



Guadalupe
Centers
EDUCATIONAL SYSTEM
AND
CHARTER SCHOOLS

Board of Directors Meeting
October 26, 2023 4:30pm
Virtual Meeting
<https://zoom.us/j/95368923041>

ACTION	1	Roll Call to Determine Quorum Beto Lopez Phyllis Hernandez Dr. Julia Vargas Octavio Villalobos Rosemary Martin Corina Guzman Manny Medina Nickalas Collins Jennifer Barraza
INFORMATION	2	Welcome
ACTION	3	Consent Agenda 3.1 September 28, 2023 Board Meeting Minutes 3.2 October 2023 HR Board Staff Report ACTION RECOMMENDED: APPROVAL
ACTION	4	September 2023 Financial Statement ACTION RECOMMENDED: APPROVAL
ACTION	5	September 2023 Check Register ACTION RECOMMENDED: APPROVAL
ACTION	6	September 2023 Credit Card Statement ACTION RECOMMENDED: APPROVAL
ACTION	7	Purchase of 2 Additional Buses- Dr. Miguel ACTION RECOMMENDED: APPROVAL
ACTION	8	Purchase of 3 Vans- Dr. Miguel ACTION RECOMMENDED: APPROVAL
ACTION	9	System of Care for Mental Health- Dr. Miguel ACTION RECOMMENDED: APPROVAL
ACTION	10	Purchase of Outside of LEA Special Education Services, Support Personnel- Mrs. Hawkins (Maxim Healthcare Staffing Agreement and Stepping Stones Group Agreement) ACTION RECOMMENDED: APPROVAL
ACTION	11	Therapy Log MOU- Mrs. Hawkins ACTION RECOMMENDED: APPROVAL
ACTION	12	Special Education Teacher- Dr. Lumetta ACTION RECOMMENDED: APPROVAL
ACTION	13	ABA (Applied Behavior Analysis) Therapist- Dr. Lumetta ACTION RECOMMENDED: APPROVAL
ACTION	14	Employee Handbook- Dr. Lumetta ACTION RECOMMENDED: APPROVAL
ACTION	15	Dana Coleman Consulting MOU- Dr. Lumetta ACTION RECOMMENDED: APPROVAL

ACTION	16	Appoint Board Secretary- Mr. Nasteff ACTION RECOMMENDED: APPROVAL
INFORMATION	17	Superintendent's Report 17.1 60 Second Success 17.2 By the Numbers- Dr. Hammen, Dr. Miguel
INFORMATION	18	Committee Reports 18.1 Instructional and Safety Committee 18.2 Finance Committee - Did Not Meet 18.3 Executive Committee - Did Not Meet
INFORMATION	19	Old Business 19.1 MSCA Leadership Conference - Nov. 8 and 9, Columbia, MO
INFORMATION	20	New Business 20.1 November 16, 2023 - Board Mtg. - Dual Lang. Study Session 20.2 Annual Board Retreat - Jan. 20 or 27th - AM hours - Bus Tour, School Improvement
INFORMATION	21	Public Comment
ACTION	22	Executive Session
ACTION	23	Adjourn

Next Board of Directors Meeting: **November 16, 2023**

"The Board may hold a closed session during the workshop or meeting to discuss, legal, real estate or personnel issues pursuant to R.S.Mo. Section 610.021."

Guadalupe Educational System Inc.
Board of Director Meeting Minutes
September 28, 2023

The meeting was called to order by the Board President, Beto Lopez, at 4:31pm via Zoom. The board members present established a quorum. Mr. Lopez welcomed all those in attendance.

Board Members Present:	Beto Lopez	Dr. Julia Vargas	Nickalas Collins
	Jennifer Barraza	Manny Medina	Octavio Villalobos
	Phyllis Hernandez		

Board Members Absent:	Corina Guzman	Rosemary Martin
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Also present:	Dr. Jim Hammen	Eduardo Mendez	Dr. Alicia Miguel	Charlotte Hawkins
Jennifer Clay	Daisy Myrick	Samantha Novak	Dr. Steven Lumetta	Omar Fierros
Patricia Hernandez	Shannon Spradling	Mark Nasteff	Mayra Farias	Brandon Wright
Edward Yerington	Elisa Segovia	Molly Reilly	Rosalinda Tobar	

Dr. Hammen recognized the following staff for doing so much good for the organization the last few months. Molly Reilly helped fill in as a 1st grade teacher from the beginning of this school year until someone was hired on. Brandon Wright is our SIS and Data Coordinator and oversees the transportation department. He received his CDL and has filled in as bus driver to help run routes. Mayra Farias is the Administrative Assistant for ELL and Student Services, she is also the PTO President and has helped recruit quality people to work for GCCS. She and one of the board members, Jennifer Barraza, had the opportunity to meet U.S. Department of Education Secretary, Dr. Miguel Cardona. They were able to have a one on one with him as well.

Consent Agenda

August 24, 2023 Board Meeting Minutes

September 2023 HR Board Staff Report

August 2023 Financial Statement

August 2023 Check Register

August 2023 Credit Card Statement

KU Medical Shadowing & Addendum

Kauffman Grant

Impact MOU

Additional SPED Employee Positions

Part-Time Bus Driver

Non-Certified Staff - 5 Paid Holidays

District Stipends / Addendums

Morgan Hunter, Substitute Teacher Daily Rate Increase

Contract Amendment - 230 and 260 Day Administration Employees

There were no further questions or concerns noted on the Consent Agenda.

Mr. Medina moved to accept the Consent Agenda, Ms. Hernandez seconded the motion. **Motion carried unanimously.**

Policies Revised/New

Mr. Nasteff reviewed all of the revised and new policies being presented, all of which are either mandatory or recommended to adopt for either state statute or DESE regulations. They followed the Missouri School Board Charter Association model policies and will continue to present more policies over the next few months as needed. Each policy was voted on individually.

New Policy 0330- Board Member Orientation

Mr. Villalobos moved to accept the New Policy 0330, Dr. Vargas seconded the motion. **Motion carried unanimously.**

New Policy 0345- Anti Nepotism

Mr. Villalobos moved to accept the New Policy 0345, Mr. Medina seconded the motion. **Motion carried unanimously.**

New Policy 1435- Communicable Diseases

Mr. Villalobos moved to accept the New Policy 1435, Mr. Medina seconded the motion. **Motion carried unanimously.**

Revised Policy 3130 Federal Fiscal Compliance

Mr. Collins moved to accept the Revised Policy 3130, Mr. Medina seconded the motion. **Motion carried unanimously.**

New Policy 4100- Employment Status- Employment At Will

Ms. Collins moved to accept the New Policy 4100, Mr. Medina seconded the motion. **Motion carried unanimously.**

New Policy 4105- Professional Personnel Hiring and Recruitment

Ms. Hernandez moved to accept the New Policy 4105, Mr. Medina seconded the motion. **Motion carried unanimously.**

New Policy 4310- Personal Leave- Black Out Days

Mr. Collins moved to accept the New Policy 4310, Mr. Villalobos seconded the motion. **Motion carried unanimously.**

Revised Policy 4330- Holidays

Mr. Medina moved to accept the Revised Policy 4330, Mr. Villalobos seconded the motion. **Motion carried unanimously.**

Student Parent Handbook

Dr. Miguel stated that this is a request by the charter commission to present every year. Some changes include updating the staff calendars and any revised and/or new policies made that are included in the Student Parent Handbook.

Mr. Medina moved to accept the Student Parent Handbook, Mr. Collins seconded the motion. **Motion carried unanimously.**

Nueva LLC Contract

Mr. Yerington indicated the middle school is in need of a support beam. As of right now, they do not have a total cost for the project but will try to keep it underneath \$10,000. If it comes out to be more, they will present that to the board.

Mr. Villalobos moved to accept the Nueva LLC Contract, Mr. Medina seconded the motion. **Motion carried unanimously.**

MO Charter Public School Commission (MCPSC) Contract Amendment

Mr. Mendez reviewed the provided summary of the proposed amendment. Mr. Lopez would like to revise Goal 4 with regards to how GCI Family Support Services affects the student. This will be revised with the assistance of Mr. Nasteff.

Mr. Villalobos moved to accept the MO Charter Public School Commission Contract Amendment with the revision of Goal 4, Mr. Medina seconded the motion. **Motion carried unanimously.**

UnidosUS Padres Comprometidos Escalera Agreement

Dr. Miguel indicated that this is a grant that the school is awarded \$10,000 to continue implementation for Padres Comprometidos. They had 2 of their graduates attend the UnidosUS conference that was held in Chicago this year board members. There has been excellent participation and feedback from parents. They are in the midst of planning the new cohort that will take place, if approved tonight, in October and January and February in an effort to increase parent involvement.

Mr. Medina moved to accept the UnidosUS Padres Comprometidos Escalera Agreement, Mr. Villalobos seconded the motion. **Motion carried unanimously.**

Superintendent Report

By The Numbers- Dr. Miguel stated that the waiting list is at 153 which is much smaller than usual but is still a healthy amount. Offers are being made should a vacancy become available.

Committee Reports

Instructional & Safety Committee- Dr. Vargas stated they did meet. They heard presentations from each of the school principals around their school improvement plans and are monitoring them throughout the year. They also heard an update around dual language and will bring that to the board in the future.

Finance Committee- Dr. Hammen stated they did meet, all finances under the Consent Agenda were discussed.

Executive Committee- Dr. Hammen stated they did not meet.

Old Business

None.

New Business

None.

Public Comment

None.

Executive Session

None.

Adjournment

There being no further information to come before the Board, Mr. Villalobos adjourned the meeting at 5:26pm

Respectfully Submitted

Patricia Hernandez, Board Secretary

The next Board of Directors Meeting is scheduled for **October 26, 2023.**

Minutes prepared by Recorder: Patricia Hernandez, Administrative Assistant to the Superintendent.

BOARD REPORT
October 26, 2023

HR UPDATES

- Continue Hiring New Staff for 2023-2024 SY

CURRENT VACANCIES & RECRUITING

Building	New/Existing Position	Position
1. High School	New	Recess/Hall Monitor
2. High School	Existing	Long-Term Substitute Teacher
3. High School	Existing	SPED Teacher
4. Middle School	New	Recess/Hall Monitor
5. Middle School	Existing	Long-Term Substitute Teacher
6. Middle School	New	Reading Interventionist
7. Middle School	Existing	Alternate Setting Facilitator
8. Middle School	Existing	Social Worker
9. Pre-K	Existing	Pre-K Lead Teacher
10. Admin	New	Part-Time School Driver

NEW HIRES FOR SY 2023-2024

Name	Position
1. Dominico Nguyen	Long-Term Substitute Teacher (MS)
2. Josmelly Ochoa	Part-Time Hall Monitor (MS)
3. Henry Murphy	Long-Term Substitute Teacher (MS)

INTERNAL TRANSFERS

Name	Position
1.	
2.	

RESIGNATIONS RELEASED TERMINATIONS

Name	Position
1. Tammie White	SPED Teacher (HS)
2. Taylor Kehr	Social Worker (MS)

MOVING EXPENSES, BILINGUAL, DOCTORATE STIPENDS, STIPENDS - OFF CONTRACT

Name	Duty
1. Maria Franco	BIST Team Member (MATH)
2. Martin Mulligan	Early Escalera Instructor

GUADALUPE CENTERS CHARTER SCHOOLS

Human Resources Report



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3. Elva Medina	Schedule Review Comittee
4. Zara White	Schedule Review Comittee
5. Wyatt Beebe	Schedule Review Comittee
6. Keith Schoen	Schedule Review Comittee
7. Benjamin Williams	Schedule Review Comittee
8. Martha Flowers	Schedule Review Comittee

Guadalupe Educational System

2023-24 Balance Sheet

	<u>as of August 31, 2023</u>
Assets	
Cash & Cash Equivalents	13,371,897
Property & Equipment, net	4,869,067
Total Assets	<u><u>18,240,964</u></u>
Liabilities & Net Assets	
Fund Balance	18,240,964
Total Liabilities & Net Assets	<u><u>18,240,964</u></u>

Guadalupe Educational System

2023-24 Revenue & Expenses Compared to Annual Budget

	Approved Budget FY24	Actual as of 09.30.23	Budget Variance	% of Budget
Revenues				
5100 Local	\$ 3,632,174	\$ 1,247,942	\$ (2,384,232)	34%
5300 State	25,746,027	6,686,131	(19,059,896)	26%
5400 Federal	3,224,243	301,990	(2,922,253)	9%
5899 GRAND TOTAL REVENUES	32,602,444	8,236,063	(24,366,381)	25%
Expenditures				
1111 Elementary Classroom Instruction	4,956,399	1,256,735	3,699,664	25%
1131 Middle School Classroom Instruction	2,680,869	761,753	1,919,116	28%
1151 High School Classroom Instruction	3,409,996	822,753	2,587,243	24%
1191 Summer School	641,500	866,239	(224,739)	135%
1221 Special Programs	1,033,747	245,682	788,065	24%
1251 Supplemental Education	1,994,685	368,698	1,625,987	18%
1411 Student Activity-Extracurricular	87,100	70,644	32,516	81%
1999 TOTAL INSTRUCTION	14,804,296	4,392,504	10,427,853	30%
2111 Support Services-Pupils	1,442,076	301,307	1,140,769	21%
2134 Health Services	336,743	78,955	257,788	23%
2152 Speech Pathology	163,858	46,240	117,618	NA
2213 Professional Development	113,200	31,161	82,039	28%
2321 Executive Administration Services	1,497,702	454,644	1,043,058	30%
2329 Special Education Administration	316,345	64,377	251,968	20%
2660 Technology Services	191,868	59,858	132,010	31%
2411 Building Principal Services	1,266,933	291,530	975,403	23%
2511 Business Support Services	727,265	207,965	583,441	29%
2541 Operation of Plant Services	6,078,967	2,495,907	3,583,060	41%
2551 Contracted Pupil Transportation	1,530,000	33,669	1,518,472	2%
2562 Food Services	1,632,001	212,491	1,550,837	13%
2642 Recruitment & Placement	79,075	83,013	78,999	105%
2998 TOTAL SUPPORT SERVICES	15,376,033	4,361,115	11,315,463	28%
3510 Early Childhood Program	862,432	159,224	703,208	18%
3912 Parental Involvement	229,892	60,010	178,734	26%
3999 TOTAL COMMUNITY SERVICES	1,092,324	219,234	881,941	20%
4011 Facility Acquisition	1,293,500	330,569	962,931	0%
4999 TOTAL FACILITY ACQUISITION	1,293,500	330,569	962,931	0%
9999 GRAND TOTAL EXPENDITURES	32,566,153	9,303,422	23,588,188	29%
Total Revenue Over/(Under) Total Expenses	36,291	(1,067,359)	1,103,650	
Beginning Fund Balance, July 1	14,461,354	14,461,354		
Year-to-date change in payroll liabilities	-	(22,098)		
Ending Fund Balance, September 30	\$ 14,497,645	\$ 13,371,897		
Ending Cash Fund Balance %	45%	36%		

Guadalupe Educational System

2023-24 Revenue Compared to Annual Budget

Revenue	Approved Budget FY24	Actual as of 09.30.23	Budget Variance	% of Budget
5100 Local				
5113 Prop C	\$ 2,838,810	\$ 944,175	\$ (1,894,635)	33%
5141 Interest	380,000	178,490	(201,510)	47%
5171 Student Activity	84,864	2,321	(82,543)	3%
5192 Gifts	310,000	66,414	(243,586)	21%
5198 Other	18,500	56,542	38,042	306%
Total Local	3,632,174	1,247,942	(2,384,232)	34%
5300 State				
5311-19 Basic Formula & CTF	25,532,667	6,484,156	(19,048,511)	25%
5312 Transportation	171,360	201,975	30,615	118%
5333 Food Service - State	7,000	-	(7,000)	0%
5381 Special Ed High Need Fund	35,000	-	(35,000)	0%
5384 School Safety Grant	-	-	-	NA
5397 Other State Revenue	-	-	-	NA
Total State	25,746,027	6,686,131	(19,059,896)	26%
5400 Federal				
5412 Medicaid	90,168	19,560	(70,608)	22%
5422 CARES ESSER III	901,180	-	(901,180)	0%
5441 Special Ed Part B	286,336	245,905	(40,431)	86%
5442 ESCE - Special Ed (611 & 619)	7,181	12,144	4,963	NA
5445-48 Lunch/Breakfast/Snack	827,424	24,380	(803,044)	3%
5451-66 Consolidated Federal Funds	1,111,954	-	(1,111,954)	0%
5497 Other Federal Revenue	-	-	-	NA
Total Federal	3,224,243	301,990	(2,922,253)	9%
5899 Total Revenue	32,602,444	8,236,063	(24,366,381)	25%

Guadalupe Educational System

2023-24 Expenses Compared to Annual Budget

Expenditures by Function	Approved Budget FY24	Actual as of 09.30.23	Budget Variance	% of Budget
1111 Elementary Classroom Instruction				
6100 Salaries	3,211,139	\$ 696,548	\$ 2,514,591	22%
6200 Benefits	889,260	187,990	701,270	21%
6300 Purchased Services	108,000	14,703	93,297	14%
6400 Supplies & Materials	378,000	40,656	337,345	11%
6412 Technology	305,000	311,594	(6,594)	102%
6431 Curriculum/Textbooks	65,000	5,245	59,755	8%
6500 Equipment	-	-	-	0%
Total Elementary Instruction	4,956,399	1,256,735	3,699,664	25%
1131 Middle Classroom Instruction				
6100 Salaries	1,681,666	368,049	1,313,618	22%
6200 Benefits	478,353	101,887	376,466	21%
6300 Purchased Services	51,000	9,346	41,654	18%
6400 Supplies & Materials	97,850	40,422	57,428	41%
6412 Technology	160,000	225,752	(65,752)	141%
6431 Curriculum/Textbooks	212,000	16,299	195,701	8%
6500 Equipment	-	-	-	0%
Total Middle Instruction	2,680,869	761,753	1,919,116	28%
1151 High School Classroom Instruction				
6100 Salaries	2,143,083	466,528	1,676,555	22%
6200 Benefits	558,213	124,802	433,411	22%
6300 Purchased Services	229,500	26,647	202,853	12%
6400 Supplies & Materials	144,200	36,889	107,311	26%
6412 Technology	135,000	163,968	(28,968)	121%
6431 Curriculum/Textbooks	200,000	3,918	196,082	2%
6500 Equipment	-	-	-	0%
Total High School Instruction	3,409,996	822,753	2,587,243	24%
1191 Summer School				
6100 Salaries	150,000	101,836	48,164	68%
6200 Benefits	23,000	12,894	10,106	56%
6300 Purchased Services	463,500	751,235	(287,735)	162%
6400 Supplies & Materials	5,000	274	4,727	5%
6500 Equipment	-	-	-	0%
Total Summer School	641,500	866,239	(224,739)	135%
1221 Special Programs				
6100 Salaries	702,570	166,378	536,192	24%
6200 Benefits	197,927	47,528	150,399	24%
6300 Purchased Services	66,300	19,907	46,394	30%
6400 Supplies & Materials	66,950	11,870	55,080	18%
6500 Equipment	-	-	-	0%
Total Special Programs	1,033,747	245,682	788,065	24%
1251 Supplemental Education				
6100 Salaries	1,428,105	278,042	1,150,063	19%
6200 Benefits	399,950	72,600	327,350	18%
6300 Purchased Services	6,630	4,230	2,400	64%
6400 Supplies & Materials	160,000	13,826	146,174	9%
6500 Equipment	-	-	-	0%
Total Supplemental Education	1,994,685	368,698	1,625,987	18%

Guadalupe Educational System

2023-24 Expenses Compared to Annual Budget

Expenditures by Function	Approved Budget FY24	Actual as of 09.30.23	Budget Variance	% of Budget
1411 Student Activity-Extracurricular				
6100 Salaries	In Instruction	16,061	-	NA
6200 Benefits	-	2,123	(2,123)	NA
6300 Purchased Services	41,200	22,794	18,406	55%
6400 Supplies & Materials	45,900	29,667	16,233	65%
6500 Equipment (Capital Outlay)	-	-	-	0%
Total Student Activity-Extracurricular	87,100	70,644	32,516	81%
2111 Support Services-Pupils				
6100 Salaries	948,416	179,110	769,306	19%
6200 Benefits	187,130	43,929	143,201	23%
6300 Purchased Services	306,000	74,270	231,730	24%
6400 Supplies & Materials	530	3,998	(3,468)	754%
6500 Equipment	-	-	-	0%
Total Support Services-Pupils	1,442,076	301,307	1,140,769	21%
2134 Health Services				
6100 Salaries	251,735	60,664	191,071	24%
6200 Benefits	69,608	15,556	54,052	22%
6300 Purchased Services	5,100	420	4,680	8%
6400 Supplies & Materials	10,300	2,315	7,985	22%
6500 Equipment	-	-	-	0%
Total Health Services	336,743	78,955	257,788	23%
2152 Speech Pathology				
6100 Salaries	131,169	38,836	92,333	NA
6200 Benefits	32,689	7,404	25,285	NA
6300 Purchased Services	-	-	-	0%
6400 Supplies & Materials	-	-	-	0%
6500 Equipment	-	-	-	0%
Total Speech Pathology	163,858	46,240	117,618	28%
2191 Other Support Services				
6100 Salaries	-	354	(354)	NA
6200 Benefits	-	27	(27)	NA
6300 Purchased Services	-	-	-	0%
6400 Supplies & Materials	-	-	-	0%
6500 Equipment	-	-	-	0%
Total Other Support Services	-	381	(381)	#DIV/0!
2213 Professional Development				
6100 Salaries	-	-	-	0%
6200 Benefits	-	-	-	0%
6300 Purchased Services	103,000	27,070	75,930	26%
6400 Supplies & Materials	10,200	4,091	6,109	40%
6500 Equipment	-	-	-	0%
Total Professional Development	113,200	31,161	82,039	28%
2321 Executive Administration Services				
6100 Salaries	720,802	171,634	549,168	24%
6200 Benefits	383,600	84,312	299,288	22%
6300 Purchased Services	331,500	178,011	153,489	54%
6400 Supplies & Materials	61,800	20,687	41,113	33%
6500 Equipment	-	-	-	0%
Total Executive Admin Services	1,497,702	454,644	1,043,058	30%

Guadalupe Educational System

2023-24 Expenses Compared to Annual Budget

Expenditures by Function	Approved Budget FY24	Actual as of 09.30.23	Budget Variance	% of Budget
2329 Special Education Administration				
6100 Salaries	267,860	50,536	217,324	19%
6200 Benefits	48,485	13,840	34,645	29%
6300 Purchased Services	-	-	-	0%
6400 Supplies & Materials	-	-	-	0%
6500 Equipment	-	-	-	0%
Total Special Education Administration	316,345	64,377	251,968	20%
2331 Technology Services				
6100 Salaries	-	-	-	0%
6200 Benefits	-	-	-	0%
6300 Purchased Services	176,868	59,858	117,010	34%
6400 Supplies & Materials	-	-	-	0%
6412 Technology	15,000	-	15,000	0%
6500 Equipment	-	-	-	0%
Total Technology Services	191,868	59,858	132,010	31%
2411 Building Principal Services				
6100 Salaries	994,418	225,777	768,641	23%
6200 Benefits	257,165	59,947	197,218	23%
6300 Purchased Services	10,200	1,297	8,903	13%
6400 Supplies & Materials	5,150	4,509	641	88%
6500 Equipment	-	-	-	0%
Total Building Principal Services	1,266,933	291,530	975,403	23%
2511 Business Support Services				
6100 Salaries	478,590	111,147	367,443	23%
6200 Benefits	79,761	27,661	52,100	35%
6300 Purchased Services	153,000	64,141	153,000	42%
6400 Supplies & Materials	15,914	5,016	10,898	32%
6500 Equipment	-	-	-	0%
Total Business Support Services	727,265	207,965	583,441	29%
2541 Operation of Plant Services				
6100 Salaries	240,870	56,103	184,767	23%
6200 Benefits	18,427	4,282	14,145	23%
6300 Purchased Services	5,340,720	2,319,615	3,021,105	43%
6400 Supplies & Materials	478,950	115,906	363,044	24%
6500 Equipment	-	-	-	NA
Total Operation of Plant Services	6,078,967	2,495,907	3,583,060	41%
2551 Contracted Pupil Transportation				
6100 Salaries	-	8,639	(8,639)	0%
6200 Benefits	-	1,737	(1,737)	0%
6300 Purchased Services	1,530,000	22,140	1,530,000	1%
6400 Supplies & Materials	-	1,153	(1,153)	0%
6500 Equipment	-	-	-	0%
Total Contracted Transportation	1,530,000	33,669	1,518,472	2%

