,248.90
113020658	09/20/2024	X			POWERSCHOO	Severin Intermediate Holdings, LLC	2,817.00
113020620	09/23/2024	X			CURALINC	CuraLinc LLC	1,091.73
113020632	09/23/2024	X			GUARDIAN	The Guardian Life Insurance Co	15,592.80

113020616	09/24/2024	X	CASTATED	California State Disbursement Unit	392.00
113020638	09/24/2024	X	JONESCARPS	Shavanna Jones-Carpenter	40.00
113020645	09/24/2024	X	KCNIGHT	Walden Limousine Service LLC	871.88
113020646	09/24/2024	X	KCNIGHT	Walden Limousine Service LLC	871.88
113020651	09/24/2024	X	KOPALDSE	Seth Kopald	150.00
113020657	09/24/2024	X	MORGHUNT	Morgan Hunter Education, LLC	107.20
113020660	09/24/2024	X	QUINN CAR	Carlin Quinn	935.00
113020663	09/24/2024	X	SOURCEPO	Jeff and Jeff Promotions, LLC	19,759.91
113020664	09/24/2024	X	SOURCEPO	Jeff and Jeff Promotions, LLC	3,400.00
113020665	09/24/2024	X	SOURCEPO	Jeff and Jeff Promotions, LLC	2,656.00
113020609	09/25/2024	X	ARRAYEDUC	Array Education, Inc.	500.00
113020653	09/25/2024	X	LAXTONJOH	Johanna Laxton	170.00
6428	09/26/2024		JUSTACHIEV	James Harris	425.00
6429	09/26/2024	X	REDAPPLEST	Red Apple Strategy Partners LLC	100.00
113020605	09/27/2024	X	AMERFOOD	American Food and Vending Corp.	113.00
113020613	09/27/2024	X	BSNSPORTS	BSN Sports LLC	4,018.52
113020615	09/27/2024	X	BSNSPORTS	BSN Sports LLC	53.00
113020630	09/27/2024	X	FIDWORKPL	Fidelity Workplace Investing LLC	5,185.33
113020633	09/27/2024	X	HEARSTTELE	Hearst Stations Inc	2,359.62
113020634	09/27/2024	X	HUSCHBLA	Husch Blackwell LLP	1,449.00
113020643	09/27/2024	X	KCNIGHT	Walden Limousine Service LLC	775.00
113020644	09/27/2024	X	KCNIGHT	Walden Limousine Service LLC	1,462.50
113020655	09/27/2024	X	MORGHUNT	Morgan Hunter Education, LLC	321.60
113020656	09/27/2024	X	MORGHUNT	Morgan Hunter Education, LLC	142.93
113020661	09/27/2024	X	SEYFERTH	Seyferth Blumenthal & Harris, LLC	409.50
113020672	09/27/2024	X	YELLOWDOG	Yellow Dog Networks, Inc.	5,710.00
113020674	09/27/2024	X	KCPUBSCH	School District of Kansas City Missouri	200.00
113020597	09/30/2024	X	RAMPCC	RAMP - CC	70,481.35
113020598	09/30/2024	X	RAMPOOP	RAMP - OOP	118.00
113020599	09/30/2024	X	AMERFOOD	American Food and Vending Corp.	24,487.87
113020614	09/30/2024	X	BSNSPORTS	BSN Sports LLC	574.56
113020623	09/30/2024	X	EDOPS	Education Business Solutions Inc	18,833.33
113020624	09/30/2024	X	EDOPS	Education Business Solutions Inc	18,833.33
113020625	09/30/2024	X	EDOPS	Education Business Solutions Inc	18,833.33
151	09/30/2024		FISHEDEY	Deyonica Fisher	45.00
152	09/30/2024		SUBERBEN	Benjamin Suber	870.00
153	09/30/2024		COLEBRIANN	Brianna Cole	330.00
154	09/30/2024		CROCKETTC	Candace Crockett	450.00
155	09/30/2024		AUGECHR	Chris Auger	148.00
156	09/30/2024		BOYKINCOU	Courtney Boykin	220.00
157	09/30/2024		RIPLEYDALT	Dalton Ripley	148.00
158	09/30/2024		RHYNESDEL	Delbert Rhynes	330.00
159	09/30/2024		REINEKEDE	Dennis Reineke	148.00
160	09/30/2024		BIRNEYDON	Donald Birney	148.00
161	09/30/2024		ATSAGEO	Geoffrey Astali	148.00
162	09/30/2024		GOLDTITUS	Titus Golden	150.00
163	09/30/2024		BERRYLAND	Landon Berry	148.00
164	09/30/2024		BLOUNTTL	Leo Blountt	770.00
165	09/30/2024		NELSONMARC	Marcus Nelson	300.00
166	09/30/2024		KINCMAR	Mark Kinch	148.00
167	09/30/2024		LOPEZMICH	Michael Lopez	110.00
168	09/30/2024		PAIGETREVI	Trevis Paige	220.00
169	09/30/2024		BANKSMOVON	MoVonn Banks	150.00
170	09/30/2024		SCHRNIC	Nick Schrivener	148.00
171	09/30/2024		STEVENOMAR	Omar Stevenson	110.00
172	09/30/2024		WARRENMIG	Miguel Warren	100.00

173	09/30/2024	DAVISROMAN	Roman Davis		220.00
174	09/30/2024	BARTELST	Steve Bartel		148.00
175	09/30/2024	MATTSONSTE	Steve Mattson		148.00
		Grand Total:	Void Total:	0.00	Total without Voids: <u>937,232.57</u>