Guadalupe Educational System

2023-24 Expenses Compared to Annual Budget

Expenditures by Function	Approved Budget FY24	Actual as of 09.30.23	Budget Variance	% of Budget
2562 Food Services				
6100 Salaries	74,780	10,285	64,495	14%
6200 Benefits	5,721	787	4,934	14%
6300 Purchased Services	676,000	131,327	676,000	19%
6400 Supplies & Materials	875,500	70,092	805,408	8%
6500 Equipment	-	-	-	0%
Total Food Services	1,632,001	212,491	1,550,837	13%
2642 Recruitment & Placement				
6100 Salaries	-	-	-	0%
6200 Benefits	-	-	-	0%
6300 Purchased Services	76,500	82,937	76,500	108%
6400 Supplies & Materials	2,575	76	2,499	3%
6500 Equipment	-	-	-	0%
Total Recruitment & Placement	79,075	83,013	78,999	105%
3510 Early Childhood Program				
6100 Salaries	653,260	126,603	526,657	19%
6200 Benefits	172,245	30,400	141,845	18%
6300 Purchased Services	10,404	-	10,404	0%
6400 Supplies & Materials	26,523	2,221	24,302	8%
6500 Equipment	-	-	-	0%
Total Early Childhood Program	862,432	159,224	703,208	18%
3912 Parental Involvement				
6100 Salaries	172,874	39,888	132,986	23%
6200 Benefits	53,438	11,270	42,168	21%
6300 Purchased Services	2,550	8,851	2,550	347%
6400 Supplies & Materials	1,030	-	1,030	0%
6500 Equipment	-	-	-	0%
Total Parental Involvement	229,892	60,010	178,734	26%
4011 Facility Acquisition				
6100 Salaries	-	-	-	0%
6200 Benefits	-	-	-	0%
6300 Purchased Services	-	-	-	0%
6400 Supplies & Materials	-	-	-	0%
6500 Capital Outlay	1,293,500	330,569	962,931	0%
6600 Interest	-	-	-	0%
Total Facility Acquisition	1,293,500	330,569	962,931	0%
9999 GRAND TOTAL EXPENDITURES	\$ 32,566,153	\$ 9,303,803	\$ 23,587,807	29%

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Posted; Check Type Check; Processing Month 09/2023

User ID: ALANFRA

Payee Type: Vendor

Check Type: Check

Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
64928	09/01/2023	X			ATTMOBILE	AT&T MOBILITY	587.18
64929	09/01/2023	X			CALMCOMINC	CALM.COM, INC	6,480.00
64930	09/01/2023	X			CONCENTRA	Concentra Medical Centers	356.00
64931	09/01/2023	X			DLTS	DLTS	3,310.00
64932	09/01/2023	X			GFLENVIRON	GFL ENVIRONMENTAL	472.11
64933	09/01/2023	X			GUADALUPE	GUADALUPE CENTERS, INC.	278,171.21
64934	09/01/2023	X			GUADALUPE	GUADALUPE CENTERS, INC.	57,226.04
64935	09/01/2023	X			HOUGHTONMI	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	290.00
64936	09/01/2023	X			JWPEPPERS	J.W. PEPPER & SON, INC.	113.00
64937	09/01/2023	X			JTMFOODGRO	JTM FOOD GROUP	193.54
64938	09/01/2023	X			KENTONBROT	Kenton Brothers Inc.	71.00
64939	09/01/2023	X			KIDDOM	KIDDOM, INC.	4,415.00
64940	09/01/2023	X			LEARNINGAZ	Learning A-Z	2,806.00
64941	09/01/2023	X			LEXIALEARN	LEXIA LEARNING SYSTEMS LLC	6,600.00
64942	09/01/2023	X			MACGENERAL	MAC GENERAL CONTRACTING LLC	1,983.50
64943	09/01/2023	X			MCGRAWHILL	McGraw-Hill Education	6,268.60
64944	09/01/2023	X			MIDAMLAMIN	MID AMERICA LAMINATING	376.00
64945	09/01/2023	X			MIDAMERIC1	MID AMERICA NAZARENE UNIVERSITY	120.00
64946	09/01/2023	X			MCPSA	Missouri Charter Public School Association	18,000.00
64947	09/01/2023	X			MSBA	Missouri School Boards' Association	282.98
64948	09/01/2023	X			MORGANHUNT	MORGAN HUNTER EDUCATION, LLC	1,274.00
64949	09/01/2023	X			NEWYORKTIM	THE NEW YORK TIMES COMPANY	390.00
64950	09/01/2023	X			PEOPLEOFAL	PEOPLE OF ALL COLORS SUCCEED ORGANIZATION	10,000.00
64951	09/01/2023	X			PRINCIPAL2	Principal Life Insurance Company	192.12
64952	09/01/2023	X			PROSHREDSE	PROSHRED SECURITY	147.00
64953	09/01/2023	X			RODRIGUEZM	RODRIGUEZ MECHANICAL CONTRACTORS INC	8,447.43
64954	09/01/2023	X			SCHOOLLUNC	SCHOOL LUNCH SOLUTIONS, INC	815.96
64955	09/01/2023	X			SCHOOLSPE	SCHOOL SPECIALTY, INC.	5,147.13
64956	09/01/2023	X			SECURLYINC	SECURLY, INC	1,665.00
64957	09/01/2023	X			SHUGSYD	SYDNEY SHUGRUE	1,800.00
64958	09/01/2023	X			SIEMENSIND	SIEMENS INDUSTRY INC	676.00
64959	09/01/2023	X			SOLIPRINT	Tim Shields	563.00
64960	09/01/2023	X			STACOELECT	STACO ELECTRIC CONSTRUCTION	5,592.80
64961	09/01/2023	X			TAPCOPRODU	Tapco Products Co	439.04
64962	09/01/2023	X			TKELEVATOR	TK ELEVATOR CORPORATION	5,665.77
64963	09/01/2023	X			WASTEMANAG	Waste Management	470.50
64964	09/01/2023	X			WINPROSOLU	WINPRO SOLUTIONS, INC	9,439.91
64968	09/15/2023	X			A1SEWER	A-1 SEWER & SEPTIC SERVICE	700.00
64969	09/15/2023	X			ALLPRO	ALL-PRO PEST CONTROL, INC.	948.00
64970	09/15/2023	X			ATT	AT&T	6,013.49
64971	09/15/2023				PAMAUGUST	PAMELA AUGUST	2,145.00
64972	09/15/2023	X			CUTRITE	CUTRITE LAWN CARE	19,479.96
64973	09/15/2023	X			DESIGNMECH	DESIGN MECHANICAL INC	6,189.84
64974	09/15/2023	X			ENVISIONTE	Envision Technology Group, LLC	4,365.25
64975	09/15/2023	X			EVERDRIVEN	EVERDRIVEN TECHNOLOGIES, LLC	4,215.00
64976	09/15/2023	X			FOUNTAINCI	FOUNTAIN CITY GUITARWORKS	1,131.00
64977	09/15/2023	X			GFLENVIRON	GFL ENVIRONMENTAL	189.85
64978	09/15/2023	X			GOLDSTARFO	GOLD STAR FOODS, INC	324.00
64979	09/15/2023	X			GUADALUPE	GUADALUPE CENTERS, INC.	74,237.47
64980	09/15/2023				HEARTLANDM	Heartland Macs LLC	24,974.01
64981	09/15/2023	X			HEINEMANN	HEINEMANN	260.91
64982	09/15/2023	X			HERFFJONE	HERFF JONES, INC	3,466.31
64983	09/15/2023	X			IMAGEFLOOR	IMAGE FLOORING	2,365.00
64984	09/15/2023	X			IXLLEARNI	IXL LEARNING	19,901.00
64985	09/15/2023	X			KCPRETRAN	KC Premier Transportation LLC	3,011.82
64986	09/15/2023	X			MENEDU	Eduardo Mendez	185.00
64987	09/15/2023				MOSPRA	MISSOURI SCHOOL PUBLIC RELATIONS	125.00

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User ID: ALANFRA

Payee Type: Vendor

Check Type: Check

Checking Account ID: 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
						ASSOCIATION	
64988	09/15/2023	X			MORGANHUNT	MORGAN HUNTER EDUCATION, LLC	2,937.20
64989	09/15/2023	X			MSHSAA	MSHSAA	50.00
64990	09/15/2023				MYRIDAI	DAISY MYRICK	22.30
64991	09/15/2023	X			NOVASAM	SAMANTHA NOVAK	46.37
64992	09/15/2023	X			NUESYNERG1	NUESYNERGY, INC	323.25
64993	09/15/2023	X			OTTFOODPRO	OTT FOOD PRODUCTS LLC	188.00
64994	09/15/2023	X			PECINA1	UZZIEL PECINA	111.00
64995	09/15/2023	X			PERFORMANC	PERFORMANCE FOOD GROUP INC	7,495.26
64996	09/15/2023	X			PROPIOLSL	PROPIO LS, LLC	62.40
64997	09/15/2023	X			ROBERTHALF	ROBERT HALF	558.75
64998	09/15/2023	X			ROMABAKERY	ROMA BAKERY	331.20
64999	09/15/2023	X			SCREENCAST	SCREENCASTIFY, LLC	1,080.00
65000	09/15/2023	X			SIEMENSIND	SIEMENS INDUSTRY INC	412.00
65001	09/15/2023	X			SOBEAPR	April Soberon	185.00
65002	09/15/2023	X			STACOELECT	STACO ELECTRIC CONSTRUCTION	1,783.62
65003	09/15/2023	X			STRACHA	Charlene Strasburg	93.74
65004	09/15/2023	X			TANDEMPAVI	TANDEM PAVING CO	280,563.03
65005	09/15/2023	X			TAPCOPRODU	Tapco Products Co	477.39
65006	09/15/2023	X			THIEALE	ALEXANDRIA THIESSEN	185.00
65007	09/15/2023	X			TOBAJEA	JEANETTE TOBAR	133.49
65008	09/15/2023	X			UNITEDHEAR	UNITED HEARTLAND	10,359.42
65009	09/15/2023	X			VILLOCT	Octavio Villalobos	185.00
65010	09/15/2023	X			WASTEMANAG	Waste Management	3,220.61
65011	09/15/2023	X			YMCAOFGKC	YMCA OF GREATER KANSAS CITY	3,069.00
65012	09/08/2023	X			OFFICEESSE	Office Essentials	2,185.14
65013	09/15/2023	X			OFFICEESSE	Office Essentials	4,066.73
65014	09/15/2023	X			GUADALUPE	GUADALUPE CENTERS, INC.	350.00
65015	09/15/2023	X			KCPRS	KCPRS	116,507.03
65016	09/15/2023	X			UNITEDWAY	UNITED WAY	49.67
65017	09/19/2023	X			ZAMORA	DANIEL ZAMORA	185.00
65018	09/22/2023				OFFICEESSE	Office Essentials	2,339.63
65019	09/22/2023				4IMPRINT	4IMPRINT	1,265.15
65020	09/22/2023				ALLSTATE	ALLSTATE	145.35
65021	09/22/2023				CARPKE	Kelsey Carpentier	300.00
65022	09/22/2023				CONCENTRA	Concentra Medical Centers	531.00
65023	09/22/2023	X			CORNERSTON	Cornerstones of Care	4,050.00
65024	09/22/2023				EMPORIAST	Emporia State University	200.00
65025	09/22/2023				FARHAROOFI	FARHA ROOFING KC, LLC	350.00
65026	09/22/2023				FPMAILINGS	Francotyp-Postalia, Inc.	413.40
65027	09/22/2023	X			GUADALUPE	GUADALUPE CENTERS, INC.	75,273.44
65028	09/22/2023	X			MIDAMLAMIN	MID AMERICA LAMINATING	250.00
65029	09/22/2023				MAESP	Missouri Association of Elementary School Principals	189.00
65030	09/22/2023				MOASPA	Missouri Association of School Personnel Administrators	700.00
65031	09/22/2023	X			MSBA	Missouri School Boards' Association	5.69
65032	09/22/2023				PROSHREDSE	PROSHRED SECURITY	126.00
65033	09/22/2023	X			SOLIPRINT	Tim Shields	428.00
65034	09/22/2023	X			SPORTINGFI	SPORTING FIELDS AND ATHLETICS, LLC	2,245.00
65035	09/22/2023	X			STRACHA	Charlene Strasburg	36.00
65036	09/22/2023	X			SUMNERONE	SumnerOne	9,659.66
65037	09/29/2023				OFFICEESSE	Office Essentials	3,084.87
65038	09/29/2023				GUADALUPE	GUADALUPE CENTERS, INC.	650.00
65039	09/29/2023				KCPRS	KCPRS	117,430.23
65040	09/29/2023				UNITEDWAY	UNITED WAY	49.67
Checking Account ID: 1					Void Total:	0.00	Total without Voids: 1,272,014.42
Check Type Total: Check					Void Total:	0.00	Total without Voids: 1,272,014.42

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User ID: ALANFRA

Payee Type Total:	Vendor	Void Total:	0.00	Total without Voids:	<u>1,272,014.42</u>
	Grand Total:	Void Total:	0.00	Total without Voids:	<u>1,272,014.42</u>

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240471	Invoice Number: ADMIN 092923-1	Amount: 222.10
Description: Dual Language Trip		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2644 6343 0000 4 42200	ENTERPRISE - Rental Dual Language		222.10	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240236	Invoice Number: ADMIN 092923-2	Amount: 595.92
Description: lodging		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2644 6343 0000 3 40001	FOUR SEASONS - MOASPA Conf Lodging		595.92	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240307	Invoice Number: ADMIN 092923-3	Amount: 64.99
Description: cooling towels for staff		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2321 6411 0000 3 00000	AMAZON - Cooling Towels		64.99	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240323	Invoice Number: ADMIN 092923-4	Amount: 55.50
Description: Admin General Supplies		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2321 6411 0000 3 00000	NONTHING BUNDT CAKES - Birthday Cake		39.00	N Final
10 2321 6411 0000 3 00000	NONTHING BUNDT CAKES - Birthday Cake		16.50	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240326	Invoice Number: ADMIN 092923-5	Amount: 139.29
Description: Apple Magic Keyboard		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2321 6412 0000 3 00000	APPLE - Wireless Keyboard - A Miguel		139.29	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240305	Invoice Number: ADMIN 092923-6	Amount: 351.00
Description: Amazon - High Visibility Cabinet for Eme		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2134 6411 0000 3 40001	Amazon - High Visibility Cabinet for Eme		140.40	N Final
10 2134 6411 3925 3 40001	Amazon - High Visibility Cabinet for Eme		140.40	N Final
10 2134 6411 6905 3 40001	Amazon - High Visibility Cabinet for Eme		70.20	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240403	Invoice Number: ADMIN 092923-7	Amount: 155.00
Description: renew Sam's Club membership		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2321 6371 0000 3 00000	SAMS - Membership renewal		155.00	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240522	Invoice Number: ADMIN 092923-8	Amount: 1,428.00
Description: Sortly annual subscription		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2321 6412 0000 3 00000	SORTLY - Inventory mngmt Annual Sub		1,428.00	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240313	Invoice Number: ADMIN 092923-9	Amount: 696.18
Description: Enterprise rental		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2644 6343 0000 4 42200	ENTERPRISE - Rental Dual Language PD		696.18	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240382	Invoice Number: CURRICULUM 092923-1	Amount: 214.34
Description: Elementary instructional supplies		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1111 6411 6905 3 40001	WALMART - Journal Composition Books		214.34	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240360	Invoice Number: CURRICULUM 092923-2	Amount: 126.97
Description: Bookshelves for Middle School		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1131 6411 3925 3 40001	AMAZON - Book Shelf		126.97	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240358	Invoice Number: ELL 092923-1	Amount: 80.78
Description: Teach This annual subscription		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1251 6371 1925 3 40001	TEACHTHIS - Annual Membership		80.78	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number:	Invoice Number: FOOD MANG 092923	Amount: 269.98
Description:		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2562 6411 1925 3 00000	SAMS - Refrigerator		269.98	N
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number:	Invoice Number: FOOD SERV 092923	Amount: 2,900.71
Description:		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2562 6471 1925 3 00000	RESTAURANT DEPOT - Lunch Meat Bread		169.02	N
10 2562 6411 6905 3 00000	AMAZON - Utility Carts		1,222.99	N
10 2562 6411 3925 3 00000	AMAZON - Utility Carts		612.00	N
10 2562 6411 6905 3 00000	AMAZON - Utility Carts		307.00	N
10 2562 6471 1925 3 00000	PRICE CHOPPER - Bread		29.52	N

10 2562 6471 6905 3 00000 RESTAURANT DEPOT - Ground Beef 560.18 N

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240351	Invoice Number: GCES 092923-1	Amount: 106.98
Description: Drying Rack for Art room.		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment Checking Account ID: 1	Check Number: 10092301		Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1111 6411 6905 3 40001	AMAZON - Art Drying Rack		106.98 N	Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240355	Invoice Number: GCES 092923-2	Amount: 653.85
Description: Student Headphones		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment Checking Account ID: 1	Check Number: 10092301		Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1111 6412 6905 3 40001	AMAZON - Headphones		653.85 N	Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240332	Invoice Number: GCES 092923-3	Amount: 267.99
Description: Part for poster maker.		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment Checking Account ID: 1	Check Number: 10092301		Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1111 6411 6905 3 40001	VARIQUEST - Print Head replacement kit		267.99 N	Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240375	Invoice Number: GCES 092923-4	Amount: 276.24
Description: materials and Manipulatives for student		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment Checking Account ID: 1	Check Number: 10092301		Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1111 6411 6905 3 40001	AMAZON - Fraction and Letter Tiles		265.79 N	Final
10 1111 6411 6905 3 40001	AMAZON - Multiply wrap up game		10.45 N	Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240406	Invoice Number: GCES 092923-5	Amount: 48.98
Description: 2nd Grade classroom organization tubs.		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment Checking Account ID: 1	Check Number: 10092301		Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1111 6411 6905 3 40001	AMAZON - Storage baskets		48.98 N	Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240347	Invoice Number: GCES 092923-6	Amount: 99.00
Description: Smore renewal for Soberon & Patino.		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment Checking Account ID: 1	Check Number: 10092301		Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1111 6412 6905 3 40001	SMORE - Online Subscription		99.00 N	Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240393	Invoice Number: GCES 092923-7	Amount: 360.00
Description: Parent Engagement Activities.		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment Checking Account ID: 1	Check Number: 10092301		Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 3912 6411 6905 3 40001	QT - Gift Cards		360.00 N	Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240205	Invoice Number: GCHS 092323-2	Amount: (32.66)
Description: weightlifting teams and weightroom are i		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6398 1925 3 40001	ROGUE - TAX CREDIT		(22.72)	N Final
10 1151 6398 1925 3 40001	ROGUE - TAX CREDIT		(9.94)	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240325	Invoice Number: GCHS 092923-1	Amount: 65.95
Description: Impact Academy classroom supplies		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Kleenex		65.95	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240356	Invoice Number: GCHS 092923-10	Amount: 224.85
Description: Binder for science class students		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - 3 ring binders		224.85	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240357	Invoice Number: GCHS 092923-11	Amount: 672.68
Description: ATSI - Welding Supplies		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 1 40001 918	AMAZON - Welding Glasses		45.76	N Final
10 1151 6411 1925 1 40001 918	AMAZON - Flame Resistant Jacket		102.58	N Final
10 1151 6411 1925 1 40001 918	AMAZON - Welding Cap, Pants, Gloves		524.34	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240369	Invoice Number: GCHS 092923-12	Amount: 159.15
Description: Friday clubs supplies		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1411 6411 1925 3 00000	AMAZON - Towels		97.30	N Final
10 1411 6411 1925 3 00000	AMAZON - Mahjong Set		61.85	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240398	Invoice Number: GCHS 092923-13	Amount: 59.44
Description: Marinela Pinguino 8.5 Oz-Door competitio		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Marinela Pinguino		59.44	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240401	Invoice Number: GCHS 092923-14	Amount: 318.38
Description: Nurse office supplies		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 2134 6411 1925 3 40001	AMAZON - Morton Salt		13.24	N Final

10 2134 6411 1925 3 40001	AMAZON - Neosporin, Bandages, Tums, Bags	281.94	N	Final
10 2134 6411 1925 3 40001	AMAZON - Aloe Vera	23.20	N	Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240423	Invoice Number: GCHS 092923-15	Amount: 93.12
Description: Red Paper 2 Pocket Folders with Prongs,		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Pocket Folders		93.12	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240320	Invoice Number: GCHS 092923-16	Amount: 1,429.88
Description: art supplies for all classes of all tri		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Paints, Acrylics, Brushes		1,414.08	N Final
10 1151 6411 1925 3 40001	AMAZON - Trace Paper		15.80	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240444	Invoice Number: GCHS 092923-17	Amount: 67.03
Description: Pizza for escalera students for PTC		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 1 40001 915	PAPA JOHNS - Pizza		40.76	N Final
10 1151 6411 1925 1 40001 915	PAPA JOHNS - Pizza		26.27	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240365	Invoice Number: GCHS 092923-18	Amount: 314.11
Description: Impact Academy - Project Mngmt Software		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 1 40001 918	TRELLO - Project Mngmt Licenses		314.11	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240287	Invoice Number: GCHS 092923-19	Amount: 365.39
Description: Anatomy classroom supplies		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6398 1925 3 40001	BIO COMPANY INC -Sheep eye, heart, brain		365.39	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240445	Invoice Number: GCHS 092923-20	Amount: 268.02
Description: SAMCOM FPCN30A Two Way Radios Long Range		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Two Way Radios		268.02	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240331	Invoice Number: GCHS 092923-21	Amount: 26.49
Description: Stikki Works White Clips 20 per Pack Tea		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>

10 1151 6411 1925 3 40001	AMAZON - White Clips	26.49	N	Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240328	Invoice Number: GCHS 092923-22	Amount: 192.83
Description: Laundry Supplies		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1411 6411 1925 3 00000	AMAZON - Bleach, Soap, Softner, Sorter		192.83	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240368	Invoice Number: GCHS 092923-23	Amount: 32.85
Description: MCC art supplies for 2 students		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Color Wheel, Projector Film		32.85	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240395	Invoice Number: GCHS 092923-24	Amount: 1,385.91
Description: Washer/Dryer		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1411 6411 1925 3 00000	HOME DEPOT - Washer/Dryer		1,385.91	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240278	Invoice Number: GCHS 092923-3	Amount: 1,163.90
Description: NASSP/MoASSP/GKCMMPA membership		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6371 1925 3 40001	FSP*MOASSP - Yearly Membership M Meaney		581.95	N Final
10 1151 6371 1925 3 40001	FSP*MOASSP - Yearly Membership J Dash		581.95	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240285	Invoice Number: GCHS 092923-4	Amount: 77.97
Description: Keely office moved to new location		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Curtain Rods		77.97	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240310	Invoice Number: GCHS 092923-5	Amount: 206.88
Description: Refund for PO#23-240220. wrong item		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1411 6411 1925 3 00000	AMAZON - Soccer Socks		206.88	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240315	Invoice Number: GCHS 092923-6	Amount: 1,451.91
Description: art supplies for all classes of all tri		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6411 1925 3 40001	AMAZON - Art Supplies		49.98	N Final

10 1151 6411 1925 3 40001	AMAZON - Art Supplies	1,401.93	N	Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240324	Invoice Number: GCHS 092923-7	Amount: 104.00
Description: Negro Leagues Museum		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1411 6398 1925 3 00000	NEGRO LEAGUES MUSEUM - Field Trip		104.00	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240343	Invoice Number: GCHS 092923-8	Amount: 209.85
Description: MCC-academy spaces extension cord		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1151 6412 1925 3 40001	AMAZON - Surge Protectors, Power Strips		209.85	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240354	Invoice Number: GCHS 092923-9	Amount: 1,100.00
Description: 9th St Field Rental for fall soccer prac		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1411 6398 1925 3 00000	KC PARKS AND REC - Soccer Field rental		1,100.00	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240441	Invoice Number: GCMS 092923	Amount: 343.20
Description: Lunch on PTC		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2213 6491 3925 3 40001	SAMS - Fried Rice		343.20	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240370	Invoice Number: GCMS 092923-1	Amount: 113.04
Description: Candy for NWEA 9/6 - 9/8		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1131 6411 3925 3 40001	SAMS - Jolly Ranchers, Mints		113.04	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240339	Invoice Number: GCMS 092923-10	Amount: 84.69
Description: Items for staff on PD		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2213 6491 3925 3 40001	SAMS - Cookies, Gatorade		84.69	0.00 N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240440	Invoice Number: GCMS 092923-11	Amount: 138.26
Description:		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2213 6491 3925 3 40001	SAMS - Cake		32.46	N Final
10 2213 6491 3925 3 40001	SAMS - Coke, Sprite		33.96	N Final
10 2213 6491 3925 3 40001	SAMS - Pizza		71.84	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240316	Invoice Number: GCMS 092923-12	Amount: 29.77
Description: Feminine supply bathroom stations		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1131 6411 3925 3 40001	AMAZON - Feminine supply bathroom		29.77	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240030	Invoice Number: GCMS 092923-13	Amount: 47.06
Description: Walmart for supplemental supplies		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1131 6411 3925 3 40001	WALMART - Table Clothes, Plates		47.06	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240441	Invoice Number: GCMS 092923-14	Amount: 119.90
Description: Lunch on PTC		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1131 6491 3925 3 40001	SAMS - Water, Sprite, Cookies		119.90	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240224	Invoice Number: GCMS 092923-15	Amount: 65.98
Description: desk and chair for parent L office		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1131 6411 3925 3 40001	AMAZON - Chair		65.98	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240440	Invoice Number: GCMS 092923-17	Amount: 107.76
Description: LUNCH FOR PD 9/15/23		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1131 6491 3925 3 40001	SAMS - Pizza		107.76	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240109	Invoice Number: GCMS 092923-2	Amount: 43.02
Description: Lunch for PD 8-11-23		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1131 6411 3925 3 40001	SAMS - Coffee, Creamer		43.02	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240339	Invoice Number: GCMS 092923-3	Amount: 81.76
Description: Items for staff on PD		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1131 6411 3925 3 40001	AMAZON - Skittles, Cookies, Notebooks		81.76	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240353	Invoice Number: GCMS 092923-4	Amount: 89.37
Description: socks		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1411 6411 3925 3 00000	AMAZON - Socks for soccer team		89.37		N	Final
Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 23-240316 Invoice Number: GCMS 092923-5 Amount: 97.79						
Description: Feminine supply bathroom stations Invoice Date: 09/29/2023 Due Date: 10/09/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 10092301 Check Date: 10/09/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1131 6411 3925 3 40001	AMAZON - Baskets, fake plants		97.79		N	Final
Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 23-240338 Invoice Number: GCMS 092923-6 Amount: 98.41						
Description: Volleyball kneepads Invoice Date: 09/29/2023 Due Date: 10/09/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 10092301 Check Date: 10/09/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1411 6411 1925 3 00000	AMAZON - Kneepads, Volleyballs		98.41		N	Final
Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 23-240349 Invoice Number: GCMS 092923-7 Amount: 169.50						
Description: Staff Materials for PD activities Invoice Date: 09/29/2023 Due Date: 10/09/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 10092301 Check Date: 10/09/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1131 6411 3925 3 40001	STICKER MULE - Buttons, Stickers		169.50		N	Final
Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 23-240352 Invoice Number: GCMS 092923-8 Amount: 172.23						
Description: Volleyball Equipment Invoice Date: 09/29/2023 Due Date: 10/09/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 10092301 Check Date: 10/09/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1411 6411 3925 3 00000	AMAZON - Volleyball, Trainer hoop		172.23		N	Final
Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 23-240316 Invoice Number: GMS 092923-9 Amount: 206.84						
Description: Feminine supply bathroom stations Invoice Date: 09/29/2023 Due Date: 10/09/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 10092301 Check Date: 10/09/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 1131 6411 3925 3 40001	AMAZON - Round Table		206.84		N	Final
Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 23-240396 Invoice Number: HR 072923-3 Amount: 39.00						
Description: Jotform montly membership fee Invoice Date: 09/29/2023 Due Date: 10/09/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 10092301 Check Date: 10/09/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2321 6412 0000 3 00000	JOTFORM - Monthly Subscripton		39.00		N	Final
Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: Invoice Number: HR 092923 Amount: 217.65						
Description: Invoice Date: 09/29/2023 Due Date: 10/09/2023 Status: AP 1099 Amount: 0.00						
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 10092301 Check Date: 10/09/2023 CC: X						
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2642 6319 0000 3 00000	MO DEPT OF HEALTH - N Peterson		15.55		N	
10 2642 6319 0000 3 00000	MO DEPT OF HEALTH - A Midyett		15.55		N	