<u>Invoice number</u>	<u>Vendor</u>	<u>Payment method</u>	<u>Payment scheduled date</u>	<u>Bill amount</u>
	7032024 Cushman & Wakefield U.S., Inc	ACH	7/3/2024	200,000.00
	71524 Fidelity Workplace Investing LLC	ACH	7/12/2024	4,417.77
	403071524 Fidelity Workplace Investing LLC	ACH	7/12/2024	29,750.82
	1338 Alcozer Consulting LLC	CHECK	7/12/2024	962.50
INV CUSHMAN July 9	Cushman & Wakefield U.S., Inc	ACH	7/17/2024	4,348.99
	10544412 JourneyEd.com, Inc.	CHECK	7/18/2024	9,823.08
	3557470 Husch Blackwell LLP	CHECK	7/18/2024	315.00
INVIE102979	Renaissance Learning Inc	CHECK	7/18/2024	11,802.95
	16565 Yellow Dog Networks, Inc.	CHECK	7/23/2024	8,450.00
	16573 Yellow Dog Networks, Inc.	CHECK	7/25/2024	2,860.00
JONESSC-07162024	Jones-Carpenter, Shavanna	CHECK	7/25/2024	43.00
# 2024-194	Kirkpatrick, Linda	ACH	7/25/2024	2,259.00
	199098 Haas & Wilkerson, Inc.	ACH	7/25/2024	8,531.25
	4676 Kopald, Seth	ACH	7/25/2024	125.00
	198807 Haas & Wilkerson, Inc.	ACH	7/25/2024	53,069.00
	198808 Haas & Wilkerson, Inc.	ACH	7/25/2024	44,387.00
	73124 Fidelity Workplace Investing LLC	ACH	7/29/2024	4,336.77
	403073124 Fidelity Workplace Investing LLC	ACH	7/29/2024	28,634.80
2024-18490	SageView Advisory Group LLC	ACH	7/30/2024	4,007.33
AG38084	Corporate Travel Management North America, Inc	ACH	7/30/2024	125.00
INV 07312024-CAR-INV	Quinn, Carlin	ACH	7/30/2024	250.00
INV 2024-2	California State Disbursement Unit	CHECK	7/31/2024	392.00
INV E 69970	River City T's	CHECK	8/1/2024	137.89
INV 24	TSCHANG, CHI-YOUNG	ACH	8/1/2024	5,925.00
INV 2024-2	Richard V. Fink	CHECK	8/1/2024	320.00
INV 926169218	BSN Sports LLC	CARD	8/5/2024	1,965.60
INV GUARBEN0824	Guardian Life Insurance Co, The	CHECK	8/5/2024	11,774.11
	7.57038E+11 United Healthcare Insurance Company	ACH	8/5/2024	148,009.26
INV 1103	TechConnect KC, LLC	ACH	8/6/2024	12,000.00
INV 14797	Eddings Enterprises, LLC	CHECK	8/7/2024	440.00
INV UA - 2025	University Academy	CHECK	8/7/2024	20,000.00
TI000000802-2054	Kroll Information Assurance LLC	ACH	8/7/2024	1,254.68
INV 0824	Haller, Elyse	ACH	8/13/2024	4,462.50
	21246000 CBIZ Accounting Tax & Advisory of Kansas City LLC	ACH	8/14/2024	5,536.25
	81524 Fidelity Workplace Investing LLC	ACH	8/14/2024	5,078.61
	403081524 Fidelity Workplace Investing LLC	ACH	8/14/2024	26,113.89
082024Fund	Cushman & Wakefield U.S., Inc	ACH	8/14/2024	311,753.19
	24112377 Cushman & Wakefield U.S., Inc	ACH	8/14/2024	2,750.00
INV 08202402	Real Estate Charitable Foundation	ACH	8/14/2024	73,349.00
INV 3328762	Fidelity Investments Institutional Operations Co., Inc.	ACH	8/14/2024	3,353.47
INV 1100	TechConnect KC, LLC	ACH	8/15/2024	12,000.00
INV 3255084	Fidelity Investments Institutional Operations Co., Inc.	ACH	8/19/2024	1,020.00
INV 206217	American Food and Vending Corp.	ACH	8/22/2024	600.00
INV 209061	American Food and Vending Corp.	ACH	8/22/2024	223.25
INV 194	ProIQ, LLC	CHECK	8/22/2024	3,705.66
INV 8/7/24-News82971-002	Historic Northeast Media Inc., DBA The Northeast News	CHECK	8/22/2024	800.00
INV Fall2024Patterson	Missouri Western State University	PAID_MANUALLY	8/22/2024	1,250.00
INV Fall2024Rosse	Whittier College	PAID_MANUALLY	8/22/2024	3,500.00
INV 2007186292	Maguire Insurance Agency, Inc	CHECK	8/22/2024	70,196.00
INV 36340	Seyferth Blumenthal & Harris, LLC	CHECK	8/22/2024	220.50

Fall2024Nguyen	Curators of the University of Missouri (UM)	PAID_MANUALLY	8/22/2024	3,500.00
Fall2024Lee	University of Central Missouri	PAID_MANUALLY	8/22/2024	1,300.00
Fall2024ChapaArevalo	Rockhurst University	PAID_MANUALLY	8/22/2024	4,000.00
Fall2024Roberts	Syracuse University	PAID_MANUALLY	8/22/2024	4,500.00
Fall2024Sabir	Cornell College (Iowa)	PAID_MANUALLY	8/22/2024	3,000.00
Fall2024Lara	Northwest Missouri State University	PAID_MANUALLY	8/22/2024	3,000.00
INV Fall2024Wilson	Kansas City Art Institute	PAID_MANUALLY	8/22/2024	3,500.00
Fall2024Hodge	Macalester College	PAID_MANUALLY	8/22/2024	2,500.00
Fall2024Bryant	Kansas City Art Institute	PAID_MANUALLY	8/22/2024	2,191.00
Fall2024Smith3	St Olaf College	PAID_MANUALLY	8/22/2024	1,058.26
Fall2024Acklin	Board of Trustees of Beloit College	PAID_MANUALLY	8/22/2024	4,400.00
Fall2024Dixon	Curators of the University of Missouri (UM)	PAID_MANUALLY	8/22/2024	1,339.00
INV 2024-3	California State Disbursement Unit	CHECK	8/22/2024	392.00
INV 206215	American Food and Vending Corp.	ACH	8/23/2024	12,383.21
INV 90879864	Epiq eDiscovery Solutions Inc	ACH	8/26/2024	8,422.54
INV 16651	Yellow Dog Networks, Inc.	CHECK	8/27/2024	5,710.00
INV 757698473210	United Healthcare Insurance Company	ACH	8/27/2024	191.40
INV 835610	Data Recognition Corporation	CHECK	8/27/2024	700.00
INV 3580195	Husch Blackwell LLP	CHECK	8/27/2024	2,037.00
INV 240826-1	Spanish Language Resources, LLC	ACH	8/27/2024	1,500.00
INV 0004748	Kopald, Seth	ACH	8/27/2024	125.00
INV 0004779	Kopald, Seth	ACH	8/27/2024	125.00
INV HSSREC034843	Global Payments Inc.	CHECK	8/27/2024	2,599.00
INV 6106	Talkspace Network LLC	ACH	8/27/2024	3,750.00
	35220 Facilities Management Express, LLC	ACH	8/27/2024	5,775.00
INV408686	Severin Intermediate Holdings, LLC	ACH	8/27/2024	1,188.72
INV 16539	Yellow Dog Networks, Inc.	CHECK	8/28/2024	3,787.00
INV AG38085	Corporate Travel Management North America, Inc	ACH	8/29/2024	125.00
INV TI000001102-2054	Kroll Information Assurance LLC	ACH	8/29/2024	403.29
INV 403083024	Fidelity Workplace Investing LLC	ACH	8/29/2024	25,273.42
INV 08302024 HSA-Pay	Fidelity Workplace Investing LLC	ACH	8/29/2024	5,833.09
INV 08302024	Ramp Business Corporation	PAID_MANUALLY	8/30/2024	198.05
Fall2024Conejo	Rockhurst University	PAID_MANUALLY	8/30/2024	3,522.00
INV 20240822	Curators of the University of Missouri (UM)	PAID_MANUALLY	8/30/2024	75.00

### Summary of Governance Items for November 2024 Meeting

Headline	Summary
Employment Status policy	<p>Edits are explained in comments throughout the policy document, but in most cases are intended to reflect up-to-date practices.</p> <p><b>Committee Action:</b> Recommend the Board approve the proposed edits to the Employment Status policy.</p> <p><b>Board Action:</b> Approve the proposed edits to the Employment Status policy.</p>
Use of Legal Name policy	<p>This is a new policy intended to communicate to staff that various systems, including PowerSchool, SUI (payroll &amp; AP software), and Bamboo (HR platform) must reflect the employee’s legal name.</p> <p><b>Committee Action:</b> Recommend the Board approve the Use of Legal Name policy.</p> <p><b>Board Action:</b> Approve the Use of Legal Name policy.</p>
No Call, No Show policy	<p>This is a new policy intended to prevent no call, no show absences and clearly define the consequence for no call, no show absences.</p> <p><b>Committee Action:</b> Recommend the Board approve the No Call, No Show policy</p> <p><b>Board Action:</b> Approve the No Call, No Show policy.</p>
MCPSC Contract Amendment	<p>Based on the difference in actual enrollment and the enrollment projected in our contract with MCPSC, we must submit an amendment to our contract.</p> <p><b>Committee Action:</b> Recommend the Board approve the contract amendment to reflect actual attendance of approximately 960 students.</p> <p><b>Board Action:</b> Approve the No Call, No Show policy. contract amendment to reflect actual attendance of approximately 960 students.</p>



Headline	Summary
Compliance Checklist	<p>The School uses a checklist to confirm compliance with local, state, and federal laws and regulations as well as Board policies across all areas. A copy of the checklist is provided. During the November Governance Committee meeting, we will report our progress against this checklist.</p> <p>Items unsigned but initialed by “kdp” in the bottom right corner have been completed but signatures from persons responsible have not yet been collected.</p> <p>The following items are not complete:</p> <ul style="list-style-type: none"> <li>- 1405 Formation of Parental Involvement Committee: EMKS does not have such a committee but creates opportunities for family involvement in other ways.</li> <li>- ELL Plan items: EMKS’s ELL Coordinator role is presently vacant. We continue to seek viable candidates. Hiring an ELL Coordinator will satisfy the three ELL Plan items.</li> <li>- AED Policy: Fitness instructors and coaches are required to be CPR and AED certified, but other staff are not.</li> </ul> <p>No Committee or Board action required.</p>

## Employment Status

Exempt and non-exempt team members fall into at least one of the following four employment categories: Full-Time, Part-Time, Trainee or Intern.