10 2642 6319 0000 3 00000	MO DEPT OF HEALTH - C Posey	15.55	N
10 2642 6319 0000 3 00000	IDENTOGO - A Midyett	42.75	N
10 2642 6319 0000 3 00000	IDENTOGO - L Bosse	42.75	N
10 2642 6319 0000 3 00000	IDENTOGO - N Peterson	42.75	N
10 2642 6319 0000 3 00000	IDENTOGO - S Farah	42.75	N

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240371	Invoice Number: HR 092923-1	Amount: 16.38
Description: gas		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2644 6343 0000 3 40001	FOOD MART - Gas MOASPA Conf		16.38	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240236	Invoice Number: HR 092923-2	Amount: 595.92
Description: lodging		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2644 6343 0000 3 40001	LODGE OF FOUR SEASONS - MOASPA Cnf		595.92	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number:	Invoice Number: MAINT 092923	Amount: 1,509.52
Description:		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2541 6411 0000 3 00000	SHIFFLER EQUIP - MISSING RECEIPT		274.02	N
10 2541 6411 0000 3 00000	SHIFFLER EQUIP - MISSING RECEIPT		(22.51)	N
10 2541 6411 3925 3 00000	ALL NATIONS FLAG - Flag		109.00	N
10 2541 6411 0000 3 00000	HARBOR FREIGHT - Scraper & Knife Set		10.90	N
10 2541 6411 1925 3 00000	AUTO ZONE - Coolant for Hot Shot		35.98	N
10 2541 6411 1925 3 00000	HOME DEPOT - Anchor Sleeve		14.87	N
10 2541 6411 1925 3 00000	HOME DEPOT-Strip, Men Bath Sign, Soap		70.28	N
10 2541 6411 1925 3 00000	HOME DEPOT - Dryer Vent Kit		20.78	N
10 2541 6411 6905 3 00000	HOME DEPOT - Handle and Door strip		70.85	N
10 2541 6411 6905 3 00000	AMAZON - Pocket Knife		37.40	N
10 2541 6411 6905 3 00000	AMAZON - Bottle Filler Filtes		323.26	N
10 2541 6411 6905 3 00000	AMAZON - Tool Kit, Back Pack Hooks		153.57	N
10 2541 6411 6905 3 00000	AMAZON - Vacuum Bags		121.66	N
10 2541 6411 6905 3 00000	AMAZON - Back Pack Hooks		54.95	N
10 2541 6411 6905 3 00000	AMAZON - CREDIT		(1.01)	N
10 2541 6411 6905 3 00000	AMAZON - CREDIT		(3.06)	N
10 2541 6411 6905 3 00000	AMAZON - CREDIT		(9.11)	N
10 2541 6411 6905 3 00000	AMAZON - Mop Handles		247.69	N

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number:	Invoice Number: MENDEZ 092923	Amount: 140.67
Description: NO PO		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X

<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2321 6411 0000 3 00000	TIDAL - MISSING RECEIPT		19.99		N	
10 2644 6343 0000 4 42200	PARK AIR EXPRESS - Dual Language Parking		18.00		N	
10 2644 6343 0000 4 42200	SHELL OIL - Gas Dual Language		102.68		N	
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240424	Invoice Number: MENDEZ 092923-1		Amount:	329.99
Description: flight		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP	1099 Amount: 0.00	
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2644 6343 0000 4 42200	SOUTHWEST - Airfair Dual Language		329.99		N	Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240359	Invoice Number: MENDEZ 092923-2		Amount:	2,568.15
Description: Lodging for Dual Language PD 9/20-22		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP	1099 Amount: 0.00	
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2644 6343 0000 4 42200	EXPEDIA - Dual Language Lodging		1,365.45		N	Final
10 2644 6343 0000 4 42200	WYNDHAM - Dual Language Lodging		240.54		N	Final
10 2644 6343 0000 4 42200	WYNDHAM - Dual Language Lodging		240.54		N	Final
10 2644 6343 0000 4 42200	WYNDHAM - Dual Language Lodging		240.54		N	Final
10 2644 6343 0000 4 42200	WYNDHAM - Dual Language Lodging		240.54		N	Final
10 2644 6343 0000 4 42200	WYNDHAM - Dual Language Lodging		240.54		N	Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240380	Invoice Number: MENDEZ 092923-3		Amount:	802.65
Description: Flight and lodging		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP	1099 Amount: 0.00	
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 2644 6343 0000 4 42200	MVCI PULSE - Dual Language Parking		39.00		N	Final
10 2644 6343 0000 4 42200	MVCI PULSE - Dual Language Parking		325.69		N	Final
10 2644 6343 0000 4 42200	SOUTHWEST - Dual Language Flight		288.98		N	Final
10 2644 6343 0000 4 42200	SOUTHWEST - Dual Language Flight		148.98		N	Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240410	Invoice Number: PREK 092323-2		Amount:	792.02
Description: Materials to support the three EC CLSD		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP	1099 Amount: 0.00	
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 3512 6411 6905 3 00000 705	AMAZON - Books, Chalk		722.58		N	Final
10 3512 6391 6905 3 00000 705	AMAZON - Books		69.44		N	Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240367	Invoice Number: PREK 092923-1		Amount:	47.97
Description: Pack Adjustable Shoulder Strap:Comfortab		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP	1099 Amount: 0.00	
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023	CC: X	
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u>	<u>In Full</u>
10 3512 6411 6905 3 00000 705	AMAZON - Shoulder Strap		47.97		N	Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240383	Invoice Number: PREK 092923-3	Amount: 169.35
Description: Parental engagement cafecito events Sept		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 3512 6411 6905 3 00000 705	SAMS - Coffee, Creamer, Spoons, Forks		169.35	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240473	Invoice Number: PREK 092923-4	Amount: 38.84
Description: Detergent and Softener for Prek		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 3512 6411 6905 3 00000 705	AMAZON - Laundry Detergent, Softner		38.84	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240090	Invoice Number: SPED 092323-3	Amount: 1,178.58
Description: MO-Case Conference Christa Bray		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1221 6343 1925 3 12210	MARGARITAVILLE - 46th Annual MO-CASE		785.72	N Final
10 1221 6343 1925 3 12210	MARGARITAVILLE - 46th Annual MO-CASE		785.72	N Final
10 1221 6343 1925 3 12210	MARGARITAVILLE - 46th Annual MO-CASE		(196.43)	N Final
10 1221 6343 1925 3 12210	MARGARITAVILLE - 46th Annual MO-CASE		(196.43)	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240387	Invoice Number: SPED 092923-1	Amount: 453.79
Description: Life Skills Classroom Supplies		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1221 6411 6905 3 12210	WALMART - Laminator, Chair, Crayons		453.79	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240459	Invoice Number: SPED 092923-2	Amount: 378.00
Description: SRS-2 Online Assessments		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 1221 6412 6905 4 43900	WESTERN PSYCHOLOGICAL - PreK Spanish		378.00	N Final
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number:	Invoice Number: SS 092923	Amount: 1.99
Description:		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2511 6412 0000 3 40001	GOOGLE - Storage Support Monthly Charge		1.99	N
Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240419	Invoice Number: STUDENT SERV 092923	Amount: 819.29
Description: Disaster Survival Skills		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment	Checking Account ID: 1	Check Number: 10092301	Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u>	<u>1099 Detail Amount</u> <u>Asset/Asset Tag</u> <u>In Full</u>
10 2111 6411 1925 3 40001	SP DISASTERSURVIVALS - Lock Down Buckets		819.29	N Final

Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: Invoice Number: TECH 092923 Amount: 770.76

Description: Invoice Date: 09/29/2023 Due Date: 10/09/2023 Status: AP 1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 10092301 Check Date: 10/09/2023 CC: X
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
10 2511 6412 0000 3 40001 ZOOM - Record Meet Monthly Subscription 10.00 N
10 2511 6412 0000 3 40001 TANDEM - Monthly Subscription 220.00 N
10 1131 6412 3925 3 40001 GOOGLE - Monthly Subscription 252.50 N
10 1111 6412 6905 3 40001 GOOGLE - Monthly Subscription 252.50 N
10 2511 6412 0000 3 40001 ZOOM - New Account K Carpentier 35.76 N

Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: Invoice Number: TRANS 092923 Amount: 2,260.02

Description: Invoice Date: 09/29/2023 Due Date: 10/09/2023 Status: AP 1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 10092301 Check Date: 10/09/2023 CC: X
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full
10 2552 6486 0000 3 00000 PHILLIPS 66 - GAS 275.02 N
10 2552 6486 0000 3 00000 MIDWEST BUS SALES - MISSING RECEIPT 52.37 N
10 2552 6486 0000 3 00000 QT - MISSING RECEIPT 55.05 N
10 2552 6486 0000 3 00000 WINDSTAR - GAS 46.55 N
10 2552 6486 0000 3 00000 BP - GAS 126.80 N
10 2552 6486 0000 3 00000 LOVES - GAS 275.00 N
10 2552 6486 0000 3 00000 QT - GAS 74.19 N
10 2552 6486 0000 3 00000 PHILLIPS 66 - GAS 51.28 N
10 2552 6486 0000 3 00000 QT - GAS 59.41 N
10 2552 6486 0000 3 00000 QT - MISSING RECEIPT 52.01 N
10 2552 6486 0000 3 00000 SUNOCO - GAS 69.03 N
10 2552 6486 0000 3 00000 BP - GAS 23.89 N
10 2552 6486 0000 3 00000 QT - GAS 26.17 N
10 2552 6486 0000 3 00000 BIG MART - GAS 50.04 N
10 2552 6486 0000 3 00000 CASEYS - GAS 320.01 N
10 2552 6486 0000 3 00000 SUNOCO - GAS 49.02 N
10 2552 6486 0000 3 00000 CONOCO - GAS 59.07 N
10 2552 6486 0000 3 00000 MILLNIUM - GAS 52.92 N
10 2552 6486 0000 3 00000 LOVES - GAS 310.00 N
10 2552 6486 0000 3 00000 QT - GAS 36.25 N
10 2552 6486 0000 3 00000 QT - GAS 40.00 N
10 2552 6486 0000 3 00000 QT - GAS 48.69 N
10 2552 6486 0000 3 00000 SUNOCO - GAS 62.02 N
10 2552 6486 0000 3 00000 QT - MISSING RECEIPT 45.23 N

Vendor ID: SECURITYB SECURITY BANKCARD CENTER, INC. PO Number: 23-240384 Invoice Number: TRANS 092923-1 Amount: 444.08

Description: short bus tow - 8/31/23 Invoice Date: 09/29/2023 Due Date: 10/09/2023 Status: AP 1099 Amount: 0.00
Sequence: 1 Check Type: Automatic Payment Checking Account ID: 1 Check Number: 10092301 Check Date: 10/09/2023 CC: X
Chart of Account Number Detail Description Cost Center ID Detail Amount 1099 Detail Amount Asset/Asset Tag In Full

10 2552 6332 0000 3 00000 ALL CITY TOW - TOW 444.08 N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240377	Invoice Number: TRANS 092923-2	Amount: 495.00
Description:		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment Checking Account ID: 1	Check Number: 10092301		Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 2552 6332 0000 3 00000	TRUCKUP - Transmission parts		495.00	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240461	Invoice Number: TRANS 092923-3	Amount: 25.50
Description: side clearance light - red		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment Checking Account ID: 1	Check Number: 10092301		Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 2552 6332 0000 3 00000	UNITY BUS - Light Replacement		25.50	N Final

Vendor ID: SECURITYB	SECURITY BANKCARD CENTER, INC.	PO Number: 23-240436	Invoice Number: TRANS 092923-4	Amount: 57.57
Description: ADVANCE AUTO PARTS - COOLANT + HEADLIGHT		Invoice Date: 09/29/2023	Due Date: 10/09/2023	Status: AP 1099 Amount: 0.00
Sequence: 1	Check Type: Automatic Payment Checking Account ID: 1	Check Number: 10092301		Check Date: 10/09/2023 CC: X
<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Cost Center ID</u>	<u>Detail Amount</u> <u>1099 Detail Amount</u>	<u>Asset/Asset Tag</u> <u>In Full</u>
10 2552 6349 0000 3 00000	ADVANCE AUTO - Coolant, Headlight		57.57	N Final

Report 1099 Total:	0.00	Report Total:	35,233.00
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**Blueprint for the System of Care for Mental Health: A Systemic
Solution to Increase Student Access**

25 August 2023

EXECUTIVE SUMMARY

School leaders in the Kansas City Public School Education System (KCPSES), caregivers and students identify mental health issues as contributing to poor school attendance and academic performance. Interviews with school personnel and mental health agencies revealed that,

- Since the pandemic, the percentage of students in need of Tier 3 individualized mental health services hovers near 20%.
- Most schools lack mental health counselors or sufficient capacity to meet this need resulting in referral of students to community-based mental health agencies that have long waiting lists with limited or no feedback loops.
- There is a lack of data on the number of students receiving school-based mental health service, the number referred to community-based agencies, as well as outcomes of these services.

Design Process

In consultation with the Jackson County Children’s Services Fund (JCCSF), SchoolSmart KC (SSKC) convened a series of meetings between February and May 2023, with a diverse group of stakeholders to develop a blueprint for a system of care for student mental health (SOC/MH) that included seven charter schools, six mental health agencies, five parents and one funding agency. The group developed system goals, objectives, values, and principles. They critically analyzed current practices for student identification and assessment, identified what services are available, and surfaced parents’ concerns about a lack of meaningful engagement.

Goals and Objectives

The goal for the SOC/MH is to provide students in KCPSES with easy access to mental health services through their schools and partnerships with community-based mental health agencies. The desired outcome is for students' mental health needs to be diagnosed and treated in an expeditious and effective manner so that they can thrive in school and life. We will do this by tracking attendance & academics. Supporting this goal are several main objectives,

- Caregivers will be engaged effectively throughout the process of delivering services to students;
- All parts of the system—schools, mental health agencies, caregivers and other stakeholders— will generate and share information aimed at ensuring strong outcomes for students, quality assurance and continuous improvement at all levels of the system; and,
- The system will be financially sustainable.

Essential Elements to Achieve Goals and Objectives

Protocol for the Delivery of Services

To promote a consistent delivery of care to students, there will be a clear process for what and how Tier 3 services are delivered at school from the identification and screening of students,, through formal assessments, school-based interventions, and when necessary, referrals to of community-based mental health agency as described in [Appendix B](#). Suggested screening tools, a formal assessment tool and school-based

brief intervention modalities are presented in the appendices [D](#), [E](#), and [F](#).

Effective Engagement of Caregivers

As mentioned earlier, a key objective of the SOC/MH is to promote high levels of caregiver engagement. To this end, the SOC/MH will include a person with lived experience who will accompany the student throughout the process described in [Appendix B](#). The inclusion of a Family Support Liaison will enhance the school's care team and also increase the likelihood of forming healthy partnership with students' caregivers. SOC/MH guidelines for engaging caregivers are found in [Appendix C](#).

Continuous monitoring and improvement

To ensure the SOC/MH is functioning effectively and meeting its targets (to be established each year by a governing board), an information system will be created so that data can be shared among members of the system to monitor progress, detect bottlenecks and other problems, and promote continuous reflection and learning among system members. The information system will allow participating schools and agencies to monitor issues such as,

- The flow of students from the point of identification until they receive Tier 3 services (for those who are determined to need Tier 3) at school; for example, for each stage of the flowchart, how many students are identified, what was the length of time between stages, length of treatment provided at school, etc.
- The level of caregiver engagement; for example, rates of caregiver engagement during review, providing consent, during formal assessment, etc.; and,
- The efficacy and efficiency of the referral process.

Timeline

During the second half of SY 23-24, we hope to pilot the SOC/MH with at least 4 schools in order to test and refine the guidelines, tools and protocols. Prior to the launch of the pilot SSKC, in consultation with schools and agencies, will oversee the creation of a System Hub office that will be tasked with the management of the referral, information and financial functions of the System. A representative board of directors to ensure the good governance and accountability of the SOC/MH will also be created.

Final Note

Much like a blueprint for a house, this one describes how the design team, guided by SSKC, hopes to increase students' access to Tier 3 mental health services. It does not include details on how the system will be implemented or the mechanics for the proposed stages of care. These important operational details will be debated and defined in the months ahead. As with any blueprint, we anticipate that this one will need to be refined to reflect budget, staffing, legal and other realities. Our aim is to find a workable balance between allowing schools to be creative and flexible while ensuring consistency across all members of the system in terms of quality, student access and caregiver engagement.

BLUEPRINT for a SYSTEM OF CARE for STUDENT MENTAL HEALTH

Why Mental Health and Why a System?

In 2018 when SchoolSmart KC (SSKC) was refining its strategies to help schools address “out of school” factors that affected students’ ability to attend school regularly and perform well at school, student mental health was identified by school administrators and educators as an area of concern. The following year SSKC commissioned a study on chronic absenteeism for which researchers from the University of Missouri-Kansas City interviewed caregivers and students to get their perspectives. Problems related to emotional reasons (students) and family conflict (caregivers) were among the top reasons cited for students’ chronic levels of absenteeism. A follow up study in 2021 conducted by iBosswell asked school teams to identify their greatest challenges in meeting students’ social service needs and revealed the lack of access to mental health services as a top concern.

To better understand this issue, SSKC conducted interviews with 19 charter schools and 9 mental health agencies in 2022¹ and found the following:

- According to schools and agencies, the prevalence of mental illness among students has increased since the pandemic and hovers around 20%. These statistics are consistent with national trends.
- In the Kansas City Public School Education System (KCPSES), the distribution of mental health resources across schools is uneven. The majority of schools interviewed either have no one at the school who can provide one-on-one mental health counseling or have insufficient capacity.
- All schools indicated the need to refer students to mental health agencies in the community and a better system for referring students. They reported high levels of frustration connecting with agencies, long wait times, and no feedback loops after a student has been referred.
- There is a lack of data on how many students received mental health services at school, how many were referred for mental health services, if services were rendered, etc.
- No schools are satisfied with the status quo and agreed that a more systematic approach is needed.

These and other factors led SSKC, in consultation with the Jackson County Children’s Services Fund (CSF), to conclude that a **systematic approach** was needed to address;

- the lack of access to mental health services among students in the KCPSES;
- the inequitable distribution of mental health resources across KCPSES schools;
- schools’ lack of capacity to address the mental health needs of students; and,
- the lack of coordination among mental health agencies and between the education system and mental health agencies in the community.

Like any system, the basic idea behind this one which we call the **System of Care for Mental Health (SOC/MH)** was to,

¹ Efforts to interview KCPS schools during this period were not fruitful.

- assemble the relevant pieces of the puzzle—schools, caregivers, mental health agencies, funders—into a cohesive whole;
- clarify the roles and relationships of reciprocity among and between the various parts of the system;
- ensure that as an inter-connected system, the members share the same goal, objectives and values; and,
- create mechanisms (training, data flows, coordination) to ensure the system functions as one synergistic entity and not a series of disconnected parts.

These ideas were presented to over 50 stakeholders (caregivers, schools, agencies and funders) at a meeting in February 2023, where the overwhelming reaction among those present was that a more systematic approach was needed and a stakeholder-driven design process was the best way to proceed.

Design Process

Seven (7) schools, 6 mental health agencies (agencies), 5 caregivers and 1 funding agency participated in the design process which began in April 2023. The first four meetings, held in person, allowed the design team to articulate system goals, principles and values; analyze current practices related to identifying and assessing students, share information about what services are available, and surface caregivers' concerns about a lack of meaningful engagement. In May, design team members met in smaller groups to address specific topics which allowed us to reach consensus on the ideas presented in this blueprint. For more information on the values and principles that guided the design team please see [Appendix A](#).

Tiers of Support

The success of the SOC/MH is predicated on the ability of a school to implement a Multi-Tiered System of Supports (MTSS). This framework has been endorsed widely by many organizations in the US including the National Association of School Psychologists, US Department of Education, the National Center for School Mental Health, the US Department of Health and Human Services, and the Department of Elementary and Secondary Education of the state of Missouri. The MTSS helps schools ensure that they use their resources equitably and strategically so that each student receives the type and level of support they need to thrive in a school environment.

Tier 1 services are universal supports available to all students. These interventions are delivered either school-wide, grade-level, or classroom-based. They may include socio-emotional learning activities and other strategies to promote positive school climate and staff well-being.

Tier 2 services are targeted supports intended for some students who have been identified as experiencing mild emotional distress or functional impairment. This may include small group work around self-regulation or other socio-emotional skills, mindfulness classes and other brief, low-intensity interventions.

Tier 3 service are for the relatively fewer number of students with diagnosable behavioral health concerns, or those who experience significant distress or functional impairment and are delivered one-on-one most commonly.

We decided to focus on Tier 3 mental health services because it was the one that school staff identified as taking the most time and for which they felt they had the least capacity. Focusing the design of the SOC/MH on Tier 3 does not mean, however, that the other tiers are considered less important. To the contrary, the SOC/MH will succeed if schools help students build their protective assets (e.g self-esteem, a positive sense of self, good communication skills) through Tier 1 strategies and can effectively build students' socio-emotional skills under Tier 2.²

System Goals and Objectives

The goal for the SOC/MH is to provide students in the Kansas City Public School Education System (KCPSES) with access to mental health services through their schools and partnerships with community-based mental health agencies. The desired outcome is for students' mental health needs to be diagnosed and treated in an expeditious and effective manner so that they can thrive in school and life. Supporting this goal are several main objectives,

- Caregivers will be engaged effectively throughout the process of delivering services to students;
- All parts of the system—schools, mental health agencies, caregivers and other stakeholders— will agree to generate and share information aimed at ensuring strong outcomes for students, quality assurance and continuous improvement at all levels of the system; and,
- The system will be financially sustainable.

School-based Mental Health Services: Stages and Modalities

To ensure a high level of consistency and quality in how Tier 3 services are delivered at school, every SOC school will implement the following stages which are shown graphically as a flowchart found in [Appendix B](#). Having clear stages for the delivery of services helps school staff members, caregivers and students understand what occurs at school and how they will be engaged. Having a clear and more standardized sequencing of services also promotes accountability and continuous learning.

It is important to underscore the vital role that caregivers play at each stage of the process. The success of the SOC/MH is predicated on the assumption that schools, mental health agencies, and caregivers will work together to ensure students get the support they need to thrive.

The Caregiver Guidelines found in [Appendix C](#) are designed to,

- Ensure that schools are doing their utmost to keep caregivers informed about what is offered at school, how it is offered, how caregivers can help and be helped, and with clear information about their child at all stages of the SOC/MH process.
- Promote policies and practices that are racially and culturally sensitive and appropriate. If schools or providers do not have standards or norms around how to be culturally and racially

² Post-blueprint approval, SSKC will engage members of the design team in a discussion of minimal common standards for Tiers 1 and 2 so that all SOC/MH schools have a similar foundation.

- sensitive, they need to correct that and ensure staff are trained and held accountable.
- Assist schools in implementing procedures through which caregivers can provide input related to the SOC/MH and any grievances or issues can be addressed and resolved.

Student identification: The process begins with the Identification of a student who may need Tier 3 services. Identification may be made at any time by a caregiver, school staff member, or by the student themselves or another student. Each school will communicate to caregivers, staff members, and students what to look for and who they need to notify if they think a student would benefit from mental health services. In a centralized and secure location at school, a designated staff member will log in basic information about the student. The latter section has more information on the type of information to be collected at each stage of the process.

Review/Screening: Once a student is identified, the school's care team conducts a review to determine if the student needs social services, Tier 2 and/or Tier 3 services. This should be done within 5 business days of the student being identified. [Appendix D](#) contains several behavioral checklists that schools should use to screen students. As a result of the review of the student in question the school will determine, in consultation with the caregiver³, which of the following pathway/s is best:

- No special action at this time or,
- A referral to social services⁴ and/or;
- Involvement in Tier 2 services; and/or
- A formal mental health assessment as a requirement for Tier 3 services.

Formal Assessment: This stage of the process involves a formal assessment by a qualified mental health professional using a validated tool such as the CAFAS questionnaires⁵ to make a diagnosis and develop a treatment plan. Ideally, if a team agrees that the student needs a formal assessment and the caregiver provides consent, it is done immediately following the review meeting. If that is not possible, it should be conducted within 5 business days. If the caregiver is unable to go to school to provide information for the assessment, the school send the Family Support Liaison (FSL) to the home to facilitate their involvement⁶. Once the assessment is completed, a member of the care team will discuss treatment options with the caregivers.

Services Delivered at School: The services delivered at school will focus on diminishing or eliminating symptoms of anxiety, depression or conduct concerns and helping students to manage their response to recent trauma. They are designed to be short-term in nature. If more complex, intensive and/or prolonged treatment is necessary, a referral will be made for treatment at a community-based mental health provider.

The services delivered at school will be provided by a qualified mental health professional⁷ and, on

³ Depending upon the student's age, level of maturity and situation the school care team will determine whether and how best to engage the student in a discussion of his/her situation and possible options.

⁴ SOC will connect schools with Impact MO, a "one stop shop" arrangement whereby families can access a host of social services.

⁵ See [Appendix E](#) for more details on this tool.

⁶ It is important to note that the FSL s will not be administering the CAFAS tool but rather explaining to caregivers what they entail and ensuring the caregiver fills out which tool is used.

⁷ They may be System-approved licensed mental health professionals or individuals who are in the process of meeting their licensure requirements and receiving supervision from a certified supervisor.

average, will be for 10-12 sessions. It is important to underscore that each school will determine what is best for the individual student including whether to extend the number of sessions beyond this range. The sessions will be scheduled by the school and efforts will be made to minimize the amount of time the student misses any core classes. Schools will be responsible for ensuring that Tier 3 services are provided in a designated space that is safe and secure.

The core modalities of care provided at school under the SOC/MH include,

- ❖ **Cognitive Behavioral therapy (CBT)** helps students learn how to identify and change destructive or disturbing thought patterns that adversely influence their behavior and emotions.
- ❖ **Solution-focused therapy** is a short-term, goal-focused, evidence-based therapeutic approach that incorporates positive psychology principles and practices. It helps students change by constructing solutions rather than focusing on problems.
- ❖ **Play therapy** which is attuned to the child's developmental level and looks for ways of helping in the "language" of the student, most often up to 12 years of age, to better express themselves and resolve their problems. For more information on the evidence and application of these therapies, please consult [Appendix F](#).

Schools may have the capacity to provide additional types of modalities such as occupational and/or music therapy which they are encouraged to offer. They also have the flexibility to utilize a combination of these core modalities depending upon the student's needs.

At or near the conclusion of a student's treatment plan, the care team will meet with the caregiver/s to review the student's status and discuss whether the behavioral concerns have diminished or been eliminated⁸. Prior to this meeting the student will be re-assessed⁹ and results will be shared in a collaborative review. In cases where the caregivers and care team believe the student has improved, Tier 3 service would be terminated. If, on the other hand, the care team and caregivers agree that the student would benefit from some additional sessions, the treatment plan will be amended, and additional sessions offered.

Delivery of Services in the Community: The care team, with caregiver consent, may recommend a referral for longer-term and/or more specialized services with a mental health provider in the community. The types of services for which schools most commonly seek a referral are for psychiatric evaluation and services, family therapy, in-home therapy or more intensive therapies such as those to address longer-term trauma. Based on the schools' experiences to date, one can anticipate that an estimated 5-10% of students who are assessed for Tier 3 will need services that go beyond what is provided at school. Cognizant of the fact that making a successful referral to an "outside" provider has been one of the biggest challenges for school mental health staff, the SOC/MH seeks to make the process more efficient for the schools and agencies and clear and satisfying for the students and their caregivers.

Each school will have one staff person who will serve as the point of contact (POC) for all referrals; a school can determine if this role is assigned to a social worker, administrative person, or some other member of the staff who is organized, understands how the schools' SOC operates and works well with the other members of the care team. This person will be responsible for ensuring that all the relevant data and

⁸ If, after the student has received the Tier 3 services as per their treatment plan, additional sessions at school are recommended, the treatment plan will be amended to add additional sessions. However, this is not a solution if a student requires more long-term services or a more robust mix of mental health modalities.

⁹ For the purposes of comparing the student's situation to baseline, a reapplication of CAFAS is highly recommended.

documentation are ready for a referral. The referral packet will include the results of the assessment conducted at school, caregiver consent, HIPPA forms and the recommendation of the referring person on the school’s care team. The referral POC will contact a central office , referred to as the “hub”, which will be created for the SOC/MH to assist all participating schools in securing an appointment with an appropriate provider. If a student is being seen at school by the mental health provider from the community agency and the student requires a referral at any point, every effort will be made to refer that student to that same provider.

Referral Services

The hub will be responsible for connecting the students referred by SOC/MH schools to the appropriate level of care in the shortest time possible. This will entail ensuring that the POC at the school has provided all of the information required, including a signed caregiver consent form, the results of the case review and formal assessment, Health Insurance Portability and Accountability Act (HIPPA) related forms, and any case notes. If the information is incomplete or unclear, the hub will work with the school to resolve the issue before making the connection to the provider in the community.

The hub will work with a pre-identified POC at each agency, who understands their role within the SOC/MH which includes helping the hub connect the student and family to services as soon as possible. For the hub referral manager to work effectively, they will need access to information about agencies’ wait times and have a good understanding of what services are offered by each agency, catchment areas, and financial or other requirements for accessing their services.

Making a solid connection between a student (and their caregiver/s) and a community-based provider also will depend on the effectiveness of the Family Support Liaison (FSL). Among a FSL's responsibilities is maintaining clear and effective communication with the student’s family. If a student needs to be seen by a provider outside of the school, the FSL can help the student and family understand why and what the referral entails and help them address any barriers or concerns This may include transportation, child care, language or cultural issues, etc. and the FSL will work with the school care team, hub and/or provider to find creative ways to resolve any barriers to assessing mental health services in the community.

Staffing at SOC/MH School

The table below displays the recommended type of staffing needed at a SOC/MH school by stage of service. Each school’s care team may have a different configuration of personnel and the table below indicates what type of roles the care team needs to include for the SOC/MH. Some of these roles are not clinical, such as the point of contact for identified students, whereas, other roles need to be performed by staff with clinical training and experience. Recognizing that job titles vary from school to school, schools are encouraged to focus on the functions and how they currently are being performed (or should be performed). The information show in the table also aligns with recommendations provided by the University of Maryland’s School Social Work, the National Association of School Psychologists, and the Substance Abuse and Mental Health Services Administration (USHHS), among others.

There is one role that is critical for all stages of the SOC/MH, that of the Family Support Liaison (FSL) This person may be a former student, caregiver or a community member who has a desire and ability to relate effectively with students and their families. Their success is contingent on their ability to gain the trust of caregivers and students and work with the school’s care team to bridge any communication, racial and/ or cultural gaps that may exist. This person does not need to have an undergraduate degree and can be

trained on how to function successfully within the SOC/MH. The suggested ratio of students to provider is 20-25/1 and this ratio will be monitored to determine if it is optimal or needs to be adjusted.

Stage	Type of staff	Role/s
Student Identification	Administrative or clerical person	To names of identified students
Review/Screening of Identified Students	This should be done in a care team meeting with a Master's level person present to sign off on decision.	To complete the behavioral checklist and determine whether a student needs a formal assessment or a different pathway/s.
	Family support liaison	To work with caregivers and engage them in the review.
Formal Assessment	Licensed professional with a Master's degree (or higher) in a behavioral health discipline.	To complete a formal assessment and recommend a course of action based on the results.
	Family support liaison	To work with caregiver/s to ensure they are informed, provide their consent and are engaged in the assessment process.
Delivery of Services at School	Master's level in a behavioral health discipline; may be licensed or provisionally licensed with certified supervision. Number of service hours needed will depend on the size of the student population; on average one full-time therapist can see 20-25 students/week ¹⁰ .	To provide Tier 3 therapies at school.
Referral to Community-based agency	A point person who does not need to have clinical training or experience but is well integrated into the care team.	To ensure the referral packet is complete and transmit referral to the hub.
	Family support liaison	To engage with the family while the student is receiving care in the community.

Data Sharing and Performance Monitoring

To ensure the effective and efficient implementation of the SOC/MH, collecting, processing and sharing

¹⁰ This ratio is based on guidelines provided by the University of Maryland, SAMHSA and other national organizations and is corroborated by schools and community-based agencies who have worked in KCPSES over the past 2-3 years. This suggested ratio will be monitored to ensure quality of service and efficiency and adjusted as needed.

data is essential. It is particularly critical as we pilot the SOC/MH and build a strong foundation for it to be scaled up to include more schools and students. The type of data to be collected by a school includes,

Identification of Student who may need care	<ul style="list-style-type: none"> • student name • date logged in • person identifying student • reason (dropdown)
Case review/Screening	<ul style="list-style-type: none"> • student name • date check list applied • participating caregiver/s • determination (which pathways) • reason, (dropdown) • name of staff involved • caregiver involvement (dropdown)
Assessment	<ul style="list-style-type: none"> • student name • date of assessment • tool used • participating caregiver and staff member/s • results • treatment proposed (recommend referral see below) • name of person signing off on treatment plan • caregiver consent
Delivery of Service	<ul style="list-style-type: none"> • student name • type of modality delivered, dates and duration • name of MH professional • data re-assessed • date treatment ended and why (dropdown) • if treatment extended, why (dropdown) • caregiver consent
Referral	<ul style="list-style-type: none"> • name of referring person • student name • reason for referral (dropdown) • recommended service (dropdown) • preferred community-based provider (if relevant) • date of referral • caregiver consent • name of FSL • referral packet complete (drop down menus)

The data to be provided by a mental health agency to whom a student is referred include,

- student name
- dates when student (and family) was seen,
- number of times the student/family missed scheduled appointments,
- whether the provider came up with a different diagnosis than the one suggested by school care team, and,
- when/whether the student was reassessed and services terminated.

The SOC/MH information system (to be designed) will ensure the confidentiality of student-identified

information and unique student ID numbers would be assigned to each case. Only those who need to have student-identified data will have access to it (e.g. care team and the agency providing treatment to a student) whereas any data that are shared among SOC/MH members will not include student identification information.

SSKC, in consultation with design team members, will work on performance indicators for the SOC/MH so that collectively we can measure our effectiveness in addressing students' mental health needs and enhancing their participation and performance at school. These may include,

- The flow of students from the point of identification until they receive Tier 3 services (for those who are determined to need Tier 3) at school; for example, for each stage of the flowchart, how many students are identified, what was the length of time between stages, length of treatment provided at school, etc.
- The level of caregiver engagement; for example, rates of caregiver engagement during review, providing consent, during formal assessment, etc.; and,
- The efficacy and efficiency of the referral process.

Engaging Community-based Mental Health Agencies

Community-based mental health agencies play a vital role in the SOC/MH by providing services at school and/or receiving and treating students and families referred to them by SOC/MH schools. Mental health staff assigned to provide services at school will be treated as integral members of the school's care team and follow the processes described in this blueprint. For students who need psychiatric services, family therapy, long-term trauma-focused therapy or some combination of these therapies, the agencies will play a critical role in providing timely and effective care at their facilities.

To facilitate referrals from SOC/MH schools, the agencies will designate a POC and work with the SOC/MH hub to connect the student to appropriate services in as short a time as possible. Agencies also will work with the hub to share information on their wait times so that the first available appointment can be scheduled. Additionally, the agencies recognize the role and value of the family support provider from the student's school as a vital asset in helping the family make appointments, comply with any recommendations, and communicating needs from the caregivers to the provider and vice versa.

Mental health agencies will make every attempt to facilitate their intake processes so that they are accessible to caregivers, efficient and effective. Agencies will explore doing intake at school, home or electronically so that caregivers do not have to make a separate trip to the provider's facility for the intake process. Where necessary the FSL from the school will work with the agency and family to resolve any issues in completing the intake process.

The agencies also will do their utmost to avoid collecting the same assessment information that was collected at the school in an effort to avoid a duplication of efforts. To this end the agencies will educate all relevant staff on the SOC/MH so that they take into account the data and services the individual student has received at school prior to being referred.

The agencies will use their normal billing and revenue practices to cover the costs of services provided at their facilities. The SOC/MH will work with agencies on a case by case basis to address any revenue gaps that they may experience in serving students and their families.

Financing and incentives

SSKC, in consultation with design team members and content experts, will develop a long-term plan for the financing of the SOC/MH. As indicated earlier, one objective of this initiative is to ensure the long-term financial sustainability of the system. To this end, there are several important aspects of this issue;

- At present schools and agencies in the state of Missouri have not been successful in billing Medicaid for mental health services provided at school even though MO HealthNet (Medicaid in MO) changed its reimbursement policies in 2018 to allow for this. While organizations like the Medicaid Consortium of the Missouri School Board Association work with MO HealthNet to resolve barriers to school participation in this managed care program, the SOC/MH will seek financing from philanthropic organizations and public programs focused on mental health and school safety to jumpstart the system and lay the groundwork for scaling it up.
- Many agencies in the community do not receive reimbursement from Medicaid for the services they provide at their facilities and rely on grants and/or funding from the Community Mental Health Fund. The exceptions to this reality are federally qualified institutions such as University Health, SWOPE Health and Samuel Rodgers who are able to bill Medicaid.
- In order to maximize the use of MO Healthnet and other public sources of insurance, the SOC/MH will explore the cost-benefit of creating the capacity to support agencies who currently are not able to bill Medicaid, CHIP or other programs.
- Over time, SOC/MH plans to increase its revenue from renewable sources like Medicaid and other insurance programs and lessen its dependence on grants and short-term contracts.
- SSKC will explore the possibility of a cost-share arrangement whereby members of the SOC/MH pay a reasonable fee for the services provided through the hub (e.g. for referral services, billing, reporting, etc.)
- The short-term strategy is to raise funds for the first 2-3 years of the SOC/MH while SSKC develops a strategy for longer-term diversified revenue streams. As part of this initial 2-3 year launch phase several possible options are envisioned,
 - Supporting the salaries of mental health professionals and/or family support providers assigned to work at the school under the SOC/MH. SOC/MH may, for example, support these salaries for a defined period of time during which time the school or mental health agency makes plans to absorb those salaries after that period is over.
 - Creating a hub office to support the entire system with referrals, billing issues, data collection and analysis, coordination, and continuous improvement.
 - Sponsoring training and other capacity building activities for members of the SOC/MH so that they are able to provide the level of care envisioned to students and their families. The areas for capacity development also will include key topics for Tiers 1 and 2 in addition to ensuring the coordination and quality required for Tier 3 service delivery.

SOC Governance and Administration

The SOC/MH will have its own governance and administrative capacity. It will function for the wellbeing of

the system and its constituent parts. As such it will not belong to any specific member of the system nor to SSKC, which is instrumental in overseeing the development of the SOC/MH. SSKC will continue to support the launch, implementation and scaling up of the SOC/MH and will gradually transfer responsibility for the planning, financing, and administration of the system to the system's board of directors.

Governance:

The SOC/MH will be governed by a board of directors representing key stakeholder groups (caregivers, schools, mental health agencies and experts, local authorities, philanthropic entities, etc.) that will serve in a voluntary capacity. Its purpose will be to ensure that the SOC/MH is functioning well as an interconnected, coordinated entity and is continuously monitoring its performance and improving. Paramount to their role will be ensuring that students are benefiting from the functioning of the SOC/MH.

Like any governing body, the SOC/MH board will ensure the system has enough resources, strong accountability and that the hub is effectively and efficiently supporting the system. A key role of the board will be to build and maintain the community's trust. Key to trust building will be addressing any issues that undermine caregiver involvement in the SOC/MH. It is recommended that in addition to having caregivers serve on the board of directors, the SOC/MH also create a mechanism through which caregiver concerns and grievances can be addressed in a serious and timely manner.

Administration:

In addition to facilitating referrals and ensuring students connect with community mental health services, the SOC/MH hub is envisioned to perform the following functions:

- Ensure data are being entered consistently and correctly by participating schools and agencies and utilized to monitor performance. This will require,
 - Providing training to school staff on SOC data entry requirement
 - Doing regular data checks to make sure data are being entered correctly. Take corrective action as needed and do the same for participating agencies (data requirements are yet to be defined)
 - Running reports regularly to monitor performance of the SOC , e.g flows within school, from school to agency, and agency to school; caregiver engagement, etc. (all of this to be designed) and resolve any issues as able or bring to SOC governing body for resolution.
 - Providing data to SSKC and others as needed for fundraising and accountability purposes.
- Organize training and other capacity building activities for SOC members as identified and agreed upon by them.
- Provide support to the governing board of the SOC/MH.
- Coordinate the day-to-day operations of the SOC/MH and as issues arise either resolve them and/or bring them to the attention of the board.
- Maintain and manage communications among SOC players and ensure data flows and sharing among SOC active members (Protocols TBD)

Developing a Talent Pipeline

Students enrolled in graduate professional degree programs such as counseling, psychology, and social work are a potential source of talent for the SOCH/MH. Through the SOC/MH these Master's students could receive financial support for the hours they provide to the SOC/MH as part of their service requirements. The SOC/MH will explore opportunities to partner with local and regional universities so that Master's students are placed within our schools and/or with SOC/MH agencies and provided supervision and support. In exchange for SOC/MH's financial support, the students would sign an agreement whereby after graduation, they would be employed by a school or provider within the SOC/ MH for the same number of years they received that financial support. During the time they work for the SOC the graduates of these Masters programs would receive certified supervision, opportunities for networking and training, and other incentives. For more information on a similar approach used by UMKC for child welfare grant, please consult [Appendix G](#).

Currently, SOC/MH is in the process of exploring partnership options with Missouri Western University; Missouri State University, Park University, the University of Missouri- Kansas City, the University of Missouri- Columbia, the University of Kansas and Avila University.

Appendices

- A. [SOC/MH Values, Principles and Design Team Composition](#)
- B. [Flowchart of Delivery of Services to Students](#)
- C. [Caregiver Engagement Guidelines](#)
- D. [Screening Tools](#)
- E. [Formal Assessment Tools](#)
- F. [Recommended Modalities for School-based Services](#)
- G. [Strategies to Develop a Talent Pipeline for SOC/MH](#)

Appendix A - SOC/MH Values, Principles and Design Team Composition

VALUES

We value,

- Families and their communities.
- Keeping people healthy.
- Being proactive.
- Staff competence, confidence, and retention.
- A single point of contact for families at school.
- A shared understanding of our scope of services with clear roles and responsibilities among all members of the system of care.
- Timely and effective responses.
- Securing students and their families in a timely manner.

PRINCIPLES

- Students and their families will be at the center of the SOC/MH's processes, actions and plans.
- We should always assume the best intentions among SOC/MH members.
- There should be no racial bias within the SOC/MH.
- We will endeavor to ensure that students do not miss core classes to participate in the SOC/MH.
- We will endeavor to provide in-home services where possible.
- We will promote and ensure resource equity.
- We will endeavor to ensure that all families and staff understand SOC/MH values, principles, goals and processes.

PARTICIPATING CAREGIVERS, SCHOOLS, AND ORGANIZATIONS IN THE DESIGN PROCESS

Caregivers

- Dacia Martin
- Kynisha Reid
- Jillian Rainingbird
- Julie Holland
- Lauren Jenkins
- Tiffany

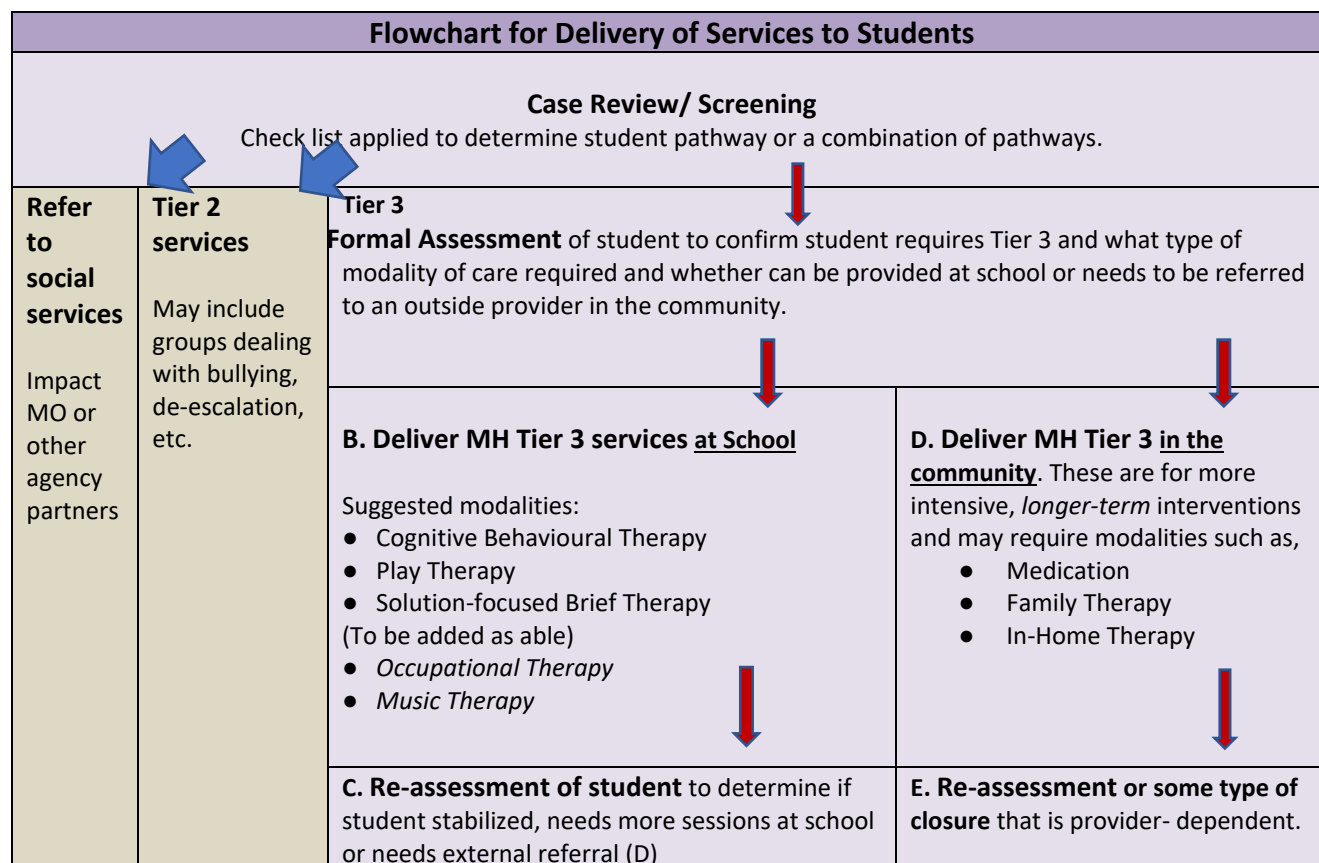
Price Schools

- Brookside Charter School
- Citizens of the World Charter School
- Crossroads Charter Schools
- Frontier Schools
- Guadalupe Centers
- KIPP Endeavor Academy
- University

Academy Institutions

- Burrell Behavioral Health
- Community Mental Health Fund
- Jewish Family Services
- Mattie Rhodes
- Samuel Rodgers
- Synergy Services
- SWOPE
- University Health

Appendix B - Flowchart of Delivery of Services to Students



Appendix C – Caregiver Engagement Guidelines

This document provides guidance to schools participating in the System of Care (SOC) on how to engage caregivers in the various stages of determining if a student needs **Tier 3** services for a behavioral/mental health issue and whether the student can be helped at school or needs to be referred to mental health services in the community.

This document does not describe the policies, procedures, and activities that a school should implement in order to build and maintain good relations with caregivers and families. The success with which schools engage caregivers in the SOC will depend, in large part, on the level of mutual trust and collaboration that has been and continues to be built between caregivers and the school. If schools and providers do not have guidelines and/or do not provide regular training and support on how to promote culturally and racially appropriate communications and interactions.

These guidelines are not meant to be used in cases of emergencies. If the school and/or caregiver deems that the student is a danger to themselves or to others, the school should activate its emergency policies and procedures. Explicit in these procedures should be clear instructions on how caregivers should be engaged in emergency situations.

ORIENTATION

For school staff

All school staff will be oriented on the System of Care for Mental Health (SOC/MH) so that any member of the staff is able to answer basic questions from caregivers and/or caregivers (will refer to both as “caregivers” for brevity’s sake) and know where to refer them for more information about the SOC. At a minimum, every member of the school staff should be able to tell caregivers who to contact if they have any questions about the SOC at their school and have easy access to a fact sheet. Additionally, the schools’ annual staff development plan should include an activity related to ensuring staff knowledge about the SOC.

For Caregivers

Information about the System of Care for Mental Health (SOC) should be included in the various, established school-home communication methods used by the school such as open house family presentations, school newsletters, school text/phone messages, backpack notes, etc. Schools should communicate with caregivers at the beginning of each school year and several times during the school year about the SOC to promote caregivers’ understanding and engagement. Schools also should ask a sample of caregivers at least once during the SY if they know about the SOC/BH in order to gauge how well the schools is getting the word out and to solicit input on how the school can improve its outreach efforts and better engage caregivers.

In terms of what type of information, the school should consider sharing with caregivers, some key elements include,

- simple description of the three tiers of care
- what is available at the school for each tier
- the essential roles and rights of caregivers in each tier, particularly Tier 3.
- what the school does when/if a student is identified as potentially benefiting from Tier 3 services.