Full-time team members are those who work at least 30 hours each week;

Part-time team members work 29 or fewer hours each week. If a team member averages 30 hours per week in a calendar year, or works at least 50% of Full-Time annually, they are eligible for benefits. For information on benefits, see the Kauffman School Benefits section.

Trainees can be full-time or part-time for a limited term training period which is generally shorter than 2 months and is not to last longer than 4 months or a maximum of 900 hours after which time it is anticipated that they will become full- or part-time team members if they complete the trainee period. Trainees are not benefit-eligible until they transition to their regular status.

Interns can be full-time or part-time for a limited term period which is generally shorter than 3 months and is not to last longer than 4 months or a maximum of 900 hours after which time they will no longer be employed by the School. Interns are not benefit eligible.

Team members may also be categorized as 11-month or 12-month:

- 11-month team members are directly associated with classroom instruction and typically do not perform their regular duties or activities during the “out of session” period between their last day of work for the current school year (approximately five (5) weeks following the last day of school in which students are present) and their first day of work for the new school year. The “out of session” period will be determined by the Chief Executive Officer.
- 12-month team members hold non-instructional or administrative positions, perform their regular duties and activities for 12 months, and are not eligible for the “out of session” period.

Certain policies in this Handbook apply uniquely to team members in either the 11-month or 12-month category and are identified as such.

11-month team members are expected to be on-site and available for work from 7:00 AM – 5:00 PM on Monday – Thursday and 7:00 AM – 5 PM on Friday, and 12-month team members are expected to be on-site and available for work from 7:00 AM – 5:00 PM Monday – Friday. Adjusted schedules must be approved by the Chief Executive Officer and may result in adjustments to salary.

A consultant/independent contractor is not employed by the Kauffman School and therefore is not eligible for benefits through the Kauffman School.

### Use of Legal Name

To maintain accurate and compliant records in all government-reporting documentation, EMKS employees are required to use their full legal name as reflected on government-issued identification on all documents and in systems submitted to regulatory agencies.

This policy applies to all employees, contractors, and any individual or entity submitting documents for reporting or regulatory purposes to any government authority through our organization. It includes but is not limited to forms, tax documents, employment records, benefits, licensing applications, PowerSchool (student information system), and other regulated submissions. Verification of legal names will be conducted based on provided government-issued identification.

### No-Call No-Show Policy

Employees are expected to notify their direct supervisor if they are unable to report to work. Failure to do so will be considered a no-call, no-show.

After three consecutive no-call, no-show days, the employee will be considered to have voluntarily resigned from their position.

We encourage all employees to follow the proper call-in procedure to avoid any misunderstandings or disruptions to their employment status.

**AMENDMENT NUMBER 2**

The Performance Contract (Contract) executed May 26, 2021 by Ewing Marion Kauffman School (School) and the Missouri Charter Public School Commission (Commission) is amended as follows, effective on the date of execution by both parties.

The Enrollment Projections of the Charter Application (incorporated by reference into the Performance Contract) is amended as follows:

Projected enrollment during the 2024-25 year is estimated at 960 students.

All other terms of the Performance Contract, including prior amendments, remain effective as written.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment.

By: \_\_\_\_\_

Name: Robbyn G. Wahby

Executive Director

Missouri Charter Public School Commission

Date: \_\_\_\_\_

By: \_\_\_\_\_

Jerry Williams

Board Chair

Ewing Marion Kauffman School

Date: \_\_\_\_\_

# EMKS Compliance Checklist

For Calendar Year 2024

## Board Policies



Policy	Task	Person Responsible	Date Due	Task Completed (Person Responsible Signs and Dates)
0321	<p>The Board will meet annually in the first three months of the school's fiscal year following the School's first year of operation to elect a Chair, Secretary, and Treasurer.</p> <p>Chair/President: Jerry Williams                      Chief Executive Officer: Hannah Lofthus                      Secretary: John Tyler                      Treasurer: Kristin Bechard</p>	Board Chair	9/15	kdp
0342	<p>No Board member is employed by the School. No Board member is employed by or has an ownership interest in an organization that is providing substantial fee for service services to the School.</p>	Board Chair	9/15	kdp
0342	<p>Board Members have filed annual statements with the DESE and filed conflicts of interest disclosures.</p>	Board Chair	5/1	kdp
Bylaws	<p>Board members are identified by class. Board members have defined term end dates identified as board members can serve no more than 2 consecutive full 3 year terms.</p> <p>Jerry Williams- chair (6-15-2022)- Class I (1st term expires 8/2026)                      Juan Rangel- vice chair (11-16-2021)- Class III (1st term expires 8/2025)                      Brett Hembree (6-15-2022)- Class I (1st term expires 8/2026)                      Kelley Barnes (9/1/2022)- Class I (1st term expires 8/2026)                      Vickie Harris (7/19/2023)- Class II (1st term expires 8/2027)</p>	Board Chair	9/15	kdp
0360	<p>The Board Has Identified a Discipline Committee (minimum two directors, recommend at least 3)</p> <p>Name: Juan Rangel                      Name: Brett Hembree                      Name: Kelley Barnes</p>	Board Chair	9/15	kdp