Before describing each stage, it also is important to underscore the vital role that caregiver/s play throughout the process; guidelines for their engagement can be found in Appendix C. With caregivers as partners throughout the process, the schools and community agencies have a much greater chance of providing the student with the support and services they need to address any mental health issues. The aim, therefore, of

the Caregiver Guidelines is to help schools and providers engage with caregivers as partners. There are several pillars to the SOC/MH approach to caregiver engagement:

- Making sure the school and providers are doing their utmost to keep caregivers informed about what is offered at school, how it is offered, how caregivers can help and be helped, and clear information about their child at all stages of the SOC/MH process.
- Putting in place policies and practices that promote interactions with caregivers that are racially and culturally sensitive and appropriate. If schools or providers do not have standards or norms in this regard, there are many resources they can tap into to develop their own policy and standards.¹¹
- Instituting at each school a process by which caregivers can provide input to the school leadership regarding overall engagement with caregivers, the mental health services provided at school and any grievances or issues that emerge.
- Additionally, caregivers will be represented as part of the governance/oversight structure of the system as a whole so that collectively we address ideas, concerns and needs expressed by caregivers and families with regard to the SOC/MH.

DELIVERY OF CARE AT SCHOOL

Stage 1: Identification of a Student

Caregivers are often the first person to notice that their child may be struggling with a mental health issue and might benefit from extra support. The school needs to make it very clear to caregivers by what they say and do that caregivers are valued and vital in identifying students who may (or may not) need Tier 3 services. Staff should reiterate and model this in their written and spoken interactions with caregivers.

If a caregiver contacts the school whether it be through a teacher or another member of the staff, the following protocol should be followed:

- The staff person should thank the caregiver for sharing their concern.
- Inform the caregiver that this information will be shared with the care team at school (if possible, state the person who coordinates the team or their position) asap.
- Explain that the care team will review the student and would love to have the caregiver participate.
- Ask the caregiver what the best way and time is to get their input; tell them that a member of the care team will be in touch.
- Explain that the review is intended to determine what the student needs such as social services, group work or individual therapy.
- Make sure the caregiver understands that if one-on-one (Tier 3) services are recommended, the caregiver will be consulted and must agree to next steps.

If a student or a member of the staff identifies a student who might need more support, the school should log in the information and contact the caregiver¹² and invite them to participate in the review and explain what that will entail.

Stage 2: Internal Review of a Student

Caregivers should be involved in the review process as their input will allow the school care team to better

¹¹ <https://eclkc.ohs.acf.hhs.gov/sites/default/files/pdf/family-engagement-cultural-perspectives.pdf>

¹² For the purposes of accountability and learning, all efforts to contact caregivers should be logged in.

Appendix C continued

appreciate if the behaviors at school are mirrored at home or if there are other significant factors or events in the student's home or community life to take into account. The school's care team should use multiple methods to communicate with the caregivers in order to gain their input. If the usual methods of communication do not work, the school should schedule a home visit to interview the caregiver/s for the purposes of the case review. If the caregiver cannot be reached after multiple attempts or is not able to participate in the review, the school will contact the caregiver after the review is completed at school to share and discuss their findings.

As indicated by the SOC flowchart, after the review is completed, there are several possible pathways (or combination of pathways), the care team may recommend which include,

The student,

- does not need any particular behavioral health services or supports at this time;
- the family may benefit from social services;
- would benefit from group work (Tier 2); and/or,
- would benefit from one-on-one therapy either at school or in the community.

Heretofore, these guidelines will focus on what schools should do if the care team believes the student would benefit from Tier 3 mental health services. The review should occur within 3-5 business days after the student has been logged in as "potentially" needing Tier 3.

Stage 3: Formal Assessment

A formal mental health assessment requires caregiver consent. Until the student caregiver (or legal guardian) consents to a mental health assessment, the school cannot proceed with a formal assessment.

To ensure the student receives the support he/she needs, the school should make multiple attempts to explain to the caregiver why the care team believes their child would benefit from mental health services, what the assessment entails and what type of services are available at school and/or the community.

To maximize caregiver engagement and consent, the school should contact the caregivers and offer to have the Family Support Liaison (FSL) make a home visit or call them at a pre-arranged time. If the caregivers indicate that they do not want their child assessed, a member of the care team should try to ascertain why the caregiver is reluctant and try to work through their reservations. If after talking with the caregiver/s, they still are unwilling to provide consent, their response (and any reasons) should be documented by the school.¹³

Stage 4: The Delivery of Services

School-based Services

At this stage, the school should provide caregivers with information about the treatment plan prescribed for their child such as what type of service/s, number of sessions and estimated duration. It is important this is done in a way that maximizes caregivers' understanding and level of comfort with the school's recommendations so that caregivers are seen and treated as a member of the team. At this point in the process, it also is important that the school reassure the caregiver/s that the care team is available to answer any questions or concerns they may have at any point with the treatment, clinical and non-clinical staff, etc.

¹³ In cases where the caregiver is not willing to provide consent the school should monitor the situation and in the event the student's condition continues or worsens the school should continue to reach out to the caregiver. If an acute or emergency situation should arise, the school should activate its emergency procedures.

Appendix C continued

The SOC recommends that the care team provide the caregiver with an update at least once during the period of service delivery; however, the frequency and timing of interactions with caregivers will be determined on a case-by-case basis, in consultation with the caregiver/s.

Schools should contact the caregiver if the student does not show up for therapy and/ or is not cooperative to determine how the caregiver/s can help with this situation.

Additionally, if at any time the student's behavior changes and there is immediate concern for their safety and wellbeing, the caregiver should be notified immediately.

When Tier 3 services are winding down for a student, the care team will communicate with the caregiver to let them know that the treatment plan has been implemented and what, if any, next steps are recommended whether this entails how caregivers can support the student at home and/or if additional services may be needed.

DELIVERY OF SERVICES IN THE COMMUNITY

If, after the formal assessment is completed, the care team determines that the student's needs are greater than what can be offered at school, the team will meet with the family to discuss referral options. At this stage in the process the Family Support Liaison will play a vital role in ensuring the caregivers are clear as to why the student should be referred and how the SOC will support the student and the caregivers through the process.

For a referral to be effective, the school needs to obtain from the caregivers an approval to refer their child for services.

If the caregiver is unable to be contacted or does not give consent, a referral cannot be made. Again, the care team should continue to work with that family as they are able to try to ascertain why the caregivers do not want to have the child (or family) referred to services in the community and mitigate any barriers. If the caregiver/s have a concern about a particular provider, the school and hub office will work with the family to find a better match for them.

Once caregiver consent is secured, the school will ensure that the referral information is complete and transmit it to the SOC/MH hub that will facilitate the appointment with the receiving agency in the community.

The school also will ensure that each student (and their caregiver/s) who is referred for services in the community has an assigned a FSL by/from the school to help the family if any issues arise while the student (and potentially their family) is waiting to be seen or in treatment. The FSL will help "close the loop" with the student and their caregivers so that if caregivers (and/or the student) have any questions or concerns about the treatment being provided in the community, these concerns are transmitted to the hub office, documented and addressed in an expeditious manner.

Appendix D - Screening Tools

These are suggested checklists that may be used to determine whether a student needs to move to the formal assessment stage of the process. Schools may determine which type of screening tool is most appropriate for their use.

Behavior and Feeling Survey

The Behavior and Feelings Survey (BFS) is a brief, 12-item rating scale designed to facilitate efficient progress-monitoring during youth psychotherapy. It was developed and evaluated in four samples, among youths ages 7-15 years, with results demonstrating a robust factor structure, internal consistency, test-retest reliability, convergent and discriminant validity, and utility for tracking change during youth psychotherapy (see Weisz et al., 2019).

Weisz, J. R., Vaughn-Coaxum, R. A., Evans, S. C., Thomassin, K., Hersh, J., Ng, M. Y., ... & Mair, P. (2020). Efficient monitoring of treatment response during youth psychotherapy: the behavior and feelings survey. *Journal of Clinical Child & Adolescent Psychology*, 49(6), 737-751.

The BFS offers parallel youth-report and caregiver-report forms. Items are rated on a scale from 0 (*not a problem*) to 4 (*a very big problem*).

Three scale scores can be derived: Internalizing Problems (sum of items 1-6), Externalizing Problems (sum of items 7-12), and Total Problems (sum of items 1-12). There is no manual for the BFS.

This measure is free and available to all who wish to use it. There is no fee and no requirement for licensure or formal approval.

Behavior and Feelings Survey (Youth Report)

https://weiszlab.fas.harvard.edu/files/jweisz/files/behavior_and_feelings_survey_-_youth_report_form_pdf.pdf

Behavior and Feelings Survey (Caregiver Report)

https://weiszlab.fas.harvard.edu/files/jweisz/files/behavior_and_feelings_survey_-_caregiver_report_pdf.pdf

Moods and Feelings Questionnaire

The Mood and Feelings Questionnaire (MFQ), developed by Adrian Angold and Elizabeth J. Costello in 1987, consists of a series of descriptive phrases regarding how the subject has been feeling or acting recently. Coding reflects whether the phrase was descriptive of the subject most of the time, sometimes or not at all in the past two weeks. Tested on ages 7-19 in various studies.

Should you wish to administer the MFQ to your clients or for your research study, you may download a PDF of any version of the MFQ free of charge. We ask only that you cite the authors in any published work.

Citations

Angold, A., Costello, E. J., Messer, S. C., Pickles, A., Winder, F., & Silver, D. (1995) The development of a short questionnaire for use in epidemiological studies of depression in children and adolescents.

International Journal of Methods in Psychiatric Research, 5, 237 – 249.
Appendix D continued

Article available in PDF format, with permission from Whurr Publishers Ltd. [Download the article](#). Messer, S. C., Angold, A., Costello, E.J., Loeber, R., Van Kammen, W., & Stouthamer-Loeber, M. (1995). Development of a short questionnaire for use in epidemiological studies of depression in children and adolescents: Factor composition and structure across development. *International Journal of Methods in Psychiatric Research*, 5, 251-262.

Article available in PDF format, with permission from Whurr Publishers Ltd. in English and Spanish.
Youth Report Long Version (33 items)

https://psychiatry.duke.edu/sites/default/files/2023-02/MFQ_Child%20Self-Report%20-%20Long.pdf

Youth Report Short Version (13 items)

https://psychiatry.duke.edu/sites/default/files/2023-02/MFQ_Child%20Self-Report%20-%20Short.pdf

Parent Report Long Version (34

items)https://psychiatry.duke.edu/sites/default/files/2023-02/MFQ_Parent%20Report%20on%20Child%20-%20Long.pdf

Parent Report Short Version (13 items)

https://psychiatry.duke.edu/sites/default/files/2023-02/MFQ_Parent%20Report%20on%20Child%20-%20Short.pdf

Strengths and Difficulties Questionnaire

The Strengths and Difficulties Questionnaire (SDQ) is a brief behavioral screening questionnaire addressing youth 2-17 years old. There are versions for caregivers, for educators, and for older youth (11-17 years old). All versions of the SDQ ask about 25 attributes, some positive and others negative. These 25 items are divided between 5 scales:

1. emotional symptoms (5 items)
2. conduct problems (5 items)
3. hyperactivity/inattention (5 items)
4. peer relationship problems (5 items) 1 to 4 added together generate a total difficulties score (based on 20 items)
5. prosocial behavior (5 items)

The same 25 items are included in questionnaires for completion by the caregivers or teachers of 4-17 year olds ([Goodman, 1997](#)).

Questionnaires for self-completion by adolescents ask about the same 25 traits, though the wording is slightly different ([Goodman et al, 1998](#)). This self-report version is suitable for young people aged around 11-17, depending on their level of understanding and literacy.

Several two-sided versions of the SDQ are available with the 25 items on strengths and difficulties on the front of the page and an impact supplement on the back. These extended versions of the SDQ ask whether

the respondent thinks the young person has a problem, and if so, enquire further about chronicity, distress, social impairment, and burden to others (Goodman, 1999).

The follow-up versions of the SDQ include not only the 25 basic items and the impact question, but also two additional follow-up questions for use after an intervention. Has the intervention reduced problems? Has the intervention helped in other ways, e.g. making the problems more bearable?

To increase the chance of detecting change, the follow-up versions of the SDQ ask about 'the last month', as opposed to 'the last six months or this school year', which is the reference period for the standard versions. Follow-up versions also omit the question about the chronicity of problems.

Free for Download and Use at: <https://www.sdqinfo.org/a0.html> Form Used in University Health Intake Packet

This is a half-page of 44 possible behaviors which the caregiver circles if their child is displaying such behavior. The items are similar to those evaluated by the previous instruments.

Appendix E - Formal Assessment Tool

Child and Adolescent Functional Assessment Scale (CAFAS)

Sometimes called the gold standard for assessing a youth's day-to-day functioning across critical life subscales and for determining whether a youth's functioning improves over time. CAFAS is backed by over 20 years of research supporting its validity and sensitivity to detecting change in behaviors. It is designed for youth ages 5-19. It is widely used to inform decisions about level of care, type and intensity of treatment, placement, and need for referral. It can be administered online. Since the software is web-based, there are no installation costs or setup fees. There is a low and fixed annual maintenance fee and a nominal fee for each assessment used. For more information on CAFAS visit, <https://www.fasoutcomes.com/Content.aspx?ContentID=12>.

The CAFAS is quickly completed by a practitioner (10 minutes) who “clicks” the behavior-based items that describe the youth’s functioning in each of the domains shown below. For each domain (subscale), the assessor can also quickly identify the youth’s strengths and goals.



CAFAS also includes a two domain for caregivers: materials needs and family support.

Results with interpretations are displayed instantaneously and include: CAFAS scale scores, CAFAS profile, alerts for critical items, risk behaviors, clinical markers, client types, and outcome indicators. The Client Assessment Report and the Family Report (which includes strengths and goals and shows progress) are generated entirely by the software. The assessor can add optional summary comments to appear on the Client Assessment report. Based on target behaviors, strengths and goals are selected.

After each assessment, a snapshot of the child's assessment results appear immediately on the Client Dashboard. If the CAFAS is re-administered to track progress (e.g., quarterly), outcome indicators focus attention to progress, or lack thereof.

The Supervisor Dashboard presents aggregated client data for subscale scores as well as a variety of clinical markers (e.g., risk behaviors, client types) and for outcome indicators (improving vs. not improving). It is easy to “drill down” to identify the specific youth who meet the criteria and then “click” to view the child's "Client Dashboard".

Other Advantages

- Automated assessment report and family “take home” report.
- Aggregated reports for program evaluation and quality assurance.
- Integrated export tool makes it easy to send data to funding sources.
- [Webservice interface](#) eliminates duplicate entry.

Appendix F - Recommended Modalities for School-based Services

The three modalities, described below, for school-based Tier 3 mental health services were reviewed, discussed, and confirmed by school and mental health services agency personnel during multiple group and individual meetings. Design team members agreed that school-based interventions should focus on diminishing or extinguishing symptoms of anxiety, depression or conduct concerns, as well as managing student response to recent trauma. Some participants suggested that for students who may initially be averse to talking interventions, occupational therapy or music therapy may prove useful to relax the student so that they may engage in these three modalities.

Solution-Focused Brief Therapy

The following description is drawn from the Institute for Solution-Focused Therapy (<https://solutionfocused.net/what-is-solution-focused-therapy/>).

Solution-Focused Brief Therapy (SFBT) (also called Solution-Focused Therapy) is a short-term, goal-focused, evidence-based therapeutic approach that incorporates positive psychology principles and practices. It helps students by constructing solutions rather than focusing on problems. In the most basic sense, SFBT is a hope-friendly, positive emotion eliciting, future-oriented vehicle for formulating, motivating, achieving, and sustaining desired behavioral change.

Therapists develop solutions by first generating a detailed description of how the student's life will be different when the problem is gone (or if their situation improved to a degree satisfactory to the student). They then carefully search through the student's life experience and behavioral repertoire to discover the necessary resources needed to construct a practical, sustainable solution. Typically, this process involves identifying and exploring previous "exceptions" (times when the student successfully coped with or addressed previous difficulties and challenges).

SFBT was developed inductively in an inner-city outpatient mental health service setting. Countless hours of therapy sessions observations over several years, identified questions, statements, and activities associated with client progress were incorporated into SFBT. Known for its usefulness and brevity, it is a practical, goal-driven approach that emphasizes clear, concise, realistic goal identification.

Goal Development Questions

Once a goal is identified, therapists ask questions to generate a detailed description of what the client's life will be like when the goal has been achieved. They begin searching through the student's experiences and behavioral repertoire for times when at least some parts of the goal have already occurred.

Looking for Previous Solutions

Most people have previously solved many, many problems and likely have some ideas of how to solve the current problem. To help students discover these potential solution ingredients, the therapist may ask, *"Are there times when this has been less of a problem?"* Or they may ask, *"What did you (or others) do that was helpful?"* Or perhaps they may ask, *"When was the last time when something like this happened, even a little bit?"*

Appendix F continued

Present and Future-focused vs. Past-oriented Focus

SFBT focuses on identifying solutions for the present or in the future. This reflects the basic belief that problems are best solved by focusing on what is already working, and how a student would like their situation to be, rather than focusing on the past and the origin of problems. For example, a therapist may ask, “*What will you be doing in the next week that would indicate to you that you are continuing to make progress?*”

Compliments

Direct and indirect compliments based on careful observation of positive things the client has done or said are an essential part of this approach. Validating what the student is already doing well, and acknowledging how difficult their problems are encourages them to change. Compliments punctuate and validate what the student is doing that is working.

Do More of What is Working

Once previous solutions and exceptions to the problem are identified, the therapist gently invites the student to do more of what has previously worked, or to try changes they brought up to try. This is called an “experiment” or a “homework”.

Scaling Questions

Scaling questions allow both student and therapist to assess the situation, identify the current distance from the goal, and what will maintain current progress. Students can be invited to rate their level of motivation, confidence, as well as what specifically helps them progress on the scale in the direction of their goal or miracle.

Research Findings

Solution-focused brief therapy is an evidenced-based practice model. There have been close to 150 randomized clinical control studies with different control populations in different clinical settings in multiple countries, almost all showing positive benefits of SFBT. There have also been eight meta-analyses on a range of outcome studies with an overall effect size ranging from small to large, for child, adolescent, and adult populations, for presenting problems such as depression, stress, anxiety, behavioral problems, parenting, and psychosocial and interpersonal problems.

Franklin, C., Moore, K., & Hopson, L. (2008). Effectiveness of solution-focused brief therapy in a school setting. *Children & Schools, 30*(1), 15-26.

Gingerich, W. J., & Eisengart, S. (2000). Solution-focused brief therapy: A review of the outcome research. *Family Process, 39*(4), 477-498.

Kim, J. S., Smock, S., Trepper, T. S., McCollum, E. E., & Franklin, C. (2010). Is solution-focused brief therapy evidence-based?. *Families in Society, 91*(3), 300-306.

Kim, J., Jordan, S. S., Franklin, C., & Froerer, A. (2019). Is solution-focused brief therapy evidence-based? An update 10 years later. *Families in Society, 100*(2), 127-138.

Cognitive Behavioral Therapy

Cognitive behavioral therapy (CBT) helps people learn how to identify and change destructive or disturbing thought patterns that adversely influence their behavior and emotions. The underlying concept behind CBT is that thoughts and feelings play a fundamental role in behavior. CBT teaches people that while they cannot control every aspect of the world around them, they can take control of how they

interpret and deal with things in their environment. CBT provides the following benefits:

Appendix F continued

- Healthier thought patterns develop by the student becoming aware of the negative and often unrealistic thoughts that dampen their feelings and moods.
- It is an effective short-term treatment option. Improvements can often be seen in five to 20 sessions.

Process

CBT usually starts with one or two sessions focused on assessment, during which the therapist helps the student identify the symptoms or behavior patterns that cause the most problems and sets goals for treatment.

In subsequent sessions, the student identifies negative or maladaptive thoughts they have about their current situation and determines whether these thoughts are realistic. If these thoughts are unrealistic, they learn skills to challenge and change those thoughts so they are more accurate in a given situation. Once their perspective is more realistic, the therapist helps them determine a more appropriate course of action. Students may be given homework to do between sessions. That typically includes exercises that help them learn to apply the skills and solutions developed in therapy to real-world situations in their day-to-day life. CBT usually concludes with a session or two of recapping, reassessing, and reinforcing what was learned. If necessary, someone may return to therapy for periodic maintenance sessions.

CBT combines cognitive therapy with behavior therapy by identifying maladaptive patterns of thinking, emotional responses, or behaviors and replacing them with more desirable patterns. It focuses on changing the automatic negative thoughts that can contribute to and worsen anxiety, depression, or emotional difficulties. These spontaneous negative thoughts also have a detrimental influence on mood. Through CBT faulty thoughts are identified, challenged, and replaced with more objective, realistic thoughts.

CBT uses different strategies to help students overcome these patterns. Here are a few examples.

Identifying Negative Thoughts: It is important to learn what thoughts, feelings, and situations are contributing to maladaptive behaviors. This process can be difficult, however, especially for people who struggle with introspection. Taking the time to identify these thoughts can lead to self-discovery and insights that are essential to treatment progress.

Self-Monitoring: Also known as journaling, self-monitoring involves tracking behaviors, symptoms, or experiences over time and sharing them with the therapist.

Goal Setting: CBT can help build and strengthen goal setting skills. This might involve teaching how to identify a goal or how to distinguish between short- and long-term goals. It may also include helping set SMART goals (specific, measurable, attainable, relevant, and time-based), with a focus on the process as much as the outcome.

Problem-Solving: In CBT it often involves five steps:

- Identify the problem.
- Generate a list of potential solutions.
- Evaluate the strengths and weaknesses of each potential solution.
- Choose a solution to implement.

- Implement the solution.

Research

Cognitive behavioral therapy is also an evidence-based practice model. It is proven effective in treating symptoms of anxiety and depression in children and adolescents. A 2018 meta-analysis of 41 studies found that CBT helped improve symptoms in people with anxiety and anxiety-related disorders, including obsessive-compulsive disorder and post-traumatic stress disorder.

Carpenter, J. K., Andrews, L. A., Witcraft, S. M., Powers, M. B., Smits, J. A., & Hofmann, S. G. (2018). Cognitive behavioral therapy for anxiety and related disorders: A meta-analysis of randomized placebo-controlled trials. *Depression and Anxiety*, 35(6), 502-514.

Oud, M., Winter, L. D., Vermeulen-Smit, E., Bodden, D., Nauta, M., Stone, L., & Heuvel, M. van den, Taher, RA, Graaf, I. de, Kendall, T., Engels, R., & Stikkelbroek, Y. (2019). Effectiveness of CBT for children and adolescents with depression: a systematic review and meta-regression analysis. *European Psychiatry*, 57, 33-45.

Play Therapy

The Association for Play Therapy defines play therapy as "the systematic use of a theoretical model to establish an interpersonal process wherein trained play therapists use the therapeutic powers of play to help clients prevent or resolve psychosocial difficulties and achieve optimal growth and development."

Play therapy honors the child's developmental level and looks for ways of helping in the "language" of the child – play. Licensed mental health professionals therapeutically use play to help their clients, most often children ages three to 12 years, to better express themselves and resolve their problems. Play therapy works best when a safe relationship is created between the therapist and child, one in which the child may freely and naturally express both what pleases and bothers them.

Mental health agencies, schools, hospitals, and private therapists have utilized play therapy as a primary intervention or as supportive therapy for:

- Behavioral problems, such as anger management, grief and loss, divorce and abandonment, and crisis and trauma.
- Behavioral disorders, such as anxiety, depression, attention deficit hyperactivity (ADHD), autism or pervasive developmental, academic and social developmental, physical and learning disabilities, and conduct disorders.

Trained therapists use play to observe and gain insight into a child's difficulties to then help the child explore emotions and deal with unresolved trauma. Through play, children can learn coping skills and how to redirect inappropriate behaviors. The Association for Play Therapy offers online specialized training programs and advanced credentials.

Research

Bratton, S. C., Ray, D., Rhine, T., & Jones, L. (2005). The efficacy of play therapy with children: A meta-analytic review of treatment outcomes. *Professional Psychology: Research and Practice*, 36(4), 376.

Burgin, E. E., & Ray, D. C. (2022). Child-centered play therapy and childhood depression: An effectiveness study

in schools. *Journal of Child and Family Studies*, 1-15.

Appendix F continued

Post, P. B., Phipps, C. B., Camp, A. C., & Grybush, A. L. (2019). Effectiveness of child-centered play therapy among marginalized children. *International Journal of Play Therapy*, 28(2), 88.

Ray, D. C., Armstrong, S. A., Balkin, R. S., & Jayne, K. M. (2015). Child-centered play therapy in the schools: Review and meta-analysis. *Psychology in the Schools*, 52(2), 107-123.

Appendix G - Strategies to Develop a Talent Pipeline for SOC/MH

Academic professional degree programs place students in schools and in behavioral health organizations for their required field practicums for which they do not receive any financial support for the 16-24 hours a week they work under the supervision of a field practicum supervisor. Students and universities are beginning to question this. One of Colorado's graduate social work programs, One of Colorado's universities recently agreed to provide \$3000 to their students for their field practicum.

From 2014-2020, through a National Child Welfare Workforce Institute (NCWWI) university partnership grant, the University of Missouri-Kansas City's MSW program created a contractual basis for awarding a child welfare traineeship. Students were carefully screened and selected to receive full support for tuition and most fees. In return for this financial support, students were contractually obligated to work for a child welfare program for the same number of years they received that support. To get full exposure to child welfare settings and services, students rotated field practice replacements and were required to take specific electives addressing family organization and development, collaborative family-centered practice, and child trauma. The field practicum supervisors met every six weeks with the grant's principal investigator to share how each student was developing and to identify areas for further growth. Challenges and successful strategies for supervision, as well as content from student courses were freely shared. Evaluations of this model were consistently strong. Supervisors were developing their future workforce. NCWWI students were developing a wider professional network than their peers who were placed at the same field site for an entire year. This also provided NCWWI students with a good sense of the settings or services they preferred for post-grad employment.