0360	The Board Has Named a Governance Committee (minimum two directors, recommend at least 3)  Name: Juan Rangel Name: Brett Hembree Name: Kelley Barnes	Board Chair	9/15	
0360	The Board Has Named a Finance Committee (minimum two directors, recommend at least 3) and an Audit Committee as follows:  Name: Kristin Bechard (non-voting) Name: Jerry Williams Name: Vickie Harris	Board Chair	9/15	
0510	By June of each year the Board will submit proposed operational changes for the following school year to the School's sponsor for approval. Mid-year changes may be submitted to the School's sponsor for approval when the School determines a need.	COO	6/30	Kati Pasniewski
1210	The Board will annually adopt a school calendar that will provide for a minimum of 1,044 hours of pupil attendance by July 15 <sup>th</sup> each year.	Board Chair	7/15	
1310	Assignment of compliance coordinators: 1. Section 504 Coordinator a. Section 504 Grievance Procedure in place  Annual notice of the Section 504 Coordinator's name, address, and telephone to be placed in school catalogs, handbooks, etc.  Name: Jules Fox	COO	8/1	Kati Pasniewski
1310	Title IX Coordinator has been named and a Title IX Grievance Procedure is in place. An annual notice of the Title IX Coordinator's name, address, and telephone is placed in school catalogs, handbooks, etc.  Name: Antiqueka Tubbs	COO	8/1	Kati Pasniewski
1405	Formation of a Parent Involvement Committee	COO	8/31	
1450	The Board has designated that the Chief Operating Officer should serve as custodian of records. The Custodian of records name and phone number should be publicly listed (e.g.- in the student & family handbook).  Name: Katie Pasniewski Date of Appointment: 7/31/2024	Board Chair	8/1	

1450	Custodian of Records maintains the records listed in Exhibit A and has identified the repository in which the records identified in Exhibit A are retained and has a procedure to ensure that the records are retained for the periods outlined in Exhibit A.	Custodian of Records	8/31	Katie Pasniewski
1516	Annually set an administrative fee estimated to cover the costs of preparing, copying and mailing the student information required to be provided pursuant FERPA.  The notification requirement is satisfied if the School annually states a general intention to honor requests by other schools for school records regarding that student in relation to a request for transfer in an annual FERPA notice to the parents.	COO	8/1	Katie Pasniewski
1720	Board to review/evaluate the CEO by May 31. Any process used for evaluation must conform to the Essential Principles of Effective Evaluation adopted by the MO Board of Ed.	Board Chair	5/31	
1725	CEO evaluates principal by June 30 and evaluations conform to the Essential Principles of Effective Evaluation adopted by the MO Board of Ed.	CEO	6/30	
2600	Student Family Handbook is reviewed and updated by August 15 <sup>th</sup> each year.	COO	8/15	Katie Pasniewski
2600	Student and Family Handbook is approved by the Board by August 15 <sup>th</sup> each year.	Board Chair	8/15	
2600	Student and Family Handbook presented to each parent and posted on the school web site.	COO	8/15	Katie Pasniewski
2780	The Chief Executive Officer has designated in writing the specific person or persons to serve as the School's official liaison for reporting & investigating abuse.  Name: Katie Pasniewski	CEO	8/1	
2790 (& Student Handbo ok)	Social Work Team and Dean Team have been provided with a list of community resources & professionals to assist with suicide prevention situations.	COO	8/31	Katie Pasniewski
2790 (& Student Handbo ok)	The School's suicide prevention policy and related procedures and documents have been posted on the School's Web Site.	COO	8/1	Katie Pasniewski
2860	Implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable	COO	8/31	Katie Pasniewski

	Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators." A copy of the guide is on file in the office of the School Nurse.			
3106 (See also 4140)	Board approves Chief Compliance Officer by August 15 <sup>th</sup> each year). Name: Katie Pasniewski	Board Chair	8/15	
	The names and contact information for the Chief Compliance Officer and the Title IX officer have been published in the student and family handbook.	COO	8/15	<i>Kati Pasniewski</i> <span style="float: right;">kdp</span>
3110	Each year the Chief Executive Officer is required to submit to the Board for their consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year.	COO	6/1	<i>Kati Pasniewski</i>
3110	The Board adopts the budget by June 30.	Treasurer	6/30	<span style="float: right;">kdp</span>
3170	The School has designated a Purchasing Officer to oversee compliance with the board's procurement policy. Name: Mat Overbaugh	COO	8/1	<i>Kati Pasniewski</i>
3170	For purchases between \$3,500 and \$100,000, the purchasing officer is notified and 2 price quotes are received (or a sole source justification is provided).	Purchasing Officer	8/1	<i>Mat Overbaugh</i>
3170	For all contracts over \$100,000, competitive negotiation or competitive bidding has been undertaken unless (1) there is a sole source justification (2) an approved provider has been used for routine purchases (e.g.- office supplies), or (3) a cooperative purchasing program has been utilized.	Purchasing Officer	8/1	<i>Mat Overbaugh</i>
3510	Annual Audit has been conducted by an independent certified public accountant in the past 365 days and the audit report delivered to the Board for examination.	Finance Director	9/1	<i>Mat Overbaugh</i>
3510	The school competitively bids auditing services at least every three years	Finance Director	9/1	<i>Mat Overbaugh</i>
3510	The Board has approved the selection of the auditor.	Board Chair	9/1	<span style="float: right;">kdp</span>
4120	Notice of former employee disclosure policy shall be provided to all current School staff. (Policy states the school is authorized to inform potential employers if a staff member is dismissed for sexual misconduct or suspended where Children's Division has substantiated a claim of sexual misconduct with a student.)	COO	8/15	<i>Kati Pasniewski</i>



4130	Personnel policies reviewed and updated so that they may be presented to the Board for approval	COO	8/1	Kati Pasmienki	
4130	Personnel policies approved by board by August 15 <sup>th</sup> each year.	Board Chair	8/15		kdp
4840	Employees have received conflict of interest training and completed a conflict of interest disclosure form distributed and collected by the Secretary of the Board	COO	8/15	Kati Pasmienki	
6115	School curriculum includes American History components.	Principal Manager	8/1		
6255	Validate the cost limits for student assessments and evaluations. Recommend any changes to the board so that it may update the policy.	COO	8/1	Kati Pasmienki	
6273	Homeless Coordinator designated by August 15 <sup>th</sup> (should be the Dir. of Operations as outlined in board policy). <b>Name: Theresa Fliger</b>	COO	8/15	Kati Pasmienki	
6420	School Performance Manager (DAC) is designated (does not require annual approval- just that one be appointed). <b>Name: Erica McGeedy</b>	COO	8/15	Kati Pasmienki	
6420	Those involved with student testing (other team members) need to be trained, and then sign and return a copy of this policy and any other testing guidelines.	DAC	9/15		
Comp Policy	School's Supplemental Pay Schedule—Schedule outlining compensation rate for "additional duties" that teachers who perform those duties will be paid has been presented to the Governance Committee. This Schedule should specifically include pay for Teacher training that occurs prior to 8/1 (the beginning date of Teacher Agreements) each year.	CEO	8/1		kdp
Comp Policy	The Supplemental Pay Schedule-Scope Duties approved by the Governance Committee has been distributed to all staff members.	COO	8/30	Kati Pasmienki	kdp
Comp Policy	Staff Bonus pool plan for the upcoming school year has been presented to the Governance Committee. This plan must include the criteria for earning a bonus and the amounts that will be paid for meeting the criteria. (does not include executive compensation).	CEO	8/1	N/A	
Comp Policy	Early Instructional Staff minimum base compensation amount presented to the Governance Committee for approval.	CEO	8/1		kdp

### Student & Family Handbook

Policy	Task	Person Responsible	Date Due	Task Completed (Person Responsible Signs and Dates)
	Create and have available form for parents to request school personnel to administer medication	COO	8/15	<i>Kati Pasmiewski</i>
	The school shall annually inform students, parents/guardians, school staff, and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions at the start of an activity period or program.	COO	8/15	<i>Kati Pasmiewski</i>
	School's IDEA Compliance Plan has been approved and is available at the school's office of the Director of Special Education for distribution to parents that request the IDEA compliance plan.	COO & Director of Special Education	8/15	<i>Mike Fox Kati Pasmiewski</i>
	Schools must notify parents and eligible students annually of their rights under FERPA.	COO	8/15	<i>Kati Pasmiewski</i>
	At the beginning of each school year, a participating school must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the school will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.	COO	8/15	<i>Kati Pasmiewski</i>
	When a school is identified for School Improvement, the school must notify the parents/guardians of all children in the identified Title I building of its School Improvement status.  Yearly updates are provided to parents/guardians with available options until the building is no longer identified for improvement.	COO	8/15	<i>Kati Pasmiewski</i>

## Personnel Policies Handbook

Policy	Task	Person Responsible	Date Due	Task Completed (Person Responsible Signs and Dates)
	The Kauffman School has a performance review program in place in which each team member receives a performance review each year.	COO	8/1	Kati Pasniewski
	Each team member also shall annually submit information about all affiliations (real or potential conflicts of interest) with current and potential organizations and persons with which the Kauffman School does or is likely to do business. (See BP 4840)	COO	8/15	Kati Pasniewski
	Annual training for staff regarding sexual abuse, abusive relationships, and obligations to report, including up-to-date and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults	COO	8/15	Kati Pasniewski
	Create a Crisis Management Plan that among other things identifies the official spokesperson for the school and what employees and board members should do if contacted by the media regarding the crisis.	COO	8/15	Kati Pasniewski
	The Kauffman School provides each team member with documented procedures and protocols associated with fires, climate, and other situations requiring extraordinary responses and reviews this material with school staff by September 15 <sup>th</sup> .	DOO	8/15	Bailey Page
	Active shooter procedures are included in the Crisis Management Plan.	COO	8/15	Kati Pasniewski
	Annual simulated active shooter & intruder response drill conducted and led by law enforcement professionals has been conducted. (required by RsMO 170.315)	COO	9/15	Kati Pasniewski
	Registered Nurse has been hired or contracted with to supervise all health services at the School.	COO	8/15	Kati Pasniewski
	School Nurse: <ul style="list-style-type: none"> <li>• Maintains copies of:</li> <li>• Student health forms;</li> <li>• Physician documentation of significant diagnoses (including asthma, food allergy, seizure, diabetes and others).</li> </ul>	School Nurse	10/1	K E BSN, RN