The SOC/MH could offer a variation on this model for workforce development. Students enrolled in graduate professional degree programs such as counseling, psychology, and social work, could be provided financial support for their services in a school or behavioral health program. In return, they would contractually agree that after graduating, they would be employed by one of the schools or behavioral health programs in the SOC/MH for the same number of years they received that financial support.

Other key elements of UMKC's child welfare traineeship could also be woven into this approach to workforce development. In evaluations of that grant, supervisor collaboration in student development benefitted current staff employed by participating organizations. Simply put, the supervisors of student field practicums became better informed supervisors to their own staff.

**MEMORANDUM OF UNDERSTANDING
FOR THE DEVELOPMENT OF A MENTAL HEALTH SYSTEM OF CARE
FOR KANSAS CITY STUDENTS**

This Memorandum of Understanding (hereinafter referred to as "MOU") is made as of October 17, 2023, between signatory PUBLIC CHARTER SCHOOLS in Kansas City (hereinafter referred to as "KC Schools"), signatory COMMUNITY BASED MENTAL HEALTH AGENCIES (hereinafter referred to as "Mental Health Agencies"), and SCHOOL SMART KC, INC. (hereinafter referred to as "SSKC"). Together, KC Schools, Mental Health Agencies, and SSKC are also collectively referred to herein as "the Parties."

PURPOSE

1. Beginning in early 2023, in consultation with the Jackson County Children's Services Fund, SSKC convened a series of meetings with a diverse group of stakeholders in Kansas City that were interested in developing a more effective system to better support the mental health needs of students in partnership and close coordination with their families, schools and other critical actors.
2. The group, composed of the KC Schools, Mental Health Agencies, SSKC, and caregivers began by analyzing the level and depth of student mental health needs, current practices for student identification and assessment, available services and parent perspectives on the provision of such services. In particular, the group focused on the provision of "Tier 3" mental health services, which are defined as those services provided to students with diagnosable behavioral health concerns that require one-on-one support from a mental health professional.
3. The group's findings were stark – since the pandemic, approximately 20% of students are in need of Tier 3 mental health services and most schools lacked sufficient capacity to meet this need. The group also found that schools often refer students to community-based mental health agencies that, despite their best efforts to support students, have long wait lists. More broadly, the group found there were limited or no feedback loops to understand the number of students receiving Tier 3 services and the outcome of those services.
4. These findings have made clear the need for a more effective and coordinated set of services – a "system of care" – that would be available to support students, their families and schools in the provision of Tier 3 mental health services.
5. The Parties to this MOU have expressed their commitment to work diligently and in partnership toward the creation and operation of such a system. This MOU sets forward the parameters of this emerging partnership with the understanding the Parties share the intention of signing a binding legal agreement in the near future that outlines the roles and responsibilities, service model, resources and other critical elements of the System of Care.

NOW THEREFORE, the Parties agree as follows:

1. **Partnership Goals and Outcomes:** Through a series working sessions in which the parameters of the System of Care for mental health were discussed, the Parties have agreed upon and committed to the common, central goal of providing Kansas City public school students with easy access to mental health services through their schools and through partnerships with community-based mental health agencies. The parties are similarly committed to a common understanding of the core outcome to be achieved through their joint efforts: that KC Schools students' mental health needs will be diagnosed and treated in an expeditious and effective manner so that these students' can thrive in school and life.
2. **Roles of the Parties:** The Parties also affirm the important role of all signatories to this MOU and firmly believe the success of the System of Care requires close partnership and coordination across signatory KC Schools, Mental Health Agencies and SSKC. Through their planning and design dialogues, the Parties have broadly outlined their respective roles in this effort:

KC Schools: KC Schools are on the front line of the System as they are critical to identifying students who may need Tier 3 services, engaging their caregivers, providing appropriate services at school and making referrals to Mental Health Agencies when appropriate. They understand the need for clear and consistent processes within the school so that students' needs can be addressed in an expedient and effective manner and student outcomes can be tracked

- A. **Mental Health Agencies:** Mental Health Agencies play a vital role in the Mental Health System of Care by providing services at school and/or treating students and families referred to them by KC Schools. Mental health agencies with staff assigned to work at school will be integral members of the schools' care teams and as such, will promote the protocol for identifying, screening and assessing students described in the System of Care blueprint. For students who need psychiatric services, family therapy, long-term trauma-focused therapy or some combination of these therapies, the Mental Health Agencies will play a critical role in providing timely and effective care at their facilities. The Mental Health Agencies will endeavor to respond to referrals as expeditiously as possible and coordinator with the schools' Family Support Liaisons and the SOC central office..
 - B. **SSKC:** SSKC serves as the convenor of the Mental Health System of Care and is committed to supporting a collaborative process with all Parties. SSKC will also play a vital role in supporting the initial management and operational needs of the System and will work diligently and exert best efforts with prospective resource providers to secure necessary funds for the long-term operation of the Mental Health System of Care. While SSKC will support the launch, implementation and scaling up of the System, it looks to gradually transfer responsibility for the planning, financing, and administration of the system to the system's board of directors and an independent operational team.
3. **Key Design Principles:** The Parties also have a shared belief that success of the System of Care will require adherence to essential design principles that guide their

collective efforts. These principles include:

- A. Effective Caregiver Engagement: The Parties are committed to regular and effective engagement of student caregivers as a foundational component in supporting the mental health needs of students. To this end, the Parties intend that the new system of mental health support will include the involvement of a Family Support Liaison with lived experience who will accompany the student throughout the process of receiving support. This inclusion of a Family Support Liaison (FSL), guided by guidelines and utilizing best practices, will be designed to enhance the school's care team and also increase the likelihood of forming healthy partnerships with students' caregivers.
 - B. Information gathering and sharing; Quality Assurance: Within legal and regulatory requirements, the Parties are committed to the regular generation and sharing of information across all elements of the system – schools, mental health agencies, caregivers and other stakeholders – to promote strong outcomes for students, More specifically, to ensure the system is functioning effectively and meeting its targets, the Parties intend to design an information system that will allow data to be shared among members of the system to monitor progress, detect bottlenecks and other problems, and promote continuous reflection and learning among system members. It also will enable SOC/MH members to measure whether students' attendance and/or grades improved and to monitor the student experience in the system, level of caregiver engagement, and the efficacy of the referral process being used.
 - C. Clear and Consistent Processes: To promote the consistent delivery of care to students, the Parties are also committed to developing and refining a clear process through what Tier 3 services are delivered at school. It starts with the identification and screening of students followed by formal assessments (for those students who need them), school-based mental health services, and referrals to community-based mental health agencies, when necessary.
4. **Pilot Program**: The Parties also intend to work together during the second half of the 2023-24 School Year to pilot the new system with at least 4 schools in order to test and refine agreed upon guidelines, tools and protocols. Prior to the launch of the pilot, SSKC, in consultation with schools and agencies, will oversee the creation of a System Hub office that will be tasked with the management of the referral, information and financial functions of the system.
5. **Financing Services; Sustainability**: The Parties have also committed to work together to develop a long-term plan for the financing of the system in order to ensure its financial sustainability. It is anticipated that in the short-term, this plan will seek to raise resources through contracts, grants and other support from philanthropic entities and individuals. This fundraising and engagement will have the goal of raising funds for the first 2-3 years of system operation, while a longer-term strategy for building diversified revenue streams is put in place. On key element of the long-term strategy will be supporting schools and agencies in resolving barriers and

building capacity to secure Medicaid reimbursement for schools. Another area to be assessed is the provision of services by the system's central management hub, which may include provision of part time mental health support staff, administrative support, and/or training and capacity building programs.

6. **Governance:** The Parties have also committed to work to develop governance structures related to the conduct of the Mental Health System of Care, including a voluntary board of directors representing key stakeholder groups (caregivers, schools, mental health agencies and experts, local authorities, philanthropic entities, etc.) The purpose of this structure will be to ensure that the system and its operational elements are functioning in an inter-connected and coordinated fashion with continuous monitoring of performance and regular improvement. Paramount to their role will be ensuring that students benefitting from the System of Care.
7. **Non-binding Expression of Intent:** Nothing herein shall be construed to create liability for any Party hereto, and the Parties understand that this MOU only constitutes a general statement of intent to work in good faith together and purposefully toward the achievement of the aims outlined herein. The MOU intentionally does not include details on how the system will be implemented or the mechanics for the proposed stages of care which will be the subject of further detailed discussions and require further agreements by the Parties on key areas including program contours, budget, staffing, student and health care privacy protocols and other items. As such, nothing in this MOU shall be construed to create liability for any Party hereto or a binding commitment of any Party to specific actions or the provision of resources. It is further understood by all Parties that any such specific and binding commitment shall be set forth at a later date by the Parties in a separate legally binding contract executed by authorized signatories of each relevant Party.
8. **Termination, Revocation of Understanding:**

This Memorandum of Understanding can be revoked by any Party hereto with two-weeks ' written notice to the other Parties.

**SIGNATURE PAGE TO THE MEMORANDUM OF UNDERSTANDING
FOR THE DEVELOPMENT OF A MENTAL HEALTH SYSTEM OF CARE
FOR KANSAS CITY STUDENTS**

KC SCHOOLS

Frontier Schools

Ugur Demircan, Superintendent
6800 Corporate Drive, Kansas City, MO 64120

Date

Guadalupe Centers Charter Schools

Jose Lopez, President, Board of Directors
5123 E Truman Road, Kansas City, MO 64127

Date

Crossroads Charter Schools

Tysie McDowell, Superintendent
1011 Central St., Kansas City, MO 64105

Date

KIPP KC

Rachel Phelps, Director of Support Services
2700 East 18th Street, Kansas City, MO 64127

Date

Brookside Charter School

Roger Offield, Superintendent
1815 East 63rd Street, Kansas City, MO 64130

Date

Citizens of the World Charter Schools

Danielle Miles, Executive Director
3435 Broadway Boulevard, Kansas City, MO 64111

Date

**SIGNATURE PAGE TO THE MEMORANDUM OF UNDERSTANDING
FOR THE DEVELOPMENT OF A MENTAL HEALTH SYSTEM OF CARE
FOR KANSAS CITY STUDENTS**

**SIGNATURE PAGE TO THE MEMORANDUM OF UNDERSTANDING
FOR THE DEVELOPMENT OF A MENTAL HEALTH SYSTEM OF CARE
FOR KANSAS CITY STUDENTS**

MENTAL HEALTH AGENCIES

University Health – Futures Program

Charlie Shields, President & CEO
300 West 19th Terrace, Kansas City, MO 64108

Date

Mattie Rhodes

John Fierro, CEO & President
148 North Topping Avenue. Kansas City, MO 64123

Date

Synergy

Dennis Meier, Ph.D., Co-Executive Director
400 East 6th Street, Parkville, MO 64152

Date

SWOPE

Jeron Ravin, JD., President & CEO
3801 Dr. Martin Luther King Jr. Boulevard, Kansas City, MO 64130

Date

Samuel Rodgers

Bob Theis, CEO
825 Euclid Avenue, Kansas City, MO 64124

Date

**SIGNATURE PAGE TO THE MEMORANDUM OF UNDERSTANDING
FOR THE DEVELOPMENT OF A MENTAL HEALTH SYSTEM OF CARE
FOR KANSAS CITY STUDENTS**

SSKC

SCHOOL SMART KC, INC.

Angelique Nedved, President and CEO
3105 Gillham Rd # 200, Kansas City, MO 64109

Date

Master Services Agreement

This Education Master Services Agreement (hereinafter “Agreement”) is entered into on this **Effective Date** October 12, 2023, by and between **Guadalupe Educational System, lcs d.b.a. Guadalupe Centers Charter Schools** located at 1015 Avenida Cesar E Chavez Kansas City, Missouri 64108, referred to in this Agreement as (“Customer”), and **Maxim Healthcare Staffing Services, Inc.**, a Maryland Corporation including its affiliates and subsidiaries, with an office located at 9239 West Center Rd, Omaha, NE, 68124, United States of America referred to in this Agreement as (“Maxim”). Customer or Maxim may be referred to herein as a “Party” or jointly as the “Parties.”

RECITALS

WHEREAS, Customer operates a School located in Missouri and wishes to engage Maxim to provide personnel to supplement Customer’s staff;

WHEREAS, Maxim operates a staffing agency that provides supplemental healthcare staffing services to Customer; and

THEREFORE, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties, and intending to be legally bound, Customer and Maxim hereby agree to the following terms and conditions.

ARTICLE I. DEFINITIONS

1.1 Definitions. As used in this Agreement, the following terms shall have the meanings specified below unless the context otherwise requires. Capitalized terms, acronyms and phrases used in the staffing industry (i.e. HR) and business process outsourcing services industries or other pertinent business context that are not defined will be interpreted in accordance with their then-generally understood meaning:

“Assignment Confirmation” is a document specifying additional details and Bill Rate for any individual Personnel matched for the Customer.

“Bill Rate” means the rates billed to Customer for services performed by Personnel pursuant to this Agreement, any Statement of Work, subsequent Amendment or any Assignment Confirmation.

“On Call/Call Back Rates” means those rates, as applicable and as more specifically set forth on the Assignment Confirmation, for hours where Personnel may be called back for previously unscheduled hours to the Work Site to perform assigned duties.

“Behavior Intervention Plan” or “BIP” is defined as a written improvement plan created for a student based on the outcome of the functional behavior assessment (FBA).

“Contractor” means either independent contractor(s) or legal entity(ies) being utilized by Maxim to provide Services. An Amendment to this Agreement will be executed if 1099 Contractors are requested to be provided to Customer.

Master Services Agreement

“Individual Education Program” or “IEP” is a plan developed as required under the Individuals with Disabilities Education Act (“IDEA”) providing eligible students with special education and related services that is reasonably calculated to enable the student to make progress appropriate in light of the child’s unique circumstances.

“Individual Health Plan” or “IHP” is defined as a health plan focusing specifically on student(s)’ medical needs, it may contain physician orders. If the services for a student’s medical needs can be performed during the school day for the student to benefit from the education, the medical services may be incorporated into the 504 Plan or IEP.

“Medical Services” services provided by a licensed physician to determine a student’s medically related disability that results in the student’s need for a 504 Plan or an IEP. These services include determining the health or related services needed for a particular student, developing the plan, changes to the plan, and level of healthcare or professional required.

“Out of School Time and Off-Site School Time Educational Services” is defined as educational services that would be rendered outside of school time, whether that be after the school day or during any breaks in the school year, or any services rendered off-site during school time. These types of requests include school day length field trips, extended field trips surpassing the length of the school day, overnight field trips, weekend field trips, summer and weekend camps, one-day field trips.

“Personnel” means clinical and other school based professionals, behavioral, educational assistance, and instructional employees of Maxim, providing temporary staffing services to Customer under Customer’s direction and control pursuant to the terms of this Agreement.

“Placement” is defined to mean where the student receives the school based services listed in the 504 Plan or the IEP.

“Related Services” means transportation and such developmental, corrective, and other supportive school based services as are required to assist a child with a disability to benefit from special education, and includes speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes.

“School Health Services” means health services that are designed to enable a child with a disability to receive FAPE as described in the child’s IEP. School health services are services that may be provided by either a qualified school nurse or other qualified person as requested by the Customer.

“Services” means collectively School Health Services, Special Education Services, and/or Related Services provided by Maxim to Customer, as more specifically set forth herein.

“Special Education Services” means specially designed instruction to meet the unique needs of a child with a disability.

Master Services Agreement

"Supplies" means any and all necessary supplies to be used in administering and/or providing Services to student(s), including, but not limited to personal protective equipment ("PPE").

"Travel-Expense Payment" is an allowance paid to Travel Personnel per day or per diem for lodging, meals, and/or incidental expenses incurred when travelling.

"Travel Personnel" means Personnel providing Assignment Services whose home of record is greater than or equal to fifty (50) miles from the Work Site.

"Week", pursuant to Section 6.1, **"Invoicing Week"** means a seven-day period beginning Sunday and ending Saturday. Maxim timekeeping considers all shifts as occurring completely on the day in which the shift begins.

"Work Site" means any location Customer assigns Personnel to render Services.

ARTICLE II. TERM

Section 2.1. Term. This Agreement will commence on the Effective Date and will continue for a school calendar year.

Section 2.2 Renewal. This Agreement shall automatically renew at the end of the term for successive one (1) year terms unless either Party provides written notice at least thirty (30) days prior to the end of the term or renewal term, as applicable, of such Party's decision not to automatically renew this Agreement

ARTICLE III. NATURE AND SCOPE OF SERVICES

Section 3.1 Scope of Services.

(a) Staffing. Maxim is responsible for recruiting, screening, and hiring its Personnel as set forth herein to provide temporary staffing Services to Customer, with such Services provided by Personnel under Customer's management and supervision at a School Work Site or in an environment controlled by Customer, and as permissible by any applicable scope of practice law(s) or standards of nursing. Maxim will use its best efforts to provide Personnel who shall perform Services in accordance with the terms of this Agreement, as requested in "Attachment A." Services include School Health Services, Related Services, and/or Special Education Services. Maxim will provide Personnel specific to the requirements provided by the Customer, following receipt of the BIP, IEP, IHP or 504 Plan (the "Plan"), as applicable, from the Customer. Maxim will use its best efforts to provide Personnel who meet the qualifications as specified by the Customer and shall perform services in accordance with the terms of this Agreement. Customer shall provide Maxim with the skill level, experience and services to be provided by Personnel to any student(s), and details from the applicable Plan for School Health Services or Related Services, necessary to perform Services hereunder.

(b) Out of School Time and Off-Site School Time Educational Services. Customer may request Personnel to provide Services that would be rendered Out of School Time and Off-Site during School Time. Customer is responsible for overseeing and directing placement for the Out of School Time or Off-Site School Time Service if requested. Customer will provide supplies and resources needed to implement the requested Out of School Time

Master Services Agreement

and Off-Site School Time Services at its own expense. Customer is responsible for maintaining a safe environment for all Out of School Time and Off-Site School Time Services.

(c) Changes. From time to time, requests for additions, deletions, or revisions to this Agreement or the Statement(s) of Work may be made. The Party that wishes to make a Change shall deliver to the other Party a written request that contains as much detail as is reasonably practicable regarding the nature and scope of the Change and the fees associated with any proposed Change (each such request, a “**Change Request**”). The Parties shall work together to agree on the terms that will govern any Change, provided, however, that no Change shall be implemented until such time as the Parties agree to the applicable Change Request in writing. The Parties will negotiate in good faith to reach agreement on applicable development costs and/or operational fees, if any, that will apply to such Change.

Section 3.2 School Health Services Requirements. Maxim will perform the screening for School Health Services Personnel who meet the criteria as indicated in Attachment “B” hereto.

Section 3.3 Related Services or School Based Services. Maxim will perform the screening for Related Services and Special Education Personnel who meet the criteria as indicated in Attachment “B” hereto.

Section 3.4 Special Education Services. Maxim will perform the screening Special Education Services Personnel who meet the criteria as indicated in Attachment “B” hereto.

Section 3.5 Maxim as Employer. Maxim acknowledges and agrees that its Personnel are Maxim employees and shall be treated as such and not as employees of Customer. Maxim agrees that it (i) is responsible for providing any wages or other benefits to its Personnel; (ii) will make all appropriate tax, social security, Medicare, and other withholding deductions and payments with respect to its Personnel; (iii) will provide workers’ compensation insurance coverage for its Personnel; (iv) will make all appropriate unemployment tax payments with respect to its Personnel; and (v) will take any additional actions legally required to establish that the Personnel whose Services are provided under this Agreement are employees of Maxim.

Section 3.6 Availability of Personnel. The Parties agree that Maxim’s duty to supply Personnel is subject to the availability of qualified Personnel. The failure of Maxim to provide Personnel shall not constitute a breach of this Agreement if the requested Personnel are not available. To the extent that Maxim is unable to provide the modality of Personnel requested by Customer, Maxim will provide Customer with a higher skilled Personnel. Maxim will bill Customer at that Personnel’s fair market value rate for the modality provided.

ARTICLE IV. SCHOOL WORK SITE REQUIREMENTS AND OBLIGATIONS

Section 4.1 Plan Implementation. Customer is responsible for the Medical Services provided to its students. Customer will provide supervision of Personnel for Services provided to any student with a medical disability. Customer will make available to Maxim and any Personnel the applicable Plan(s), as requested. Customer shall provide student specific orientation for the requirements of the Plan(s). If the student requires school transportation, Customer shall assess whether the student’s disability would allow for safe transport by Customer, and will make all determinations on Placement of Personnel to implement safe transport of both student(s) and Personnel. Customer shall provide all assessments and protocols to Maxim prior to Personnel accompanying a

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student for transport. Maxim reserves the right to deny a transportation request, in the event there is a concern for safety or other circumstances. In the event, Customer determines transport is safe, Customer shall orient Maxim Personnel on the transportation and emergency protocol(s).

Section 4.2 Orientation and Evaluation. Customer will provide Personnel with orientation of Customer's policies, procedures and School Work Site specific training. Customer will provide School Work Site specific emergency protocol training for all student's with a medically related disability. Customer will perform evaluations of Personnel annually and provide documentation of the evaluation to Maxim. If Customer identifies area for improvement for any Personnel, Customer will collaborate with Maxim to provide additional recourses for training and orientation.

Section 4.3 Supplies. Customer will provide all necessary Supplies to Personnel in performance of this Agreement. Customer shall be responsible for disposing of all medical waste and biohazard produced by the Services and will comply with all applicable local, state, and federal rules, regulations, and laws governing such disposal.

Section 4.4 Float Policy. Subject to prior written notification, Customer may Float Personnel, if Personnel satisfies the Customer's requisite specialty qualifications. If Customer Floats Personnel, the Personnel must perform the duties of the revised assignment as if the revised assignment were the original assignment. Customer will provide the Personnel with additional orientation regarding the Float assignment as necessary. If Personnel Floats to a staff classification that has a lower Base Rate, then the Base Rate that was applicable to the original Personnel assignment remains the applicable Base Rate despite the Float. If Personnel Floats to a staff classification that has a higher Base Rate, then the Base Rate that is applicable to the newly assigned staff classification is the applicable Base Rate for as long as the Personnel continues to work in that staff classification.

Section 4.5 Right to Dismiss. If at any time Customer, in its reasonable judgment, determines that the staffing Services provided any Personnel provided hereunder is inadequate, unsatisfactory or has failed to comply with Customer's rules, regulations, or policies, Customer shall immediately advise Maxim. Maxim will remove Personnel from Customer's School Work Site as requested. Customer will cooperate with Maxim and provide reasonable detail(s) for the dismissal. Customer will provide Maxim with any reports it provides to any governing oversight agency(ies) as a result of Maxim Personnel's conduct, including all drug screens conducted, results of peer review and/or documentation of Customer's investigation(s).

Section 4.6 Work Environment and OSHA. Customer will provide a clean and properly maintained workspace(s) for Maxim to conduct the Services that will enable Maxim to safely provide Services to student(s). Customer will provide furniture at its sole risk to include, but not limited to, tables and chairs, and allow Personnel reasonable access to telephones for business use. Maxim will not be responsible for the proper maintenance of any property supplied by Customer. Customer will orient Personnel to the specific exposure control plan(s), emergency action plan(s), and/or protocol(s) of the Customer as it pertains to all federal OSHA requirements and equivalent state agency requirements, directives, or standards, with respect to blood borne pathogens, other emergent matters, and any of the Customer's specific policies and procedures for safety, hazardous communications and/or operations instructions. Customer will be responsible for all OSHA recordkeeping, logging, and reporting responsibilities required by law pertinent to Services provided under this Agreement.

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Section 4.7 Notification of Incidents and Claims. Customer agrees to notify Maxim of any incident involving Maxim Personnel within forty-eight (48) hours of its occurrence. Customer agrees to provide Maxim documentation of any investigation conducted. Maxim and Customer agree to notify each other in writing of any asserted claim relating to this Agreement within ten (10) days of either discovery of the occurrence upon which the claim may be based or learning of the claim. Indemnity to Customer shall not cover any claims or liabilities in which there is a failure to give the indemnifying party prompt notice of any incident within forty-eight (48) hours of its occurrence.

Section 4.8 Maxim Timeclock. The Parties acknowledge and agree that notwithstanding any Customer manuals, instructions, or other Customer policies, Maxim reserves the right to utilize Maxim Timeclock, a proprietary web-based timekeeping system, for the provision of Services and is not required and/or mandated to use paper-based timekeeping records, unless otherwise required by applicable law. Personnel will submit hours worked to Customer via Maxim Timeclock. Customer will be notified via electronic mail regarding the hours submitted and agrees to review and approve the submitted hours on a weekly basis, each Monday by noon local time. Customer approved hours will be utilized for the weekly payroll and billing. Any non-approved hours will be discussed between Customer and Maxim; notwithstanding this, Customer and Maxim agree to cooperate in good faith to ensure that all Personnel time is properly captured to ensure compliance with applicable local, state, and federal wage and hour laws.

ARTICLE V. HIRING OF PERSONNEL

Section 5.1 Non-Solicitation. To the extent allowed by applicable law, for a period of twelve (12) months following the date on which any Personnel either: (i) interviewed with Customer for purposes of Customer qualifying a candidate or applicant for a role or position or (ii) last worked a shift under this Agreement, or a subsequent Assignment through this Agreement, Customer agrees that it will take no steps to solicit, recruit, hire, or employ as its own employees, or as a contractor, those Personnel provided or introduced by Maxim during the term of this Agreement. Customer understands and agrees that Maxim is not an employment agency and that Personnel are assigned to the Customer to render temporary service(s) and are not assigned to become employed by the Customer. Customer further acknowledges and agrees that there is a substantial investment in business related costs incurred by Maxim in recruiting, onboarding, training, and employing Personnel, which necessarily includes recruiting, qualifying, credentialing, training, retaining, and supervising Personnel. In the event that Customer, or any Customer affiliate, subsidiary, department, division, School Work Site, or any other agent of Customer or agent acting on behalf of Customer solicits, hires, or employs any Personnel, Customer will be in material breach of this Agreement.

Section 5.2 Conversion Fee. With advanced written notice of thirty (30) business days, Customer may hire or contract with any Maxim Personnel provided by Maxim once each Personnel has completed a minimum number of hours of work for Customer through Maxim, according to the Conversion Table below:

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Aggregate Hours Worked By Maxim Personnel for Customer in a Twelve (12) Month Period	Conversion Fee
Prior to completing 350 hours	25 % of annualized starting salary
After Completions of 500 hours	20 % of annualized starting salary
After Completions of 700 hours	15 % of annualized starting salary
After Completions of 900 hours	10 % of annualized starting salary
After Completions of 1040 hours	5 % of annualized starting salary

Maxim Personnel's annualized salary is calculated with the following equation: Weekday Hourly Bill Rate x 1,440 Hours x 25% and will be due to Maxim to the extent allowed by applicable law.

Section 5.3 Breach of Conversion of Personnel Section. In the event that Customer hires or contracts with any Personnel in accordance with the requirements set forth above but does not notify Maxim, the Placement Fee that applies is no less than 150% of that set forth above or to the extent allowed by applicable law.

ARTICLE VI. INVOICING, PAYMENT, AND TAXES

Section 6.1 Invoicing. Maxim will supply Personnel under this Agreement at the rate(s) listed in the Statement of Work or Assignment Confirmations for this Agreement. Maxim will submit invoices to Customer every week for Personnel provided to Customer during the preceding week. Customer Invoices shall be submitted to the following electronic mail address or by the applicable agreed upon Timecard Application.

Invoicing E-mail: chawkins@guadalupecenters.org

Invoicing Contact: Charlotte Hawkins

Invoicing Address: 1015 Avenida Cesar E Chavez Kansas City, MO 64108

Section 6.2 Payment. All amounts are due and payable within thirty (30) days from the date of invoice. Maxim's preferred payment is via electronic payment (EFT). If Customer is unable to pay electronically, Customer will send all payments to the address set forth on the invoice. Maxim reserves the right to accept or deny payment via credit card on a case-by case basis. Customer will be responsible for an additional 4% surcharge for administrative/processing fee on all accepted payments made via credit card. If any portion of an amount billed by Maxim under this Agreement is subject to a good faith dispute between the Parties, Customer shall give written notice to Maxim of the amounts it disputes ("Disputed Amounts") upon the discovery of the billing dispute and include in such written notice the specific details and reasons for disputing each item. Written notice of a dispute must be provided within fourteen (14) days from date of invoice or the invoice amount is presumed to be valid. Customer shall pay by the due date all undisputed amounts, including, in the event of a billing rate dispute, the amount of the Services at the lower billing rate. Billing disputes shall be subject to the terms of Article XIII, Dispute Resolution.

Section 6.3 Late Payment. Payments not received within thirty (30) days from the applicable invoice date will accumulate interest, until paid, at the rate of one and one-half percent (1.5%) per month on the unpaid balance, equating to an annual percentage rate of eighteen percent (18%), or the maximum rate permitted by applicable law, whichever is less.

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Section 6.4 Annual Rate Increases. Customer agrees to and accepts annual rate increases at the percentage listed on "Attachment A" of this Agreement.

Section 6.5 Customer Bankruptcy or Insolvency. Customer agrees that in the event Customer files bankruptcy, (i) to the extent Maxim pays the salary and other direct labor costs of Personnel it provides to Customer and such amounts incurred within one-hundred eighty (180) days prior to bankruptcy are not paid by Customer to Maxim prior to bankruptcy, and/or (ii) Customer is the assignee of claims held by such Personnel against Customer for such amounts incurred within one-hundred eighty (180) days prior to bankruptcy, then Maxim has a claim against Customer in bankruptcy for the amount of such salary and other direct labor costs, which is entitled to a priority under 11 U.S.C. §507(a)(4). All pre-bankruptcy conduct, including amounts due and actions related to payment that could be brought by Customer are released.

Section 6.6 Assurances. In the event Maxim in good faith becomes concerned about impending bankruptcy or other insolvency by Customer, the Parties agree that Maxim may request in writing from Customer a prepayment deposit in the amount equal to the average of two weeks of Services, which Maxim may apply to outstanding invoices in the event that Customer fails to timely pay such invoices. Customer agrees to provide the requested prepayment deposit within five (5) days. In the event that Maxim applies the prepayment deposit in accordance with this Section at such time that concern about Customer's impending insolvency remains, Customer agrees to replenish the prepayment deposit within five (5) days of receipt of written notice of its application.

Section 6.7 Transaction Taxes. Customer shall be responsible for any sales tax, gross receipts tax, excise tax or other state taxes applicable to the Services provided by Maxim. If Customer provides Maxim with a valid tax exemption certificate in accordance with local laws covering the Services provided by Maxim, Maxim will not collect Transaction Taxes.

ARTICLE VII. RELATIONSHIP OF THE PARTIES

Section 7.1 Independent Legal Entities. Maxim and Customer are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Neither Maxim nor Customer nor any of their respective agents or employees shall control or have any right to control the activities of the other Party in carrying out the terms of this Agreement.

Section 7.2 Use of Contractors. Maxim may utilize the services of Contractors if Customer (i) requests practitioners who are contracted with Maxim Physician Resources, LLC d/b/a Maxim Locum Tenens and Advanced Practitioners in accordance with Article IX hereof; or (ii) in the event Customer makes a request for an urgent volume of staff and the use of Contractors is necessary to meet the requirements under this Agreement. Maxim will ensure that any Contractor Personnel provided to Customer by a Contractor will comply with the Personnel Requirements set forth in Section 3.2 and timely perform Services under this Agreement.

Section 7.3 Conflict of Interest. By entering into this Agreement, the Parties agree that all conflicts of interest shall and have been disclosed to the other Party for review in accordance with that Party's policies and procedures.

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A conflict of interest occurs when a Customer employee or Personnel has professional or personal interests that compete with his/her/their ability to provide Services to or on behalf of Maxim or Customer. Such competing interests may make it difficult for the Customer employee or Personnel to fulfill his/her/their duties impartially.

ARTICLE VIII. TRAVEL DELIVERY AND ADDITIONAL OFFERINGS

8.1 Travel Delivery Services. In addition to the Services outlined herein and any applicable Statement of Work, Maxim can provide travel delivery services through its national delivery hubs.

8.2 Travel Personnel Coordination. Maxim will be solely responsible for coordinating Travel Personnel's travel assignments to Customer including housing, payroll, and related functions. Maxim reserves the right to cancel the term of Travel Personnel with written notification to Customer. Maxim will endeavor to provide a qualified replacement for cancelled Travel Personnel within fourteen (14) days from the date of notification.

8.3 Travel Personnel Expense Reimbursement. The rates paid to Maxim by Customer for Travel Personnel include amounts to reimburse Maxim for Travel-Expense Payments Maxim makes to Travel Personnel. Maxim will provide Customer with sufficient information regarding such Travel-Expense Payments in accordance with section 274(d) of the Internal Revenue Code. Customer is subject to any applicable limitations on deduction under section 274 of the Internal Revenue Code and regulations promulgated thereunder.

8.4 Per Diem Personnel. Customer will use its best efforts to request Per Diem Personnel at least twenty-four (24) hours prior to reporting time in order to assure prompt arrival of assigned Per Diem Personnel. All information regarding reporting time and assignment will be provided by Customer to Maxim at the time of the initial call.

(a) Per Diem Personnel Short-notice Requests. Maxim will bill Customer for the entire shift if an order for Per Diem Personnel is made less than two (2) hours prior to the start of the shift, as long as the Per Diem Personnel report for work within a reasonably prompt period of time under existing conditions after receiving notice of the assignment.

(b) Per Diem Personnel Order Cancellation. If Customer changes or cancels an order for Per Diem Personnel less than two (2) hours prior to the start of a shift, Maxim will bill Customer for two (2) hours at the established fee for each scheduled Per Diem Personnel. Maxim will be responsible for contacting Per Diem Personnel prior to reporting time.

ARTICLE IX. ASSIGNMENT OR SUBCONTRACTING

9.1 Assignment or Subcontracting. Maxim can assign or subcontract this Agreement with written notice to Customer. Should Customer request Locum Tenens providers from Maxim, the Parties shall enter into a separate Agreement, Statement of Work for Locum Tenens coverage, or Assignment Confirmation to define the scope and duration of Contractor Assignments.

(a) Sunburst. Should Customer request utilization workforce solutions, the Parties shall enter into a Master Services Agreement with Maxim's subsidiary, Sunburst Workforce Advisors, LLC. The terms

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set forth in the separate Master Services Agreement will govern the scope of work for the MSP services.

- (b) **MPR.** Maxim may utilize the services of Contractors if Customer (i) requests practitioners who are contracted with Maxim Physician Resources, LLC d/b/a Maxim Locum Tenens and Advanced Practitioners ("MPR"); or (ii) in the event Customer makes a request for an urgent volume of staff and the use of Contractors is necessary to meet the requirements under this Agreement.

ARTICLE X. INSURANCE

Section 10.1 Maxim Insurance. Maxim will maintain (at its sole expense), or require the Contractors it utilizes under this Agreement to maintain, valid policies of insurance evidencing general and professional liability coverage of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, covering temporary staffing Services provided by Personnel. Maxim will provide a certificate of insurance evidencing such coverage upon written request by Customer.

Section 10.2 Customer Insurance. Customer will maintain at its sole expense valid policies of general and professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Customer will give Maxim prompt written notice of any material change in Customer coverage. Customer shall name Maxim as an additional insured on its general liability policy.

ARTICLE XI. INDEMNIFICATION

Section 11.1 Indemnification by Maxim. Maxim agrees, at its own expense, to indemnify, defend, and hold harmless Customer and its parent, subsidiaries, Affiliates, directors, officers, employees, and agents against any and all third-party losses, liabilities, judgments, awards, and costs (including reasonable attorneys' fees and expenses) to the extent arising out of or relating to:

(a) bodily injury (including death) or any real or tangible property loss or damage as a direct result of Maxim's employees' negligent acts or omissions in the performance of Services under this Agreement; or

(b) any breach by Maxim of [Section 3.2](#) or [Section 3.3](#).

Section 11.2 Indemnification by Customer – Customer agrees, at its own expense, to indemnify, defend, and hold harmless Maxim and its parent, subsidiaries, affiliates, directors, officers, employees, and agents against any and all third-party losses, liabilities, judgments, awards, and costs (including reasonable attorneys' fees and expenses) to the extent arising out of or relating to:

(a) bodily injury (including death) or any real or tangible property loss or damage as a direct result of Customer's employees' negligent acts or omissions in the performance of Services under this Agreement; or

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- (b) any Transaction Taxes levied, assessed, or imposed by any taxing authority as a result of, or in connection with this Agreement, whatever the source and regardless of whether invoiced to or remitted by Customer.

Section 11.3 Indemnification Procedures – The Party seeking indemnification under this Article XI (the “**Indemnified Party**”) shall notify the other Party (the “**Indemnifying Party**”) promptly after the Indemnified Party receives notice of a claim for which indemnification is sought under this Agreement; provided, however, that no failure to so notify the Indemnifying Party shall relieve the Indemnifying Party of its obligations under this Agreement except to the extent that it can demonstrate damages directly attributable to such failure. To the extent permitted by law, the Indemnifying Party shall have authority to defend or settle the claim; provided, however, that the Indemnified Party, at its sole discretion and expense, shall have the right to participate in the defense and/or settlement of the claim, and provided further, that the Indemnifying Party shall not settle any such claim imposing any liability or other obligation on the Indemnified Party without the Indemnified Party’s prior written consent.

ARTICLE XII. LIMITATION OF LIABILITY

Section 12.1 Limitation on Liability. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, RELIANCE OR SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING DAMAGES FOR LOST PROFITS, LOSS OF USE, BUSINESS INTERRUPTION, OR LOSS OF DATA IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT REGARDLESS OF THE FORM OF ACTION WHETHER IN CONTRACT, WARRANTY, STRICT LIABILITY OR TORT AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Section 12.2 Cap on Damages. THE TOTAL AGGREGATE LIABILITY OF EACH PARTY TO THE OTHER PARTY FOR DAMAGES UNDER THIS AGREEMENT OR OTHERWISE SHALL NOT EXCEED THE SUM OF ALL FEES PAID OR PAYABLE TO MAXIM BY CUSTOMER UNDER EITHER THE APPLICABLE STATEMENT OF WORK OR FOR SERVICES RENDERED DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE MONTH IN WHICH SUCH LIABILITY AROSE, WHICHEVER IS LESS. MULTIPLE CLAIMS UNDER THIS AGREEMENT WILL NOT ENLARGE THIS LIMIT. THIS LIMITATION OF LIABILITY SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY EXCLUSIVE REMEDY HEREIN.

ARTICLE XIII. DISPUTE RESOLUTION

Section 13.1 Dispute Resolution. Except as otherwise provided in this Agreement, any dispute between the Parties regarding the interpretation or enforcement of this Agreement or any of its terms shall be addressed by good faith negotiation between the Parties.

Section 13.2 Dispute Resolution Process. To initiate such negotiation, a Party must provide to the other Party written notice of the dispute that includes both a detailed description of the dispute or alleged nonperformance and the name of an individual who will serve as the initiating Party’s representative in the negotiation. The other Party shall have ten (10) business days to designate its own representative in the negotiation. The Parties’ representatives shall meet at least once within forty-five (45) days after the date of the initiating Party’s written

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notice in an attempt to reach a good faith resolution of the dispute. Upon agreement, the Parties' representatives may utilize other alternative dispute resolution procedures such as private mediation to assist in the negotiations.

Section 13.3 Inability to Resolve. If the Parties have been unable to resolve the dispute within forty-five (45) days of the date of the initiating Party's written notice, either Party may pursue any remedies available to it under this Agreement, at law, in equity, or otherwise, including, but not limited to, instituting an appropriate proceeding before a court of competent jurisdiction.

ARTICLE XIV. CONFIDENTIALITY AND USAGE OF DATA

Section 14.1 Confidentiality.

(a) **Maxim/Customer Information.** The Parties recognize and acknowledge that, by virtue of entering into this Agreement and providing Services hereunder, the Parties will have access to certain information, which may be considered confidential or trade secret information (collectively "Information") such that a Party may derive independent economic value, actual or potential, from the Information not being generally known to the public or to other persons or entities, which are not a party to this Agreement. This Information may include, without limitation, information with respect to the Party's customers, vendors, cost structure, and/or business strategy, or business methods at any time used, developed, or disclosed by the Party. Each of the Parties agree that neither it, nor its staff shall, at any time either during or subsequent to the termination of this Agreement, disclose the Information to others, use, copy, or permit the Information to be copied, except pursuant to duties for or on behalf of the other Party as defined within this Agreement. A Party may disclose the Information pursuant to a governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar request, provided that the other Party promptly notifies the non-disclosing Party, in writing of such request or demand for disclosure, and no later than within forty-eight (48) hours of receipt of such request, so that the non-disclosing Party, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Information.

(b) **Disclosure of Maxim/Customer Partnership.** From time to time, Maxim lists or mentions its customers in its marketing, communication, and business initiatives barring any restrictions and obligations as set forth in Section 14.1(C) and/or Section 14.2 of this Agreement. Customer agrees that Maxim may disclose the partnership between Maxim and Customer, and use Customer's name for such marketing, communication, and business purposes and initiatives. The Parties will make all commercially reasonable efforts to facilitate and coordinate press announcements, press releases, and other joint-marketing efforts related to this Agreement and the Maxim/Customer partnership. If either Party reasonably objects to use or disclosure of said partnership in such initiative(s), the other Party may ask the Party that developed the marketing or promotional content to edit or adjust such materials, and such Party will not unreasonably disagree.

(c) **Student Information.** In the event that Maxim receives student information, which may include student financial or medical information (collectively "Student Information"), Maxim shall not disclose any Student Information for which Services are provided under this Agreement to any third-party,

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except where permitted or required by law or where such disclosure is expressly approved by Customer, Maxim, and if required, student in writing. Further, each Party and its employees shall comply with the other Party's policies and obligations. Maxim may maintain and use Student Education Records to perform the Services under this Agreement and may disclose de-identified data to third parties in performance of services under this Agreement. If Maxim is provided access to students' records, Maxim shall limit its personnel's access to the records to those persons for whom access is essential to the performance of the Services under this Agreement. Maxim shall, at all times and in all respects, comply with the terms of the Family Rights and Privacy Act of 1974, as amended. Maxim reserves the right to retain any Student Education super for the length of time necessary to meet Maxim's contractual and legal commitments.

Section 14.2 Data Security. Customer will be responsible for establishing and overseeing all access, maintenance, and transmission of Customer and Student data and information, including privacy and security measures required under Law, which may further be needed to maintain and protect the security of all Customer computer systems, networks, and/or data related to the Services under this Agreement. Customer will be responsible for providing all education and training to Personnel as it relates to Customer's privacy and security measures and processes, including, without limitation the Customer's processes and expectations for collecting, storing, securing, and transferring Customer or Student data and information accessed, collected, and maintained under this Agreement.

Customer acknowledges and understands and agrees that no Personally identifiable information ("PII") or Protected Health Information ("PHI") PHI will be relayed, transmitted, or otherwise provided to or stored by Maxim or Maxim Personnel, unless necessary to be provided in performance of Services under this Agreement. Customer further acknowledges that it will provide Maxim with deidentified data, whenever possible, including removal of direct identifiers. Customer shall indemnify and hold harmless Maxim, its directors, officers, shareholders, employees, and agents from and against any and all claims, losses, liabilities, costs and other expenses resulting from, or relating to, the negligent handling of PII or PHI, including the unauthorized use, access, or disclosure by Customer, its employees, agents, and subcontractors.

Section 14.3 Aggregate Statistical Usage. Customer acknowledges and agrees that Maxim will collect data related to the performance of the Services for the purposes of aggregation and the creation of a centralized benchmarking mechanism, such data does not contain student data or identifying student information. Notwithstanding anything to the contrary in this Agreement, Customer acknowledges and agrees that Maxim shall have a perpetual right to collect, use, and disclose the data collected relating to the Services and derived from Customer's use of Maxim, Maxim Personnel, and Contractors affiliated with Maxim under this Agreement for the analysis, benchmarking, analytics, marketing, or other business purposes as long as all data collected is done in an anonymized aggregated manner, with Customer's data aggregated with data of other Maxim customers, so as to be non-specific to any individual Customer.

Section 14.4 Survival. All obligations set forth in this Article XIV shall survive the termination of this Agreement.

ARTICLE XV. TERMINATION

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Section 15.1. Termination for Convenience. Either Party may terminate this Agreement for any reason by providing at least thirty (30) days advance written notice of the termination date to the other Party.

Section 15.2. Termination for Cause. If payment default occurs, Maxim may terminate this Agreement upon seven (7) days advance written notice of the termination date to Customer.

Section 15.3 Post Termination Obligations. Termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination.

ARTICLE XVI. GENERAL TERMS

Section 16.1 Non-discrimination. Neither Maxim nor Customer will discriminate on the basis of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed Services, genetic information, or any other characteristic protected under applicable federal, state, or local law.

Section 16.2 Compliance with Laws. Maxim agrees that all Services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state, or local laws and regulations or applicable accrediting body standards are modified, Maxim reserves the right to notify Customer in writing of any modifications to the Agreement in order to remain in compliance with such law, rule, or regulation.

Section 16.3 Governing Law, Jurisdiction. This Agreement will be governed by and construed in accordance with the laws of the State of Maryland, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Maryland and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.

Section 16.4 Assignment of Agreement. Customer may not assign this Agreement without the prior written consent of Maxim, and such consent will not be unreasonably withheld. Maxim may assign this Agreement without consent and/or notice for assignment to either: (i) an entity owned by or under common control with assignor, (ii) in connection with any acquisition of all of the assets or capital stock of Maxim, and/or (iii) a name change by Maxim.

Section 16.5 Attorneys' Fees. In the event either Party is required to obtain legal assistance (including in-house counsel) to enforce its rights under this Agreement, or to collect any monies due to such Party for Services provided, the prevailing Party shall be entitled to receive from the other Party, in addition to all other sums due, reasonable attorney's fees, court costs, and expenses, if any, incurred enforcing its rights and/or collecting its monies, including any fees and costs incurred on an appeal.

Section 16.6 Notices. Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses below. Either Party may change the address to which notices are sent by sending written notice of such change of address to the other Party.

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Guadalupe Centers
1015 Avenida Cesar E Chavez,
Kansas City Missouri 64108

ATTN: Charlotte Hawkins

Maxim Healthcare Staffing Services, Inc.
7227 Lee DeForest Drive
Columbia, MD 21046

ATTN: Contracts Department

Email copy to:

ContractsEducationalServices@maxhealth.com

COPY TO:

Maxim Healthcare Staffing Services, Inc.
9239 West Center Rd, Omaha, NE, 68124,
United States of America
ATTN: Nicholas Mitchell

Section 16.7 Headings. The headings of sections and subsections of this Agreement are solely for reference only and will neither affect nor control the meaning or interpretation of this Agreement.

Section 16.8 Merger. This Agreement constitutes the entire contract between Customer and Maxim regarding the Services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. All terms of a later signed Agreement will supersede a prior signed Agreement. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document.

Section 16.9 Amendment. No changes and/or amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both Parties except as provided in Section 3.1(a), Section 16.2, and Attachment(s).

Section 16.10 Severability. In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful, and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.

Customer and Maxim have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Agreement as of the Effective Date set forth above.

GUADALUPE CENTERS

MAXIM HEALTHCARE STAFFING SERVICES, INC.:

Signature of Authorized Representative

Signature of Authorized Representative

Master Services Agreement

Printed Name

Printed Name

Title

Title

Date

Date

Master Services Agreement

STATEMENT OF WORK ATTACHMENT "A"

- Scope of Services.** Maxim is responsible for recruiting, screening, and hiring its Personnel as set forth herein to provide temporary staffing Services to Customer, with such Services provided by Personnel under Customer's management and supervision at a Work Site or in an environment controlled by Customer. Upon Customer's request for supplemental personnel, Maxim will use commercially reasonable efforts to provide Personnel to Customer. Customer shall communicate duties, shifts, unit assignments and other working details to Personnel during their Assignment.
- Length of Assignment.** Personnel will be assigned to the Customer specified Work Site(s) exclusively for at least 90 days or 13 weeks. If Per Diem Personnel are requested, Customer and Maxim will use commercially reasonable efforts to document the length of the assignment(s) in a Customer Assignment Confirmation.
- Personnel Requirements and Screening.** Maxim will supply Customer with Personnel who meet the criteria set forth in the Assignment Onboarding Attachment "B". Maxim will provide Personnel who have the necessary and appropriate skills, education, knowledge and experience for the positions to be filled, subject to the approval of the Customer.
- Interview.** Customer may request to conduct a telephone interview with any Personnel candidate prior to the Services commencing. If Customer requests a face-to-face interview for Travel Personnel, Maxim will bill Customer for cost of travel, lodging, and reasonable per diem expenses.
- Bill Rates.** Bill Rates are agreed to between the Customer and Maxim for the following positions. If Customer and Maxim execute a subsequent Assignment Confirmation(s) per individual Personnel the Bill Rates in the Assignment Confirmation will apply to the named Personnel therein and for the timeframe indicated.

Positions	Rate \$ (per hour)
Audiologist	\$100.00
BCBA	\$100.00
Behavior Tech/Paraprofessional II	\$40.00
CNA	\$35.00
Counselor	\$70.00
Custodial Staff	\$35.00
Food/Nutrition Service Staff	\$35.00
Intervention Specialist	\$60.00
LPN	\$56.00
LPN 1:1 Care	\$60.00
Orientation & Mobility Specialist	\$75.00
Paraprofessional	\$35.00
PT/OT	\$85.00
PT Assistant	\$65.00

Master Services Agreement

OT Assistant	\$65.00
RN	\$60.00
RN 1:1 Care	\$65.00
Registered Behavior Tech	\$45.00
School Psychologist	\$100.00
SLP	\$85.00
SLP CFY	\$65.00
Sign Language Interpreter	\$65.00
Licensed Clinical Social Worker	\$80.00
Social Worker (Masters)	\$65.00
Special Education Teacher	\$68.00
TDHH	\$68.00
TVI	\$68.00
General Education Teacher	\$62.00

*The Travel Bill Rate (per hour) includes reimbursement by Customer for Travel-Expense Payments Maxim makes to Travel Personnel.