	<ul style="list-style-type: none"> <li>• Has a list of all Missouri Department of Health mandated health screenings for students by grade level;</li> <li>• Has reviewed the EMKS student and family handbook; and</li> <li>• Dispenses medication only as permitted by the student and family handbook:</li> </ul>			
	<p>EMKS has the following items on hand</p> <ul style="list-style-type: none"> <li>• Epi-Pen</li> <li>• Albuterol solution and nebulizer</li> </ul>	School Nurse	9/15	<i>H S BSN, RN</i>
	EMKS has trained staff members on the causes and symptoms of and response to allergic reactions including the use and/or location of epi-pen.	School Nurse	9/15	<i>H S BSN, RN</i>
	EMKS has initiated a 504 process for all students enrolled with Diabetes.	504 Coordinator	9/15	<i>H S BSN, RN [Signature]</i>
	<p>School Nurse maintains diabetes related medication and supplies for all students with Diabetes and has a process for communicating with parents when inventory of supplies for a student are running low.</p> <p>School Nurse has received an Emergency Supply Kit for all students with diabetes.</p>	School Nurse	9/15	<i>H S BSN, RN</i>
	Kauffman School has trained staff members and bus drivers transporting students with Diabetes about how to recognize and respond to hypoglycemia and hyperglycemia (including who to contact) as required by student and family handbook.	School Nurse	9/15	<i>H S BSN, RN</i>

### Other Recommendations and Updates

Policy	Task	Person Responsible	Date Due	Task Completed (Person Responsible Signs and Dates)
Required by Highway Patrol for Security Checks	Local Agency Security Officer (LASO) Appointed (this is the person who accesses or controls access to the Missouri State Highway Patrol database (or the CJIS) for criminal background check purposes)  Name: Katie Pasniewski	COO	8/1	<i>Katie Pasniewski</i>
	LASO has documented: <ul style="list-style-type: none"> <li>• Who has access to the CJIS at EMKS;</li> <li>• The network architecture for how EMKS is connected to the CJIS;</li> <li>• EMKS is following MSHP screening requirements for the people who have access to the CJIS at EMKS;</li> <li>• The approved network architecture and security measures are actually working (i.e.- has been validate/tested)</li> <li>• He/she is aware that any breaches of the CJIS must be reported to the MSHP.</li> </ul>	LASO	9/15	<i>Katie Pasniewski</i>
ELL Plan	ESOL certified teacher is appointed as ELL Coordinator.  Name: _____	Principal Manager	8/15	
ELL Plan	EMKS has 1 full time ESOL certified teacher for every: <ul style="list-style-type: none"> <li>• 30 ELL students in 5<sup>th</sup>-6<sup>th</sup> grade;</li> <li>• 33 ELL students in 7<sup>th</sup>-12<sup>th</sup> grade</li> </ul>	ELL Coordinator	8/15	
ELL Plan	ELL Coordinator has reviewed the ELL Plan approved by the EMKS Board and understands its requirements.	ELL Coordinator	9/1	
Wellness Policy	Board approved Wellness Policy has been published on the EMKS web site.	School Nurse	10/1	<i>[Signature]</i> BSN, RN
Wellness Policy	Wellness Policy: <ul style="list-style-type: none"> <li>• Wellness Committee has been established;</li> <li>• Implementation Plan for the Wellness Policy has been established.</li> <li>• A Wellness Policy File has been established to document compliance with the requirements of the Wellness Policy.</li> </ul>	School Nurse	10/1	<i>[Signature]</i> BSN, RN

	<ul style="list-style-type: none"> <li>Public notification for the wellness policy has been completed.</li> <li>Assessment detailing compliance with the wellness Policy has been published in the past 3 years</li> </ul>			
AED Policy	The AED Policy has been reviewed in the past 12 months to ensure EMKS compliance.	School Nurse	10/1	<i>h c BSN, RN</i>
AED Policy	AEDs are stored in a wall cabinet with clear signage as to their location in strategically placed and readily accessible locations for rapid utilization.	School Nurse	10/1	<i>h c BSN, RN</i>
AED Policy	AED checked on a monthly basis and checks documented on an AED monthly check log.	School Nurse	10/1	<i>h c BSN, RN</i>
AED Policy	School Nurse has a valid ARC or AHA certification for CPR/AED for healthcare providers.	School Nurse	8/1	
AED Policy	Administrative staff, operations team, fitness instructors and athletic coaches are CPR/AED have been first aid certified in the past two years.	School Nurse	10/1	
Identify sports to be played for the upcoming school year by April 15 <sup>th</sup> . Paperwork to register athletic teams is filed with MSHSAA and any leagues in which the school teams plan to participate by May 1 <sup>st</sup> .		Athletic Director	4/15	<i>hdp</i>
Coaches for next school year's sports identified and contracted prior to the start of each season.		Athletic Director	8/1	<i>hdp</i>
Are there any Athletic Cooperative Agreements? If so, the arrangement must be approved by the Board.		Athletic Director	6/1	
Cooperative Agreement W/ University Academy What sports are included? Boys Soccer, Girls Soccer, Baseball, Football Date Board Approved Cooperative Agreement: March 2021 (Soccer, Baseball); March 2022 (Football)				<i>hdp</i>
All athletic coaches have obtained mandated MSHSAA certifications and have attended mandated MSHSAA training programs		Athletic Director	8/1	<i>hdp</i>
All athletic coaches have reviewed the MSHSAA concussion protocol.		Athletic Director	8/15	<i>hdp</i>
All athletic coaches have been properly trained and prepared for the upcoming school year, including all of the following: <ul style="list-style-type: none"> <li>All sports participants must pass physicals;</li> <li>All sports participants must sign and return waiver;</li> <li>Coaches know what to do in the event of a medical emergency;</li> <li>Coaches know how injured participants will receive medical treatment and care in the event of an injury;</li> </ul>		Athletic Director	8/15	