6. **Out of School Time and Off-Site School Time Educational Services.** Rates charged for educational services rendered outside of school time or off-site during school time will be in accordance with the local and/or state regulatory wage laws. Overtime Rates are also charged for all hours worked in excess according to applicable state law.
7. **Annual Rate Increase.** Effective on the Agreement renewal date and every year thereafter, Bill Rates for all modalities listed above will be increased by three percent (3%) of Bill Rate(s).
8. **Weekend Rates.** Weekend rates will apply to shifts beginning at 11:00 p.m. on Friday and will apply through shifts ending at 7:00 a.m. on Monday.
9. **Orientation.** Bill Rate(s) will be billed for all time spent in required Customer orientation.
10. **Overtime.** Overtime Rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. The overtime rate is a one and one-half times (1.5x) multiplier of the Bill Rate for such hours, unless applicable state law requires a different multiplier.
11. **Holidays.** Holiday Rates will apply to all hours worked in the time period beginning at 11:00 p.m. the night before the holiday through 11:00 p.m. the night of the holiday. The Holiday Rate is a one and one-half times (1.5x) multiplier of the Bill Rate for the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Master Services Agreement

12. **Work Site.** This Statement of Work and underlying Agreement shall apply to the following Work Site(s) or Customer locations:

Work Site Name	Address	Work Site Contact
----------------	---------	-------------------

13. **Invoicing.** Maxim will supply Personnel under this Agreement at the Bill Rates listed herein or in any Assignment Confirmation. Maxim will submit invoices to Customer every week for Personnel provided to Customer during the preceding week. The specified contacts for individual Work Sites is set forth below:

Work Site Name	Address	Work Site Invoice Contact
----------------	---------	---------------------------

14. **Changes.** Pursuant to Section 3.2 of the Agreement, the Parties agree that Changes may be made to this Statement of Work by execution of a subsequent Statement of Work(s) or Assignment Confirmation(s), or Change Request.
15. **On Call.** Hours for Personnel that are placed on call will be invoiced to Customer at the "On-Call Hourly Rate" as specified in herein, if applicable, and if called in will be billed at the overtime rate, unless a greater rate such as double time must be used under federal and/or state law.
16. **Construction.** Except as expressly set forth by this Statement of Work, the Agreement shall continue in full force and effect in accordance with the provisions thereof. Nothing in this Amendment to the Agreement is intended to modify, alter, reduce, or change the right or obligations in the Agreement executed except as expressly stated in this Statement of Work.

Master Services Agreement

ATTACHMENT "B" PRE-ASSIGNMENT SCREENING

- a. **School Health Services, Related Services, and Special Education Personnel Requirements.** Maxim will supply Customer with School Health Services, Related Services and Special Education Services Personnel requested in Attachment "A" who meet the following criteria, if the role involves the provision of health and mental health services. These roles include, but are not limited to: RN Certified Nurse, RN, LVN/LPN, BCBA, Behavior Tech, Occupational Therapist, Occupational Therapy Assistant, Physical Therapist, Physical Therapist Assistant, Psychologist. Customer agrees any additional screening that may be required not listed herein, may take place following Personnel's placement. Maxim will:
- a. Conduct a criminal background screening in accordance with applicable law, including any state exclusion review as applicable;
 - b. Verify current license, registration, or certification for the Services to be provided, if applicable to role;
 - c. Verify skills checklist of competencies for the position and exam;
 - d. Verify that a current diagnostic Tuberculosis (TB) test or screening is on file, in accordance with state regulations;
 - e. Verify relevant professional and specialty experience, as requested by Customer;
 - f. Confirm Personnel are authorized to work;
 - g. Perform federal exclusion and abuse check(s) including but not limited to, List of Excluded Individuals/Entities (LEIE) and the Excluded Parties List System (EPLS) and the National Sex Offender Registry.
- b. **Education Personnel Requirements.** Maxim will supply Customer with requested school based professional Personnel as detailed in the Statement of Work performing school based services who meet the following criteria. These roles include but are not limited to the following: Special Education Teacher, Social Worker, School Counselor, Sign Language Interpreter, Admin Teacher Orientation and Mobility, Behavioral Classroom Aide (WA), Speech Language Pathologist. Customer agrees any additional screening that may be required not listed herein, may take place following Personnel's placement. Maxim will:
- a. Conduct a criminal background screening in accordance with applicable law, including any state exclusion review as applicable;
 - b. Receive proof of previous employment;
 - c. Verify, license, certification or certification, if applicable to the role;
 - d. Verify relevant professional and specialty expertise as requested by Customer;
 - e. Confirm Personnel are authorized to work;

Master Services Agreement

- f. Perform federal exclusion checks including but not limited to, List of Excluded Individuals/Entities (LEIE), Excluded Parties List System (EPLS) and the National Sex Offender Registry.
- III. **Customer Criminal Background Report.** In the event that Customer requires its own criminal background screening, which may include fingerprinting, for Maxim Personnel, Customer shall provide Maxim with a copy of the results and/or report, or the “Clear” or “Not Clear” status. Providing first day instructions for Maxim Personnel following Customer required background screening will constitute a “Clear” status. Customer agrees that Personnel may begin assignment following completion of a successful Customer background screening.

AGREEMENT

This Agreement is made and entered on September 29, 2023, by and between The Stepping Stones Group LLC, 123 N Wacker Drive, Chicago, IL 60606 hereinafter referred to as “Contractor” and, Guadalupe Educational System Inc. DBA- Guadalupe Centers Charter Schools, 1015 Avenida Cesar E Chavez, Kansas City, MO 64108” It is hereby agreed as follows:

SERVICES, RATES AND BILLING: Contractor agrees to provide the services, at the designated rates, as listed in Appendix A to this Agreement.

School District agrees to be billed (except during holidays) by Contractor for up to 40 hours per week for each of Contractor’s employees, unless agreed otherwise. No employee of Contractor will work above 40 hours per week without advanced authorization from both Contractor and the designated supervisor assigned by School District. Any hours worked that are considered overtime by state or federal law will be billed at 150% of bill rate. School District will not be billed during school closures and school holidays.

When Statutory Costs and other employee costs of living increase, Contractor will pass those increases along to School District with no mark-up. School District agrees to pay such increases at the same time as any billed fees pursuant to this Agreement. Statutory Costs include any costs and expenses of Contractor that are associated with Workers Comp, FICA, FUTA, SUTA, and incremental costs associated with the Affordable Care Act (ACA), among others.

TRAVEL TIME & MILEAGE: To the extent applicable, travel between schools will be considered billable time and the mileage will be billed at the current IRS mileage rate. No travel will be billed when work is completed at one site.

PAYMENT TERMS: School District will be billed every two weeks via email and agrees to pay all outstanding invoices within 30 days of receipt. School District agrees and understands that School District is billed on actual hours of service provided by the Contractor’s employee, based on the total hours listed on a biweekly timesheet. To ensure billing accuracy and timeliness, School District will complete the Billing Details just above the signature section of this Agreement.

A finance charge of 1.5% per month on the unpaid amount of an invoice, or the maximum amount allowed by law, will be charged on past due accounts. Payments by School District will thereafter be applied first to accrued interest and then to the principal unpaid balance. Any attorneys’ fees, court costs, or other costs incurred in collection of delinquent accounts shall be paid by School District. If payment of invoices is not current, Contractor may suspend performing further work.

REMITTANCE DETAILS: School District will make payments to Contractor at the following address:

PO Box 6280
Carol Stream, IL 60197

If School District prefers to make payments via electronic ACH, instructions can be obtained from the Contractor representative.

EMPLOYEE BENEFITS AND INSURANCE: Contractor will be responsible for providing all employee benefits and insurance including workers' compensation, general liability, and professional liability insurance coverage (with policy limits and deductibles that are appropriate for similarly situated school districts).

NO SOLICITATION: During the term of this Agreement and for a period of two years after the termination of this Agreement, School District agrees not to directly or indirectly contract with, offer employment to or hire any employee of the Contractor assigned to School District or any candidate submitted by Contractor to School District. School District agrees that if School District breaches this no solicitation covenant, direct and indirect damages may be assessed and recovered by Contractor, and Contractor shall be entitled to seek and obtain specific performance.

CONFIDENTIALITY: School District agrees not to provide any information pertaining to the contents of this Agreement to any individual or any entity that may be considered a competitor of the Contractor. School District further agrees not to discuss or disclose any information pertaining to the contents of this Agreement, including but not limited to fees/costs, duration and terms, etc. to the Contractor's employee assigned to provide services to the School District. Disclosure of such information to the Contractor's employee will be considered a breach of this Agreement.

Both parties may receive information that is proprietary to or confidential to the other party or its affiliated companies and their clients in connection with the parties' performance of services under this Agreement. Both parties agree to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing under this Agreement or as required by law. No knowledge, possession, or use of School District's confidential information will be imputed to Contractor as a result of any of Contractor's employees having access to such information. The provisions set forth in the foregoing paragraph and this paragraph shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

Contractor agrees that it is subject to, and shall comply with, all federal and state laws and School District policies relating to the confidentiality of student information, including, without limitation, compliance with the Family Educational Rights and Privacy Act (FERPA).

COOPERATION: School District agrees to cooperate fully and to provide assistance to Contractor in the investigation and resolution of any complaints, claims, actions, or proceedings that may be brought by or that may involve any employees of Contractor.

TERMINATION: This Agreement will end on **July 31, 2024** and may continue beyond this point by mutual consent. School District agrees not to terminate the Agreement until the end of the Term unless (a) Contractor's employee assigned to School District as a whole is deficient in performance of the services hereunder or (b) any employee of Contractor assigned to School District commits an act of professional or ethical misconduct. School District agrees to notify Contractor of any deficiencies in services or possible unethical or unprofessional conduct as soon as School District becomes aware of such deficiencies or misconduct and further agrees to permit Contractor the opportunity to cure any deficiency or misconduct within thirty (30) days of Contractor's receipt of such notice prior to School District delivering notice of termination of this Agreement. Contractor may terminate this Agreement (i) if School District discontinues operations or (ii) if School District fails to make any payments as required by this Agreement.

NONDISCRIMINATION: Contractor represents and warrants that it does not discriminate in hiring and employment practices regarding race, color, religion, disability, sex, age, national origin, ancestry, marital status, pregnancy, or sexual orientation.

INDEMNIFICATION AND LIMITATION OF LIABILITY: To the extent permitted by law, Contractor will defend, indemnify, and hold School District and its equity holders, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by or arising from Contractor's breach of this Agreement; its failure to discharge its duties and responsibilities under this Agreement; or the gross negligence or willful misconduct of Contractor or Contractor's officers, employees, or authorized agents in the discharge of those duties and responsibilities under this Agreement.

To the extent permitted by law, School District will defend, indemnify, and hold Contractor and its parents, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by or arising from School District's breach of this Agreement; its failure to discharge its duties and responsibilities under this Agreement; or the gross negligence or willful misconduct of School District or School District's officers, employees, or authorized agents in the discharge of those duties and responsibilities under this Agreement.

Except as expressly set forth herein, neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict

liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages.

As a condition precedent to indemnification, the party seeking indemnification will inform the other party within ten (10) business days after it receives notice of any claim, loss, liability, or demand for which it seeks indemnification from the other party; and the party seeking indemnification will cooperate in the investigation and defense of any such matter.

The provisions in this section of the Agreement constitute the complete agreement between the parties with respect to indemnification, and each party waives its right to assert any common-law indemnification or contribution claim against the other party.

NOTICES: Notices to Contractor shall be sent to:

The Stepping Stones Group
123 N Wacker Drive, STE 1150
Chicago, IL 60606

AND

K12ops.contracts@ssg-healthcare.com
Jessica.jordan@ssg-healthcare.com

Notices to School District shall be sent to:

Guadalupe Educational System Inc.
DBA- Guadalupe Centers Charter Schools
1015 Avenida Cesar E Chavez
Kansas City, MO 64108

JURISDICTION: This agreement shall be governed by, construed, and is enforceable in accordance with the laws of the State of Missouri. Any action or proceeding relating to or arising out of this Agreement shall be commenced and heard in the State or Federal Court sitting in Missouri. Both parties hereby consent to the jurisdiction and venue of such courts.

GENERAL: No provision of this Agreement may be amended or waived unless agreed to in writing and signed by the parties. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns.

BILLING DETAILS FOR SCHOOL DISTRICT:

Billing Contact Name/Title: _____

Billing Email/Phone: _____

Mailing Address (for invoice): _____

Special Billing Instructions: _____

Signed for Contractor:

Signature: *Jessica Jordan* _____

Name: Jessica Jordan _____

Title: Client Services Manager _____

Date: October 12, 2023 _____

Signed for School District:

Signature: _____

Name: _____

Title: _____

Date: _____

Appendix A

The services that may be provided under this Agreement and the corresponding hourly bill rates for each service for the are listed below:

Bill Rate 23-24 School Year

Specialty	Hourly Rate
Special Education Teacher	\$76 - \$80
Speech Language Pathologist	\$81
Speech Language Pathologist Assistant	\$69
Occupational Therapist	\$81
Occupational Therapist Assistant	\$68
Physical Therapist	\$81
Physical Therapist Assistant	\$68
School Psychologist	\$92 - \$97
BCBA	\$95 - \$105
ABA	\$60
RBT	\$45 - \$49
PARA Professional	\$40
RN	\$67
LPN	\$54
DHH(Deaf)	\$81

*An additional overtime fee will be charged for all candidates that work over 8 hours in a day and/or 40 hours in a week. Overtime will be charged at a rate of 1.5 times the individual's bill rate specified on the Candidate Rate Confirmation sheet.

**Mileage is to be reimbursed at the federal reimbursement rate.



AGREEMENT FOR SCHOOL SUPPORT SERVICES

This Agreement for School Support Services (“Agreement”) is entered into between Guadalupe Educational System Inc. d/b/a Guadalupe Centers Charter Schools (“Customer”) and Therapylog, LLC (“Therapylog”).

1. **Nature of Agreement.** The Customer agrees to retain Therapylog to provide services as defined in the Attachment A, attached hereto and incorporated herein by reference, as an independent contractor for the duration specified in this Agreement and Therapylog agrees to perform the services assigned by the Customer per the terms and conditions specified in Attachment A.
2. **Terms.** Subject to the provisions set forth in paragraph nine (9) below, the term of this Agreement shall begin and automatically terminate on the dates specified in the Attachment A
3. **Services.**
 - a. The contracted provider assigned by Therapylog (“Provider”) will work as needed remotely via video (“Telepractice”) and, as appropriate, on-site at the locations specified by the Customer to complete the assigned tasks and consult with the Customer’s staff on related matters as determined by the representative(s) designated by the Customer.
 - b. The Provider will participate in meetings through video conferencing, in-person, or through a written report submitted to the Customer, as appropriate.
 - c. The Customer will provide an appropriate working space and support staff as required for the contracted services.
4. **Wage Rate and Expenses.**
 - a. Subject to the provisions in paragraph four (4), section b below, the Provider shall be paid according to the rates specified for the services outlined in the Attachment A.
 - b. The Provider shall be guaranteed the rate specified in Attachment A for each hour the Provider is scheduled to perform services or attend meetings, except in the following circumstances:
 - i. In the case where on-site services are to be performed and all scheduled services are cancelled for the day, such as a snow day or all children scheduled to receive school services are absent and the Provider has received direct notice prior to leaving his or her office, through written or phone conversation initiated by the member school district. If such notice wasn’t provided, the Customer will be charged for one hour of service and travel time to and from the site.

ii. The Provider cancels scheduled services for any reason (such as illness, hazardous road conditions, etc.)

d. The Provider shall be reimbursed for other reasonable expenses related to the performance of services, as agreed to by both parties.

5. Payment.

- a. Provider shall submit statements to the Customer specifying the services provided and expenses incurred by the first Friday of each month following service.
- b. The Customer shall make payment within thirty (30) days of receipt of statement.

6. Independent Contractor. The Provider shall be retained as an independent contractor and shall not be considered an employee of the Customer for any purpose. Accordingly, the Customer shall not be responsible for withholding taxes or any other employee related liability or benefits.

7. Equipment and Supplies. During the term of this agreement, the School shall provide the equipment and supplies, after consultation with and obtaining input from the Provider, deemed necessary to provide the services hereunder. The Provider shall not purchase, nor authorize purchase of any goods, services, supplies or other items for the School without prior written authorization.

8. Liability Insurance and License. The Provider shall furnish a copy of the required license to the Customer, upon request, and shall maintain adequate professional liability insurance.

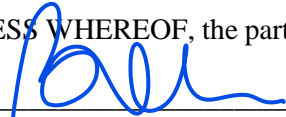
9. Termination. Either party may terminate this Agreement pursuant to the instructions in Attachment A. Should the Customer be dissatisfied with the level of the services provided by the Provider, the Customer can notify Therapylog of the specific causes and Therapylog will have 30 days to rectify the Provider's performance. If Therapylog is unable to resolve the situation to the Customer's satisfaction, the Customer shall have the right to request that Therapylog replace the Provider of contracted services with a new Provider.

10. Background Screening. Provider shall provide to Customer proof of satisfactory check of the child abuse/neglect records maintained by the Missouri Family Care Safety Registry of all assigned staff that will have direct contact with the Customer's students prior to such staff commencing service/work at Customer's location.

11. Nondisclosure Obligations. Provider understands that, in the course of performing the services, Provider will have access to certain highly confidential and/or proprietary information, which may include but is not limited to information about the Customer, its operations, the participants in education programs and those who received school services (collectively "Confidential Information"). Except as required by law, Provider agrees not to disclose, distribute, provide or allow anyone else to access any Confidential Information associated with the services to anyone outside of the Customer staff for this project. Provider further agrees that Provider will not allow others to do the same and will take precautions against such from occurring. Provider agrees that Provider will not retain, or allow others to retain, any copies, notes or excerpts of interviews, or identifying or locator information, or any other documents or materials associated with the services. Provider will promptly return all Confidential Information and copies thereof to the Customer upon completion or termination of the services. Provider further acknowledges that it will be bound by the terms of this Section during and after the term of this Agreement

12. Entire Agreement. This instrument contains the entire agreement of the parties. It may be amended only by an agreement in writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement for School Support Services.



Research to Practice, Inc.
d/b/a Therapylog
Ashley Ratcliffe Beumer
Director of Operations

Date

Guadalupe Educational System Inc.
d/b/a Guadalupe Centers Charter Schools

Date

Attachment A

The terms of the agreement for school support services shall begin on or about October 20, 2023, and shall automatically renew on annual basis unless written notification is provided to Therapylog by the Customer by July 1st of each calendar year.

COMPLIMENTARY SERVICES

- ✓ Access to the most current protocols and assessments;
- ✓ Up to two hours of complementary time with the therapist(s) to virtually meet with parents/guardians, if desired by the Customer;
- ✓ Therapist biography to share with parents/guardians and staff;
- ✓ Collection of caseload information;
- ✓ Technology trouble-shooting and set-up;
- ✓ Consultations with the Therapylog Director of Therapy Services to help determine service needs;
- ✓ Customized monthly invoices that meet DESE requirements, along with self-audit of the invoice;
- ✓ Enrollment of therapists as MO HealthNet Providers;
- ✓ Therapist training: SPED software, MO SPED Compliance and Effective Practices, IDEA Compliance and documentation using Therapylog software;
- ✓ Ongoing support from our team regarding services, invoices, and any other needs.

PRICING

<input type="checkbox"/> Intelligence/Gifted Testing:	\$80/hr
<input type="checkbox"/> Other Psycho-Educational Assessments:	\$80/hr
<input type="checkbox"/> School Based Counseling (individual and/or group):	\$80/hr
<input type="checkbox"/> Suicide Risk Assessment & Prevention Program:	rate available on request
<input type="checkbox"/> Behavioral Observation & Intervention:	\$80/hr
<input type="checkbox"/> Special Education Process Coordination:	\$80/hr

Charging guidelines:

- a. Services will be billed based on hours delivered.
- b. Travel time will be billed at 50% of the billable rate plus the current DESE rate per mile.
- c. The Customer will not be charged for additional minor services including: brief communication (10 minutes or less) face-to-face or via phone calls, fax or email; or time needed for administrative functions.
- d. Services will be charged in 15 minute increments.
- e. Minimum billed for a day, or any portion thereof, scheduled in advance and cancelled less than an hour before the scheduled time: One hour at the billable rate.

Statement of Work: Guadalupe Centers Charter Schools (GCCS)
Timeframe: Fall/Winter 2023

Purpose: Provide hiring and interview systems support for Guadalupe Centers Charter Schools (GCCS) to ensure School Leaders have a start-to-finish playbook of hiring processes

Creating Hiring Playbook

This strategy outlines the process for working with GCCS HR team to create a step-by-step hiring process playbook, and to codify training materials to coach all hiring stakeholders on 2023-2024 hiring process.

Initiatives

Hiring Retreat Day: Building 2023-2024 Playbook

What: CW works alongside HR team to evaluate and understand existing interview scripts and processes, identify areas to build out and strengthen, and develop an in-house interview playbook for broader GCCS team to use, thus systematizing the GCCS teacher hiring process

- How:
 - Pre Retreat
 - Conduct information-gathering call with HR team to understand existing SWOT analysis of hiring systems, confirm high level 'ideal' process for 23-24 hiring with teacher candidates, probe platform and systems that work best for GCCS team, and confirm objectives of Hiring Retreat with HR team
 - Based on what is uncovered during information-gathering call, CW *could*:
 - Compile options or templates that could address high-need process changes (example - prepare a template for networking call if none exists)
 - Synthesize pre-existing documents into master hiring process doc as pre-work for Retreat Day
 - Retreat Day:
 - During Hiring Retreat day, work alongside HR team to fully document the start-to-finish 23-24 hiring process including communication templates, networking/prospect call, phone interview/screens, final interview day agenda and outcomes, extending offer process and best practices
 - Post Work:
 - CW spends 1-2 hours in post work revising and refining playbook as needed to support GCCS team

Hiring Clinic: School Leader Coaching for 2023-2024 Hiring Process

- What: Work alongside HR team to develop 1-2 hour Hiring Clinic for School Leaders to attend December 2023 at GCCS
- How:
 - Taking each part of interview process, CW will script the training plan needed for all School Leaders to 'master' each part of the process they are executing
 - CW will create 'model videos' for GCCS HR team to use during Hiring Clinic for School Leaders to observe each stage of interview process and synthesize best practices
 - CW will develop practice questions or role play scenarios for School Leaders to practice the top 3-5 most challenging parts of interview process
 - CW will bring finalized Hiring Clinic deliverable to HR team for full run through of clinic

Investment Options

Listed below are different pricing models for each of the initiatives listed above.

Initiatives Based Pricing	Investment
<p><u>Hiring Retreat Day: Building 2023-2024 Playbook</u> Develop an in-house interview playbook for broader GCCS team to use, thus systematizing the GCCS teacher hiring process; work alongside HR team to fully document the start-to-finish 23-24 hiring process including communication templates, networking/prospect call, phone interview/screens, final interview day agenda and outcomes, extending offer process and best practices</p>	\$2300 - total project fee
<p><u>Hiring Clinic: School Leader Coaching for 2023-2024 Hiring Process</u> Develop 1-2 hour Hiring Clinic for School Leaders to attend December 2023 at GCCS that includes</p> <ul style="list-style-type: none"> Fully scripted overview of start-to-finish process so hiring stakeholders leave with deep understanding of GCCS hiring process 5-6 model videos for leaders to engage in video study of interview practices 5-6 role plays developed for school leaders to practice most critical parts of interview process and conversations 	\$2000 - total for all hiring clinic materials

IN WITNESS WHEREOF, the parties, on the dates indicated below, have caused their duly authorized representatives to execute this Agreement, which shall be effective as of the Effective dates below:

Guadalupe Centers Charter School

By: _____

Name (print): _____

Date: _____

Title: _____

Dana Coleman Consulting, LLC

By: _____

Name (print): _____

Date: _____

Title: _____



Confidentiality & Intellectual Property Rights

The content of this document is the intellectual property of Dana Coleman Consulting. The reuse, republishing, or reprinting of content without the written consent of Dana Coleman Consulting is prohibited. All information within this document is considered confidential and is intended solely for the use of the Guadalupe Centers Charter Schools. The Parties hereby expressly agree, at all times, to maintain the confidentiality of, and not to, directly or indirectly, use, disclose to or discuss with, any person any Confidential Information except (i) to the extent reasonably necessary or appropriate to perform Consultant's duties and responsibilities, (ii) with the prior written consent of the Organization, or (iii) as otherwise required by law, regulation or legal process or by any regulatory or self-regulatory organization having jurisdiction. For purposes of this Agreement, "Confidential Information" shall include, but shall not be limited to, the Rate, details of clients or prospective clients (including their contact details), marketing plans, financial information, any proposals relating to the proposed expansion or contraction of activities, strategies, curriculum plans, details of the remuneration and other benefits paid, information relating to research activities, know-how, any information which either Party is told is confidential, or any other information of a private, confidential or secret nature concerning either Party or any Related Party.



GUADALUPE CENTERS CHARTER SCHOOLS

By the Numbers

Enrollment/Attendance Report As of 10/24/23

	Target Enrollment 23-24	Current Enrollment	SAC Waitlist	Total Enrollment by School		ATTENDAN CE Present Percent	MOCAP Enrollm ent (22-23)
GES Pre-K	73	73	20	73		92.00%	
K	125	119	12				
1	125	123	12				
2	125	122	7				
3	115	117	14				
4	120	122	10				
5	115	117	14	720	ES	93.0%	
6	115	114	14				
7	130	124	8				1
8	125	116	8	354	MS	92.00%	1
9	125	122	16				
10	120	120	10				1
11	115	107	6				1
12	110	112	2	461	HS	92.00%	
Totals	1638	1608	153	1608	Total	92.25%	4
Minus PreK	1565	1535					

Staffing Positions Available as of 10/19/23

- **High School**
 - Part-Time Hall Monitor
 - Building Sub
 - SPED Teacher
- **Middle School**
 - Building Subs
 - Part-Time Hall Monitor
 - Reading Interventionist
- **Elementary/Prek**
 - PreK-Lead Teacher

5123 E. Truman Rd. Kansas City, MO

64127 • 816.994-0313 •

www.gck12.org