<ul style="list-style-type: none"> <li>Who is handling game day game administration tasks (security, scorekeeping, scoreboard announcing, officials, etc.)</li> </ul>			
Supplemental Insurance procured for all sports participants by August 1 <sup>st</sup> .	COO	8/1	Kati Pasmiewski
Athletics Handbook Reviewed, Updated and submitted to the Board for approval by August 15 <sup>th</sup>	COO	8/1	Kati Pasmiewski
Athletics Handbook approved by Board for by August 15 <sup>th</sup>	Board Chair	8/15	
Schedule annual fire drill and get in compliance with the City of Kansas City fire marshal requirements.	COO	9/30	Kati Pasmiewski
Annual non-discrimination notice has been published in local newspaper and included in the student and family handbook	COO	3/31	Kati Pasmiewski
Review White-Listed web sites for educational content and verify that the list is acceptable by September 15 each year.	COO	9/15	Kati Pasmiewski
Review white list process for enabling web sites to not be filtered out by the school's Child Internet Privacy Act compliant filter	COO	9/15	Kati Pasmiewski
<p>All computer systems (including all systems that use the Cloud to store data) storing business critical data or data that is protected by FERPA or other privacy law have been evaluated and it has been certified that these systems:</p> <ol style="list-style-type: none"> <li>(1) Have reasonable security protections in place;</li> <li>(2) Have appropriate and documented data backup protections that would enable the school to continue accessing and using the data in the event of a disaster or vendor failure;</li> <li>(3) Comply with FERPA (and any other privacy laws that may apply);</li> <li>(4) Comply with DESE mandated regulations (if any); and</li> <li>(5) Comply with other school policies and directives of the board (if any).</li> </ol>	COO	8/1	Kati Pasmiewski
Bus contract has been bid or a statement of renewal in compliance with federal reimbursement guidelines has been recorded.	COO	5/1	Kati Pasmiewski
Food contract has been bid or a statement of renewal in compliance with federal reimbursement guidelines has been recorded.	COO	5/1	Kati Pasmiewski
<p>* 7 CFR Ch. II (Section 210.16)(d) <i>Duration of contract.</i> The contract between a school food authority and food service management company shall be of a duration of no longer than 1 year; and options for the yearly renewal of a contract signed after February 16, 1988, may not exceed 4 additional years. All contracts shall include a termination clause whereby either party may cancel for cause with 60-day notification.</p>			

Director of Special Education is appointed and DESE is notified as to the identity of such director. NAME: Jules Fox	COO	8/1	Kati Pasniewski
School has provided annual in-service training on the following topics by September 15 <sup>th</sup> : <ol style="list-style-type: none"> <li>1. Methods of dealing with school violence</li> <li>2. Identifying student abuse/neglect, reporting requirements and updates to the law (see Board policy 2780)</li> <li>3. School's student discipline policy</li> <li>4. IEP's for students with disabilities and discipline of students with disabilities.</li> <li>5. FERPA and requirements of student confidentiality</li> <li>6. Social Media Policy and Communication with Students</li> <li>7. Acceptable use of electronic networks and cloud storage policies.</li> <li>8. Anti-harassment</li> <li>9. Anti-hazing and bullying policy</li> <li>10. Conflict of Interest Policy and Annual Disclosures</li> <li>11. Past Employee Abuse Reporting Policy</li> <li>12. Crisis Management Plan</li> <li>13. Whistleblower and Reporting</li> <li>14. Diabetes Training (see Diabetes Policy in Student &amp; Family Handbook)</li> <li>15. Allergic Reaction Response Training (see Student Allergy Prevention and Response Section of Student &amp; Family Handbook)</li> <li>16. Suicide Prevention (including (a) the obligation of staff to notify the Social Work, Dean or Admin Team if the staff member believes a student is at risk for suicide and (b) the School's protocol for suicide prevention &amp; response).</li> <li>17. Active Shooter drill led by law enforcement professionals.</li> </ol>	COO	9/15	Kati Pasniewski
School has reviewed the above topics with the school's legal counsel and has ensured the in-service training covers topics the school's legal counsel identifies for inclusion.	General Counsel	6/30	
All school staff have received instruction on referring media inquiries to the EMKS communication team.	COO	8/15	Kati Pasniewski
CEO and Dean of Students have reviewed student discipline policy with EMKS General Counsel by August 1 <sup>st</sup> .	CEO	8/1	

Kdp



Policy regarding uniforms and charges therefore is reviewed and approved by EMKS legal counsel.	COO	8/1	Kati Pasniemski
Board has reviewed and approved the school's anti-hazing and bullying policy by August 15 <sup>th</sup> each year.	Board Chair	8/15	Kdp
Insurance Applications Submitted For : <ul style="list-style-type: none"> <li>• Property &amp; Facility</li> <li>• General Liability</li> <li>• Umbrella</li> <li>• D&amp;O</li> <li>• Cyber</li> <li>• Abuse &amp; Molestation</li> <li>• Student Activity</li> <li>• Other</li> </ul>	COO	7/1	Kati Pasniemski